

**VALENCIA COLLEGE
PER DIEM AND LOCAL MILEAGE VOUCHER**

FA-7
Rev. 04-2023

TRAVELER & TRIP INFORMATION

- A. Traveler's Name (type) _____ Traveler's VID# V0 MC _____
 B. Destination City & State _____
 C. Departure Date _____ Departure Time _____ / Return Date _____ Return Time _____
 D. Brief Description & Reason for Trip _____

*****Complete either the Per Diem (OR) the Single Room Rate & Meals**

A. **PER DIEM:** _____ Days @ \$80.00 per day (Completed in lieu of Actual Costs of Lodging & Meals) \$ _____

OR
SINGLE ROOM RATE & MEALS: (Please indicate payment method & amount)
 NIGHTS: _____ Nights @ \$ _____ (Actual Room Rate) \$ _____

- Paid by Traveler
 Paid by Check Request Amount \$ _____
 Paid by P - Card, P - Card Trans. ID# _____ Amount \$ _____

MEALS: Breakfast (\$6) _____ Lunch (\$11) _____ Dinner (\$19) _____ \$ _____

B. TRANSPORTATION:

- a. Used College Vehicle: YES NO
 b. Airline Tickets: (Please indicate payment method & amount/Attach Ticket & Receipt)
 Paid by Traveler \$ _____
 Paid by Check Request Amount \$ _____
 Paid by P - Card, P - Card Trans. ID# _____ Amount \$ _____
 c. Used Private Vehicle: _____ Miles @ \$.445 per mile \$ _____
 d. Rental Vehicle (Please indicate payment method & amount/Attach Receipt):
 Paid by Traveler \$ _____
 Paid by Check Request Amount \$ _____
 Paid by P - Card, P - Card Trans. ID# _____ Amount \$ _____
 Paid by Purchase Order # _____ Amount \$ _____

C. REGISTRATION FEE: (Please indicate payment method & amount/Attach Official Receipt or Registration Form)

- Paid by Traveler \$ _____
 Paid by Check Request Amount \$ _____
 Paid by SPD Funds Amount \$ _____
 Paid by P - Card, P - Card Trans. ID# _____ Amount \$ _____

D. MISCELLANEOUS EXPENSES: (Please Attach All Receipts)

- a. OTHER: (Itemized - Ex. Public Transportation, Taxi, Airport Limousine Fare, Attended Parking, Bridges, Roads & Tunnel Tolls, Internet Service, etc.)
 Paid by Traveler \$ _____
 Paid by Check Request Amount \$ _____
 Paid by P - Card, P - Card Trans. ID# _____ Amount \$ _____

TOTAL TRAVEL EXPENSES \$ _____

E. SUBTRACT:

- a. Advanced Funds (\$ _____)
 b. Meals included in registration fees: B (\$6) _____ L (\$11) _____ D(\$19) _____ (\$ _____)

BALANCE DUE TO (OWED BY) TRAVELER \$ _____
Business Office Receipt #: _____

CHARGE TO:

Line 1: Index _____	Acct _____	Amount \$ _____	Bud. Mgr. Sign _____	Print Name _____
Line 2: Index _____	Acct _____	Amount \$ _____	Bud. Mgr. Sign _____	Print Name _____
Line 3: Index _____	Acct _____	Amount \$ _____	Bud. Mgr. Sign _____	Print Name _____

I hereby certify that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; that no other reimbursement has or is to be received from any other source and that same conforms with the requirements of Section 112.061, Florida Statutes.

_____ Signature of Traveler	_____ Traveler Printed Name	_____ Date
_____ Approved by Supervisor	_____ Supervisor Printed Name	_____ Date
_____ Other Designee Signature (IF APPLICABLE)	_____ Other Designee Printed Name (IF APPLICABLE)	_____ Date

QUICK CHECKLIST (FORM FA-7)

- Complete this digital form completely and correctly (do not handwrite)
 - Clearly indicate if an advance was requested
 - Include all Index and Account Numbers with corresponding amounts
 - Indicate all forms of payment (Ex. Traveler to Pay, P-Card, Check Request)
 - Attach ALL SUPPORT DOCUMENTS including but not limited to:
 - Hotel Receipt with itemized breakdown of costs
 - Airline Itinerary & Receipts including baggage charges
 - Conference or Event registration
 - FINAL Agenda/Itinerary for Conference or Event
 - Any & all receipts relevant to travel
 - Total mileage and route details if Out-of-District (In-District if registration is paid)
 - MapQuest printouts (Actual map not needed ONLY ROUTES are necessary)
- PLEASE NOTE:** The College will only reimburse the most economical means of travel.
PLEASE NOTE: Attach a memo for anything out of the ordinary or for any major discrepancies from your original authorization for travel.
- Obtain ALL required signatures:
 - Traveler, Sign, Print, Date
 - Direct Supervisor, Sign, Print, Date
 - Budget Manager, Sign, Print, Date on all Index and Account Lines
- PLEASE NOTE:** Keep all forms together when obtaining signatures
PLEASE NOTE: If using grant funds, please send this form to the Grants Department before sending to AP.
- Submit this form to Accounts Payable for processing WITHIN 30 days of returning from travel.

PER DIEM (FORM FA-7) INSTRUCTIONS

- STEP 1: COMPLETE TRAVELER & TRIP INFORMATION:**
 - Traveler's name
 - If employee is traveling with students, include a list of students
 - Traveler's VID# & Mail Code
 - Destination City & State
 - Departure & Return Date
 - Departure & Return Time

PLEASE NOTE: If you are flying, you are allowed a 2 hour grace period before your flight time and a 1 hour grace period after your arrival time.

 - Date Conference/Convention Begins & Ends
 - Time Conference/Convention Begins & Ends
 - Brief Description & Reason for Trip
- STEP 2: REPORT ACTUAL LODGING COSTS BY COMPLETING PER DIEM SECTION OR SINGLE ROOM RATE & MEALS SECTION:**
 - Complete the Per Diem Section **OR** the Single Room Rate & Meals Section for lodging expenses
 - If completing the Per Diem Section, list the number of days that you are requesting reimbursement. You will receive a flat rate of \$80.00 in reimbursement in lieu of ACTUAL cost of lodging and meals. This section is only completed if your lodging and meals is less than \$80.00 per day.
 - If completing the Single Room Rate & Meals Section:
 - Indicate the payment method, either:
 - Traveler to Pay: You paid with personal funds to cover the cost, you have provided an itemized receipt for all expenses, and you will be reimbursed after the Per Diem is processed.
 - Check Request: You requested a physical check to pay for the hotel fees and the check was issued to the hotel (not the traveler)

- P-Card: You used your P-Card for the purchase, you have provided a P-Card transaction ID# on your Per Diem, and you have provided an itemized receipt
 - Indicate the ACTUAL number of nights you are requesting reimbursement for and the ACTUAL room rate per night.
 - Calculate the number of meals if applicable. **You are only able to claim meals if you are attending an overnight conference.** Meals are based on your departure and arrival times:
 - Breakfast allowed: If departed before 6 a.m.
If returned after 8 a.m.
 - Lunch allowed: If departed before 12 noon
If returned after 2 p.m.
 - Dinner allowed: If departed before 6 p.m.
If returned after 8 p.m.
- **STEP 3: REPORT ACTUAL TRANSPORTATION COSTS:**
 - Indicate whether a College Vehicle was used.
 - Indicate if you traveled by Airplane and the total cost.
 - Indicate the payment method, either:
 - Traveler to Pay: You paid with personal funds to cover the cost, you have provided an itemized receipt for all expenses and attached your ticket, and you will be reimbursed after the Per Diem is processed.
 - Check Request: You requested a physical check to pay for the airline fees and the check was issued to the airline (not the traveler)
 - P-Card: You used your P-Card for the purchase, you have provided a P-Card transaction ID# on your Per Diem, and you have provided an itemized receipt
 - Indicate if you drove a private vehicle (your personal vehicle), specify the ACTUAL miles you drove (for out-of-district travel only), attach ACTUAL routes with mileage, and list the driver's name and passenger names.
PLEASE NOTE: You can claim mileage to and from the airport.
PLEASE NOTE: If registration fee is paid, you can include in-district mileage on this form with support documents
 - Rental car must have been approved in advance by supervisor on the Authorization for Travel Form.
 - Indicate if you rented a car; attach all receipts and breakdown of costs.
 - Indicate the payment method, either:
 - Traveler to Pay: You paid with personal funds to cover the cost, you have provided an itemized receipt for all expenses, and you will be reimbursed after the Per Diem is processed.
 - Check Request: You requested a physical check to pay for the vendor and the check was issued to the vendor (not the traveler)
 - P-Card: You used your P-Card for the purchase, you have provided a P-Card transaction ID# on your Per Diem, and you have provided an itemized receipt
 - Purchase Order: If you used a purchase order to pay the rental car fees, enter the PO # and amount in the designated fields.
- **STEP 4: REPORT ACTUAL REGISTRATION COSTS:**
 - Indicate the payment method, either:
 - Traveler to Pay: You paid with personal funds to cover the cost, and you have provided an itemized receipt for all expenses, you will be reimbursed after the Per Diem is processed.
 - Check Request: You requested a physical check to pay for the vendor or to reimburse the traveler for the registration fees and the check was issued
 - P-Card: You used your P-Card for the purchase, you have provided a P-Card transaction ID# on your Per Diem, and you have provided an itemized receipt
- **STEP 5: REPORT ACTUAL MISCELLANEOUS COSTS:**
 - List any other expenses, such as public transportation, taxi, shuttle fare, parking, internet services, etc.;; provide all receipts, attach memo for any transaction that are out of the ordinary or different from the Authorization for Travel Form.
 - Indicate the payment method, either:

- Traveler to Pay: You paid with personal funds to cover the cost, and you have provided an itemized receipt for all expenses, you will be reimbursed after the Per Diem is processed.
- Check Request: You requested a physical check to pay for the vendor and the check was issued to the vendor (not the traveler)
- P-Card: You used your P-Card for the purchase, you have provided a P-Card transaction ID# on your Per Diem, and you have provided an itemized receipt

□ **STEP 6: INDICATE ADVANCE REQUESTED AMOUNT (IF APPLICABLE) TO BE SUBTRACTED FROM TOTAL TRAVEL EXPENSES.**

□ **STEP 7: INDICATE ALL MEALS PROVIDED BY THE REGISTRATION FEE TO BE SUBTRACTED**

- If balance is negative the amount needs to be remitted to the Business Office using index(es) indicated on the form and note Business Office receipt number on the balance line.

□ **STEP 8: TRAVELER SIGN, PRINT, AND DATE FORM**

□ **STEP 9: DIRECT SUPERVISOR SIGN, PRINT, AND DATE FORM**

- If using Grant Funds, please send form with all support documents to Grants Department for Approval.

□ **STEP 10: INCLUDE INDEX AND ACCOUNT INFORMATION WITH AMOUNTS**

- If charging more than one Index or Account, indicate the dollar amount by each index and account. (Total dollar amount for each index/account must equal the "Total Travel Costs" listed on the form).

□ **STEP 11: ATTACH SUPPORT DOCUMENTS INCLUDING BUT NOT LIMITED TO:**

- Hotel Receipt with itemized breakdown of costs
- Airline Itinerary & Receipts including baggage charges
- Conference or Event registration & FINAL Agenda/Itinerary for Conference or Event
- Any & all receipts relevant to travel
- Total mileage and route details if Out-of-District (In-District if registration is paid)
- MapQuest printouts (Actual map not needed ONLY ROUTES are necessary)

PLEASE NOTE: The College will only reimburse the most economical means of travel.

PLEASE NOTE: Attach a memo for anything out of the ordinary or for any major discrepancies from your original authorization for travel.

□ **STEP 12: BUDGET MANAGER SIGN, PRINT, AND DATE FORM & ANY OTHER AUTHORIZED SIGNATURES**

- Obtain signature(s) from the budget manager(s) of index(es) to which travel expenses will be charged.
- Obtain signature from the other designee **(IF APPLICABLE)**
- **REMINDER:** If using EDF funds, send form to EmployeeDevelopment@valenciacollege.edu
- **REMINDER:** If using Grant funds, send form to GrantsAccounting@valenciacollege.edu for approval.

□ **STEP 13: SEND COMPLETED FORM AND ALL SUPPORT DOCUMENTS TO ACCOUNTS PAYABLE**

PER DIEM FORM GUIDELINES (FORM FA-7)

GUIDELINES

- After completing the trip, reimbursement should be claimed in a timely manner, within 30 days of returning from travel.
- Travel must be via the most efficient and economical means. Travel reimbursement is not permitted for state sales tax, valet service, special entertainment, tips and gratuities, personal telephone calls, or any item of a personal nature.

PURPOSE

This form is submitted to document actual travel expenses, and request reimbursement (if applicable) for:

- Travel outside of Orange and Osceola counties (out-of-district) in order to conduct official College business
- Funds used to pay for an event being held in Orange or Osceola Counties (“in-district” registration fees)
- This travel should have received previous approval through the submission of the *Authorization for Travel Form (FA-33)*.
- This form documents Actual Travel Costs and requests reimbursement
- Verifies all travel was completed
- Completes the fiscal travel process
- Unencumbers unused funds

PERSONS AUTHORIZED

Personnel entitled to out-of-district (outside of Orange and Osceola counties) travel reimbursement or In-district registration fees include:

- Employee (full or part-time) of Valencia College
- Students of Valencia College
- Consultants or advisors to Valencia College
- Members of Valencia’s District Board of Trustees
- Others as authorized by the District Board of Trustees, the President, or a Designee

WHEN SHOULD YOU SUBMIT THIS FORM

- Submit completed form, with all required signatures:
 - Direct Supervisor
 - Budget Manager
 - Traveler
 - If using Grant or SPD Funds please send to corresponding Departments before sending to Accounts Payable.
- Must be completed *within 30 days* of returning from travel. This is especially important if a cash advance was requested. If received after 30 days, delays reimbursement process and can risk forfeiting advances for one year

TRAVEL ADVANCES

- An employee who requested a travel advance must return a completed *Per Diem and Other than Local Mileage Voucher* with all related receipts supporting the advance to Accounts Payable within **thirty (30) days** after the trip.
- Any employee who does not submit their *Per Diem and Other than Local Mileage Voucher* with supporting documents within 30 days after returning from the trip forfeits the right to receive any future advances for one year from the date of official notification by the Vice President of Administrative Services or designee.

STUDENT TRAVEL

For student travel requirements, please refer to the Student Club and Organization Manual at valenciacollege.edu/studentdev/clubs/

OTHER RESOURCES

- For additional information, please refer to:
- Valencia Travel Policy 6Hx28:5-08 *Travel by Authorized Personnel* at valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=127&volumeID_1=5&navst=0
- Accounts Payable website at valenciacollege.edu/accountspayable/

IMPORTANT NOTES

- Travel must be via the most efficient and economical means.
- Travel reimbursement is not permitted for Florida state sales tax, valet service, special entertainment, tips and gratuities, personal telephone calls, or any item of a personal nature.
- Approved by the College Operations Council on April 11, 2012, the following expenses are items that are considered to be of a personal nature, and will not be reimbursed:
 - Early Check-in Fees
 - Business or first-class upgrades
 - Aisle, window seat, or additional legroom fee
 - Travel Insurance for domestic and Canadian travel
 - Any type of personal preference that is not a required fee
 - A seating fee will be considered required *if* at the time the flight is booked, preferred seating is the *only available option* which should be documented by attaching a seat assignment to the payment method
- If travel expenses are NOT being funded by the College (personal funds/outside funds) and you are requesting no reimbursements, keep the Authorization for travel within the Department.
- **PLEASE NOTE:** To protect your P-Card and prevent any fraudulent charges, please ONLY submit documentation to Accounts Payable with the last four digits of your P-Card. DO NOT list your entire P-Card number or any security information.