



## **GUIDELINES FOR TRAVEL REQUEST AND REIMBURSEMENT FORM (see College Proc. 5.0550)**

Detailed instructions can be viewed at <http://www.scc-fl.edu/hr/media/Request-for-travel-form.pdf>

If traveler is not requesting reimbursement, no travel forms are required to be processed. Traveler's should ensure they have their supervisor's authorization prior to traveling.

Complete when travel is performed for extended leave time In-District, Out-of-District, Out-of-State and International. Include reimbursement for mileage, airfare, per diem, lodging, meal allowance, registration, college vehicle, car rental, parking, tolls, ground transportation, telephone and other expenses.

**Travelers are cautioned not to confirm reservations until this document has been approved.**

### **SECTION I**

- Fill in Traveler's Name and Employee ID Number. - Fill in Beginning and Ending Travel Date and Time. - Fill in Department and Department ID #.
- Fill in Destination and Purpose of Travel: Either give the name of the Convention or the purpose for the trip, whichever is applicable.

**NOTE: Whenever overnight in-district travel is requested, written justification must be attached to the Travel Request and Reimbursement Form.**

**The request will be authorized only in those cases where overnight stay is necessary for fulfilling specific professional responsibilities.**

**NOTE: Out-of-Country Travel: The District Board of Trustees' must approve travel expenses for out-of-country-travel. Request must be submitted 90 days prior to travel.**

### **SECTION II - SPD Support and Estimated Expenses**

**Send entire packet directly to HR/ SPD once completed.**

- Request for Travel Requires the Estimation of expenses: Complete the left portion of the form for each category of expense.

**Route the entire original form through the approval process for signature.**

- Acquire approval of the appropriate Budget Administrator(s), or Supervisor. Print Budget Center Number(s).

**If not requesting SPD funding, send entire original form to the Business Office for processing after acquiring approval(s).**

### **SECTION III - Reimbursement Request**

- Upon completion of travel complete the reimbursement request of Section III and return all copies to the Business Office.
- **All requests for reimbursement of travel expenses are required to include a photocopy of the registration forms, all copies of receipts, and agendas directly related to the travel. In absence of an agenda, attach a memo that outlines the activities. Small receipts should be taped to plain white paper for audit purposes. Requests that do not provide copies will not be processed and will be returned.**
- Mileage: All mileage is from point of origin to point of destination and shall be computed on the basis of a current State D. O. T. map; however, odometer readings will be considered when submitted by traveler.
- Vicinity Mileage: Must be documented by the traveler.
- Airfare: Must have receipt. Please indicate if you are to receive reimbursement, or if the airfare is being processed separately by check request.
- Per Diem: Fixed rate includes lodging and all meals for continuous travel of 24 hours or more away from the College. The travel day shall begin at the same time as the travel period. Fractional parts of a day shall be computed to the nearest 1/4 of a day.
- Lodging: Original-lodging receipts must be submitted. The college will reimburse only single occupancy room rate plus taxes. Please indicate if you are to receive reimbursement or if the lodging is being processed separately by check request. Receipt should indicate single room rate, plus taxes, and a balance due of \$0.00.
- Meal Allowance: Fixed rate; receipts not required. Do not request reimbursement for meals that are included in the registration fee. In computing meal allowance use the following guidelines: Breakfast: \$3.00 When travel begins before 6:00 a.m. and extends beyond 8:00 a.m. Lunch: \$6.00 When travel begins before 12:00 noon and extends beyond 2:00 p.m. Dinner: \$12.00 When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.
- Class C Travel (same day return): No meal allowance is authorized for Class C Travel per State statute.
- Registrations: Requires a receipt and photocopy of your completed registration form. Please indicate if you are to receive reimbursement or if the registration is being processed separately by check request.
- College Vehicle: Indicate if using College vehicle for this travel. Reimbursements for fuel/oil charges require receipts.
- Car Rental: Receipt required for rental as well as fuel/oil charges.
- Parking, Tolls, Ground Transportation (taxi, ferry, shuttle, bus, limo). Must have receipts if request is in excess of college policy \$5.00.
- Telephone: Must be business-related calls; please indicate on the bill which calls are to be reimbursed.
- Miscellaneous Expenses: Itemize any incidental expenses that you may have incurred and are not listed on the front of request.

**Attach additional sheets if necessary.**

### **SECTION IV**

- **If Reimbursement Request exceeds the estimated expenses by more than 10%, Budget Administrator approval is required.**
- Certification of Traveler: Traveler's Signature and Date.

**Upon completion of your conference, seminar or workshop, submit your reimbursement request within 30 business days of completing your assignment or you will not be reimbursed.**

### **SECTION V - BUSINESS OFFICE USE ONLY. Form Distribution: If you need additional information, please contact the Business Office.**

- White: Send to the Business Office after completion of travel with all pertinent travel information.
- Yellow: Send to the Business Office after completion of travel. Will be returned with reimbursement check to traveler.
- Pink: Retained by the Department after completing Section II including approvals.
- Gold: Send to the Business Office for processing after completing Section II including approvals.