



**Seminole
Community
College**

Travel Manual



Office of Finance & Budget

Effective July 1, 2006

SEMINOLE COMMUNITY COLLEGE TRAVEL MANUAL

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I. OUTLINE OF TRAVEL PROCESS:

The following is an outline of steps that must be followed in preparation for a Class A, Class B and Class C travel that involves expenses other than mileage, tolls and parking:

1. Prepare a Travel Authorization Form (**Exhibit 1**) which must be signed by traveler's supervisor, and department budget manager(s). This form is to be used by the department to assist in capturing the necessary data for system input. See instructions on page 20.
2. Prepare a requisition for a Travel Purchase Order utilizing the Financial System On-Line Requisition process. The department should retain proof of supervisor's approval for the travel. See instructions on page 19.
3. Reserve airline tickets, vehicle rentals and hotels (if applicable). Avis currently holds the State Contract for vehicle rentals. See Avis rental procedures on page 6.
4. Prepare a Travel Payment Request Form (**Exhibit 2**) if advance payment of registration fees, airline tickets and lodging is needed. See instructions on page 22.
5. Prepare the Travel Reimbursement Request (**Exhibit 3**) after trip is completed. See instructions on page 23.
6. Submit the Travel Reimbursement Request and supporting documents/original receipts to the Office of Finance and Budget, Travel Section for processing. Small receipts should be taped on 8x11 size paper.
7. Traveler must notify the Office of Finance and Budget, Travel Section if a trip is cancelled!

The following is an outline of steps in preparation for daily trips which includes mileage, tolls, and parking expenses only:

1. Prepare a Travel Authorization Form (**Exhibit 1**) which must be signed by traveler's supervisor, and department budget manager(s). This form is to be used by the department to assist in capturing the necessary data for system input. See instructions on page 20. This is optional, if the department prefers to encumber the expenses prior to the trip, otherwise skip to step 3.
2. If Travel Authorization Form is prepared, prepare a requisition for a Travel Purchase Order utilizing the Financial System On-Line Requisition process. The department should retain proof of supervisor's approval for the travel is on file. See instructions on page 19.
3. Prepare a Daily Travel Reimbursement form (**Exhibit 4**) See instructions on page 25.
4. Submit the Daily Travel Reimbursement form and original receipts to the Office of Finance and Budget, Travel Section for processing. Small receipts should be taped on 8x11 size paper.

II. TRAVEL REIMBURSEMENT PROCEDURE 5.0550

(Based on board rule number and Florida Statute: 1001.65; 1001.64; 112.061 F.S.)

Purpose:

To provide a procedure for reimbursement to employees, Board members, students and other authorized persons for travel expenses.

Procedure:

1. Authorized Persons: Travel expenses for authorized persons, defined as college employees, Board members, volunteers, consultants, students participating in approved student activities, or a person who is a candidate for a position, are limited to those actual and necessary expenses incurred, or to a per diem allowance, in the performance of college business.
2. Authorizations/approvals: All travel, with the exception of daily incidental travel, must be authorized and approved in advance by the department budget manager or divisional vice president. All out-of-country travel requires prior approval of the President and the Board of Trustees. Out-of-state travel requires prior approval by the appropriate Vice President or the President. Daily incidental travel requires department budget manager approval prior to reimbursement. A person who is to be reimbursed for travel expenses by an agency other than the College is not authorized for reimbursement by the College.
3. Official Headquarters: The Official Headquarters is defined as the place or office provided by the College to which the employee is regularly assigned and to which he/she returns upon completion of special assignments. For the purpose of requesting travel expenses, the beginning point of travel is the official headquarters of the employee. Personnel who are assigned duties for the convenience of the College at two or more sites may be reimbursed for travel between the sites in accordance with official mileage charts. If travel is required to attend a temporary duty assignment before or after employee's normal duty hours, travel may begin at home.
4. Travel Forms: All requests for travel reimbursements must be routed through the proper authorization process on the appropriate travel form as noted in the "Seminole Community College Travel Manual". Proper justification and benefit to the College must be disclosed on the forms.
5. Travel Expenses: All facets of travel are to be by the most efficient and economical means. With the exception of meals, all expenses require an original receipt in order to be reimbursed to the traveler. Travel arrangements are the responsibility of the traveler and must be by the most direct route. The following types of expenses are eligible for reimbursement (see Travel Manual for additional details):
 - a. Transportation-Commercial Common Carrier, rental vehicles, privately owned vehicles. Mileage reimbursement is based upon Florida Statutes.
 - b. Meals-Meals will be reimbursed at the statutory per diem rate as shown in the Travel Manual.

- c. Lodging-Lodging will be paid at the per diem or actual rate as allowed by Florida Statutes and as stated in the Travel Manual.
- d. Registration and seminar fees.
- e. Other-Taxi fare, tolls, parking fees, communication expenses, reasonable tips and gratuities.

Reimbursements for travel expenses will be provided at the rates determined by Florida Statute.

6. Travel Advances: Certain travel expenses may be requested in advance such as airfare, lodging, student meals, or seminar registration fees. The traveler must provide an accounting of these advances via the appropriate travel form within 30 days of trip's end.
7. Trip Cancellations: The traveler must notify the Travel Section of the Finance/Budget Office if a trip has been cancelled if any College funds have been encumbered or requested.
8. Travel Manual: The Office of Finance and Budget will maintain a current Travel Manual for access and use by all College employees.

III. GENERAL GUIDELINES:

- ❖ Travel expenses for authorized persons are limited to those actual and necessary expenses incurred, or the per diem allowance in the performance of college business.
- ❖ All travel except certain daily travels must be authorized and approved in advance by the department budget manager and traveler's supervisor. All out-of-country travel requires prior approval of the President and the Board. Out-of-state travel requires prior approval by the appropriate Vice President or the President.
- ❖ Travel expenses will be paid only when the travel forms described below are submitted to the Travel Section of the Office of Finance and Budget within the time frame specified for each form below. Reimbursement of travel expenses will be limited to the available budget balance.

List of Forms:

- Travel Authorization Form (Exhibit 1)
 - Travel Payment Request Form (Exhibit 2)
 - Travel Reimbursement Request Form (Exhibit 3)
 - Daily Travel Reimbursement Form (Exhibit 4)
 - Student Group Travel Advanced Check Report (Exhibit 5)
-
- ❖ All requests for reimbursement of travel expenses are required to include the original receipts and agendas directly related to the travel. Requests that do not include receipts will not be processed and will be returned. Small receipts should be taped on 8x11 size paper for audit purposes.
 - ❖ If a traveler combines personal travel with college-paid travel, he/she is not authorized to be reimbursed for expenses incurred beyond the time required to complete the official business of the College. Travel expenses should be pro-rated on the reimbursement request to reflect the actual cost of the business-related travel.
 - ❖ All facets of travel are to be by the most efficient and economical means. Travel reimbursement requests are audited by the Travel Section for compliance with Florida Statutes and College policies and procedures. As a result of these audits, a traveler may be paid a different amount than was requested. Additional documentation and/or justification may be required to support the reimbursement of expenses claimed.

IV. TRAVEL ARRANGEMENTS

All travel arrangements are the responsibility of the traveler and must be made by the most direct route. If a person travels by a more convenient route or combines personal travel with college-paid travel, any extra costs shall be borne by the traveler. Reimbursement for expenses shall be based on cost for the most direct route. The traveler must determine the most economical method of travel and the Budget Manager will approve within the following limitations:

- Nature of the business.
- The most efficient and economical means of travel considering the time of travel, cost of transportation, and per diem or actual expenses required.
- The number of persons making the trip and the amount of equipment or materials to be transported.

A. Transportation - Expenses will be reimbursed to a travel agency under a purchase order upon receipt of proper billing or to the traveler upon providing sufficient documentation of a paid common carrier receipt.

- **Commercial Common Carrier** - Transportation such as airline, rail or bus cost may be obtained in advance by Travel Payment Request Form through college purchase order, and attached supporting documentations.
- **Private Air Carrier** - Arrangement for travel via a private air carrier is the responsibility of the traveler who must document the associated cost savings as well as licensing and insurance.
- **Airline Cancellations** - Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the institution's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the institution. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the penalties and charges may be paid by the College upon written approval of the Department Budget Manager.

The traveler should ask the issuing agency or airlines about the terms and conditions that apply for future trips, and notify the Office of Finance and Budget - Travel Section.

- **Travel Packages** – Travel packages for travel within the United States or US territories that include airfare, hotel, and/or a rental car may be purchased if it can be documented that the package purchased is less expensive than purchasing each separately.
- **Privately Owned Vehicle** - A privately owned vehicle may be authorized by the department budget manager if commercial transportation is not available or is less economical. Whenever travel is authorized for a privately owned vehicle, the traveler shall be entitled to the established mileage rate reimbursement.

If the privately owned vehicle is driven for the convenience of the traveler, the traveler will be reimbursed at the lesser cost to the College, Commercial Common Carrier versus mileage. This also applies to Class C travel if the trip extends beyond a 100 mile radius.

- **Rental Car/AVIS** - Reimbursement for rental car expenses for in-town vicinity travel or rental for travel to a destination requires the authorization of the department budget manager. The use of rental cars should be limited, whenever possible, to situations where a common carrier is not available and the use of a personal car is precluded. The State of Florida enters into a contract with a rental car agency, which is renewed annually, for the rental of cars to individuals traveling at College expense. AVIS should be the rental agency of first choice. Any exception must be thoroughly justified. However, this contract does not prohibit the use of rental vehicles that have lower net rates.

Avis Rental Procedures

SCC has a state of Florida contract with Avis to provide lower rates for rental vehicles. Avis Travel Voucher (ACTO) is used to request and pick up vehicle rentals from an Avis location. The ACTO vouchers are located in the Office of Finance and Budget. The following steps are required before an ACTO is issued:

1. Call Avis at 1-800-331-1212 to make a reservation, give the rep. our acct# B133446 and receive a confirmation number.
2. Go online to the Avis.com to print out a confirmation page.
3. Send the confirmation paper with your Purchase Order Number to the Office of Finance and Budget.
4. An ACTO voucher will be approved and the renter will be contacted to sign out the ACTO voucher.

Reimbursement for Fuel Purchased

Effective July 01, 2004 through June 30, 2009 under Certification of Contract No. 518-020-05-L, Avis will no longer refund the traveler for gasoline purchases. Gasoline receipts are to be turned in with the Travel Reimbursement Form. It is recommended that the traveler fill the tank before returning the vehicle to Avis.

Avis sends SCC a statement every month showing the charges on the vouchers. Your department is expensed the cost when payment is made to AVIS.

Vehicle Class – Under normal travel conditions the following vehicle sizes should be used. If there is an exception from this, a justification is required when submitting the AVIS confirmation receipt. If it is another rental agency, submit your justification with Travel Reimbursement Request Form.

- Compact 1 – 2 travelers
- Intermediate 3 – 4 travelers
- Full 5 travelers
- Mini Van 5 – 7 travelers
- Regular Van 8+ travelers

Note: The College will permit exceptions for medical reasons or unusual circumstances on a case by case basis.

*The traveler **must** obtain a receipt from the vehicle rental company at the time the car is returned and attach it to the Travel Reimbursement Form to submit to the Travel Section. A receipt is required even if the traveler did not pay directly for the rental.

- **College Vehicle** - When a college-owned vehicle is used, the traveler can not be reimbursed for mileage. The purchase of gasoline, oil or other necessary auto expenses may be reimbursed by submitting original receipts and with Budget Manager's authorization.

Joint travel in a single vehicle is suggested whenever feasible.

B. Registration - Reimbursement of registration fees charged in conjunction with official business or for attending a conference, workshop, seminar or convention is authorized. Meals included in the registration fee will not be included in the calculation of meal allowance on the Travel Reimbursement Request.

- An advance payment of a registration fee to attend a conference, convention or any other event is frequently required prior to the date of the event. There must be an approved Purchase Order before an advance payment check can be processed and mailed by the Office of Finance and Budget. The department must submit the following documents to the Travel Section at least three weeks prior to the due date for the registration fee to be paid:
 1. A completed Travel Payment Request Form ([Exhibit 2](#))
 2. A completed registration form, including the fee schedule
- The registration fee may be paid directly by the traveler to the organization. The cost of the registration fee should be included on the Travel Reimbursement Request filed upon completion of the trip. Please attach the following support documentation to the Travel Reimbursement Request:
 1. The original receipt or some other form of payment verification (must include full name of the organization, date, name of traveler, and amount)
 2. A copy of the registration form which includes the amount of the registration fee.
 3. A copy of the agenda for the event attended
- The traveler cannot claim reimbursement of the registration fee if the College makes payment directly to the conference.
- The traveler cannot claim a meal if such meals are included in the registration fee and the College pays the fee.

C. Lodging - Whenever travel requires an overnight stay, the traveler may request reimbursement at a rate not to exceed the single occupancy rate substantiated by a receipt indicating a zero balance or some other documentation indicating the single rate charge. If the room is shared with another traveler and the traveler is being reimbursed for the actual cost of hotel accommodations, the college will reimburse half of the total cost of the room to each traveler. The traveler should request the hotel to issue a receipt to each room occupant. If possible, lodging within the state of Florida should be an advance payment by SCC in order to take advantage of the College's tax-exempt status. Sales Tax Exemption Certificates are available in the Mail Room and the Office of Finance and Budget - Travel Section. Employees are encouraged to use their personal credit cards to pay for lodging and submit documents for reimbursement upon completion of travel. Any SCC employee who does not wish to use their personal credit card for lodging may request an advance payment for their lodging with the appropriate documentation and approval of their department manager and the President or the appropriate Vice President. The payment will be in the form of check made payable to the employee. The employee may deposit the check and make a personal payment to the hotel upon arrival. Any advances made to the employee must be accounted for within five (5) business days of the trip's end. All receipts and unspent funds must be returned to the College.

- **Lodging Facilities Within District (Seminole County)**

Reimbursement for lodging expenses incurred at a lodging facility or temporary work site located **within Seminole County** is **not** allowed, except under one of the following conditions:

1. the employee makes an overnight stay at a commercial lodging facility to avoid having to drive back and forth for back-to-back late night/early morning meetings; or
2. the employee makes an overnight stay at a commercial lodging facility when the health or safety of the traveler is of concern; or
3. when the employee can demonstrate that staying overnight is more economical to the College.

Employees are required to have written approval from their supervisor attached to the Purchase Order to use these conditions.

- **Lodging Facilities Within Proximity to Seminole County**

Reimbursement for lodging expenses incurred at facilities located near Seminole County may be allowed with supervisor approval. Supervisors are expected to use sound judgment in determining when an employee should incur lodging expenses; keeping in mind commute time, costs of lodging, and safety of the employee.

- **Hotel Accommodations** - Lodging expenses shall qualify for reimbursement under Florida Statutes only if they are incurred at a duly established commercial lodging facility and are substantiated by itemized paid receipts.

Receipts - The original itemized hotel receipt must be submitted with the Travel Reimbursement Form. The College will not reimburse without an itemized hotel receipt. A copy of the credit card charge slip is not acceptable. Only the cost of the

room (including tax) per night will be reimbursed. Personal calls, meals, room service, loss of or damage to personal items are not reimbursable.

V. MEAL ALLOWANCE AND PER DIEM

Type or Class of Travel

- (a) Class A - Continuous travel of 24 hours or more away from the College
 - (b) Class B - Continuous travel of less than 24 hours which involves an overnight absence from the College. Travel cannot exceed four quarters of a day.
 - (c) Class C - Travel for short day trips not requiring overnight stay from official headquarters. Meals are not applicable for Class C travel.
- **Meal Allowances** – The meal allowance is used to reimburse travelers on Class A or B travel that claim the actual cost of lodging plus the meal allowance. The meal allowance is based on the following schedules.
 - The day of departure:
 - Breakfast: When travel begins before 6:00 A.M.
 - Lunch: When travel begins before 12 Noon
 - Dinner: When travel begins before 6:00 p.m.
 - The day of return:
 - Breakfast: When travel ends after 8:00 A.M.
 - Lunch: When travel ends after 2:00 P.M.
 - Dinner: When travel ends after 8:00 P.M.

Amounts reimbursed for each allowed meal:

Breakfast	\$6
Lunch	\$11
Dinner	\$19

- **Per Diem Allowances** – Per Diem is subsistence allowance that a traveler is authorized to receive when traveling on official business. Sec 112.061 of the Florida Statutes governs the rate and method of computation. The Florida Statutes per diem rate is \$80 for each day.
 - **Computation of the per diem allowance:**
 1. Determine type of travel – Class A, B or C.
 2. Select the method of computation. Travelers on Class A or B have two alternatives for reimbursement:
 - (a) Meal Allowance Plus Cost of Lodging – Maximum meal allowance of \$36 per day where applicable plus the cost of lodging (including tax). Lodging receipts are required. Meal receipts are not required.
 - (b) Flat Rate – Straight per diem where the traveler receives \$80 flat rate per day to cover the cost of lodging and meals. Lodging and meal receipts are not required.

The day is divided into four quarters commencing at 12:01 A.M. For Class B, the quarters are determined on the basis of 6 hour cycles, beginning at the hour of departure from the official headquarters. For example, if a traveler leaves his/her headquarters at 10:00 A.M. the first quarter of the day is from 10:00 A.M. to 4:00 P.M. The second quarter is from 4:01 P.M. to 10:00 P.M., etc.

Calculation of Per Diem Allowance:

Example:

Authorized maximum daily per diem rate: \$80

Travel schedule is as follows:

Feb 11 Depart at 8:00 A.M.
Feb 12-15 Away from Headquarters
Feb 16 Return at 9:30 A.M.

Per Diem allowance for Feb 11 = \$60.00
(\$80 per diem allowance times $\frac{3}{4}$ of the day or 75% since traveler was away from headquarters three quarters of the day)

Per Diem allowance for Feb 12-15 = \$320.00
(\$80 times 4 full days that traveler was away from headquarters)

Per Diem allowance for Feb 16 = \$40.00
(\$80 times $\frac{1}{2}$ of the day or 50% representing the number of quarters that the traveler was away from headquarters on this day)

Total Feb 11-16 Per Diem allowance = \$420.00

VI. MILEAGE ALLOWANCE

- **Mileage Reimbursement** - All authorized mileage shall be reimbursed at the approved rate of 44.5 cents per mile and shall be computed from the current mileage chart which is based on the official state road map to destination. For mileage calculation, you may use the website <http://www.mapquest.com/> or other official sites.
- There are two categories of travel:
 1. In-district travel is defined as travel performed in Seminole County as well as certain other designated areas.
 2. Out-of-district travel is defined as travel performed outside of Seminole County. For out-of-district travel, an allowance of ten miles deviation in mileage calculation may be approved depending on the destination.
- Mileage at the approved rate will be paid to employees when they are required to report to campus at times other than normal working hours due to EMERGENCIES. Actual mileage between campus and place of residence shall be paid.
- Reimbursement for mileage to a temporary duty assignment is based on the miles driven from the employee's official headquarters or from the employee's residence, **whichever is closer**. If an employee is authorized to travel from the College to another location by private vehicle, he/she will be reimbursed for the mileage from the College to the temporary assignment. This is subject to the approval of the Department Budget Manager and budget availability.
- The College does not reimburse mileage for commuting. Costs between home and official headquarters are personal obligations of the employee and are not reimbursable by the College. If an employee is assigned to report directly to a temporary duty assignment for the entire workday, travel from and to home is considered commuting miles.
- Reimbursement for transportation by personal vehicle is generally authorized for in-state travel in the vicinity of the approved travel destination.
- Mileage reimbursement per trip should not exceed the cost of round-trip economy airfare and vehicle rental without adequate justification.
- When an employee is traveling to the airport for College business-related travel, and leaves from home to the airport, he/she will be reimbursed for either, the mileage from the College to the airport OR from home to the airport, **whichever is less**. If the travel date is a non-duty day, mileage reimbursement will be calculated from the employee's home.

- Faculty teaching “overloads” that requires trips between campuses are not reimbursed for mileages.
- Adjunct faculty does not receive mileage reimbursement.
- “Virtual” (home-based) faculty and “Virtual” non-faculty employees who attend meetings on Seminole Community College campuses are not reimbursed for mileages.

VII. TRAVEL BETWEEN CAMPUSES

If an employee is required to travel between campuses, mileage at the approved rate will be paid to the employee for the excess mileage traveled. The College Official mileage chart shall be used in computations.

Examples:

- Bob teaches 3 classes at the Sanford/Lake Mary campus on Monday and Wednesday, and he teaches 2 classes at the Oviedo campus on Tuesday and Thursday. He receives no mileage reimbursement.
- Sue teaches a 9:00AM class at Sanford/Lake Mary campus on Monday and then teaches a 1:00PM class at the Oviedo campus that same day. She then returns to her residence. She receives reimbursement for the Sanford/Lake Mary campus to Oviedo campus trip (17miles).
- Pat works in the Office of Finance and Budget in Sanford/Lake Mary campus. He is asked to attend a meeting at Hunt Club campus at 9:00AM and then returns to Sanford/Lake Mary at 11:30AM at that morning. He receives reimbursement for the Sanford/Lake Mary campus to Hunt Club campus round trip (30 miles).
- Pam teaches a 9:00AM class at Oviedo campus then teaches at 12:00PM at Sanford/Lake Mary campus then returns to Oviedo campus to teach at 3:00PM the same day. She is reimbursed for the Oviedo campus to Sanford/Lake Mary campus round trip (34miles).

A Faculty member’s home campus is the campus where they teach the majority of their courses.

College Roundtrip Official Mileage Chart between Campuses

FROM TO	SCC – Sanford / LakeMary	SCC- Altamonte Springs	SCC- Geneva	SCC - Heathrow	SCC – Hunt Club	SCC - Oviedo
SCC- Altamonte Springs	26	-	64	26	10	40
SCC – Geneva	36	64		40	66	30
SCC – Heathrow	14	26	40	-	26	44
SCC – Hunt Club	30	10	66	26	-	40
SCC – Oviedo	34	40	30	44	40	-
SCC – Sanford / LakeMary	-	26	36	14	30	34

VIII. DAILY TRAVEL

- **Repetitive**

Employees who, by nature of their job responsibilities, are required to travel on a continuous basis, such as frequent trips to Home Depot, Publix, Lowe's, banks, campuses, and other local destinations, for a period of time should submit a blanket authorization. The Travel Authorization Form (Exhibit 1) should be completed with the pertinent information and the time span involved. Reimbursement requests should be submitted via the Daily Travel Reimbursement Form at least monthly, if appropriate. Expenses are limited to mileage, tolls and parking.

Attendance at meetings, workshops or seminars is never covered by a blanket authorization. Any trip involving air, travel advance, or prepaid registration may not be processed on a Blanket Travel Authorization. An individual Travel Authorization is required.

- **Non Repetitive**

If mileage, tolls, and parking are the only reimbursement needed on a daily trip (i.e. attending a meeting in Volusia, Seminole, Orange Counties), traveler may submit a Daily Travel Reimbursement (Exhibit 4) after the travel occurs.

IX. OTHER TRAVEL EXPENSES

Incidental Travel Expenses

The following may be reimbursed only when supported by actual receipts or invoices:

- Ground Transportation (taxi fare, shuttle, etc.)
- Ferry fare
- Bridge, road and tunnel tolls
- Storage and parking fees
- Communication expenses (business related calls, faxes, etc.)
- Registration fees for an approved travel.
- Fuel/Oil (for college vehicle use or vehicle rental)
- Reasonable tips and gratuities. Tips paid to a taxi/bus/shuttle driver shall not exceed 15% of the fare.
- Other incidental expenses not defined above may be reimbursed as approved by the Budget Manager with original receipts.
- In the absence of original receipts the maximum amount of reimbursement will be limited to \$5.00 per day with adequate justification.

Extraordinary Expenses and Incidents

Reimbursement requests for extraordinary expenses that could not have been anticipated prior to traveling are subject to approval before reimbursement. A letter explaining the circumstances and the appropriate supporting documents should be approved by the Supervisor or Budget Manager and attached to the Travel Reimbursement Request.

X. SPECIAL CONDITIONS

Employees who have special travel needs, not specifically addressed by these regulations, should submit their travel plans in advance to the appropriate Budget Manager for approval. The travel plan will then be provided with the normal travel paperwork. Without such prior written approval, reimbursement for special travel conditions will not be permitted.

XI. CORPORATE CREDIT CARDS

The Board has authorized the President or a designee to provide employees who travel frequently with a corporate credit card. This card is the sole responsibility of the employee. Applications should be requested from the Office of Finance and Budget (Office Supervisor).

XII. NON-REIMBURSABLE EXPENSES

Following are examples of travel expenses which are not reimbursable:

- Personal travel insurance
- Rental car insurance options
- Personal telephone calls
- Personal expenses
- Mileage between home and official place of work
- Fines for traffic violations
- Room Service
- Movie rentals
- Alcoholic beverages
- Loss of or damage to personal items

XIII. TRAVEL PURCHASE ORDER

- **Definition.** The Travel Purchase Order is the College’s formal document for approval to incur travel expenses. This form is required for all travel by individuals traveling on official business for the College when all or part of the cost will be paid by the College. A Travel Purchase Order is not required if traveler is not requesting reimbursement. All anticipated costs associated with the trip should be included in the amount requested. This includes registration fees for conferences, conventions, etc. Florida Statute 112.061 governs all college travel.
- **Time of Request.** Purchase Orders not obtained on or before the travel date commences must include justification as to why the request is after the fact.
- **Types of Travel Purchase Orders:**
 - Blanket Purchase Order – This is for travel within the State of Florida and may be set up when an employee performs numerous trips to the same destination or area. A blanket purchase order may be set up for a fiscal year or shorter period: however, all blanket POs will expire at the end of the fiscal year (June 30) or if grant-funded, on the grant’s ending date.
 - Individual Trip Purchase Order– This is for a one-time trip for one individual
 - Group Purchase Order – This will cover a one-time trip for two or more individuals traveling at the same time to and from the same location for the same purpose. A list of all travelers must be forwarded to the Travel section.
- **Requesting a Travel Purchase Order Using On-Line Requisition**

This will be accomplished through the PeopleSoft system utilizing the On-Line Purchasing Requisition function. The department will create the on-line requisition and once approved, the Purchasing Dept will source it into a Purchase Order. The on-line requisition can only be prepared and approved by authorized persons.

The vendor information should be as follows:

- Vendor Name: traveler’s name, or group leader if it is a group PO
- Vendor Address: dept name and complete address of traveler’s headquarters

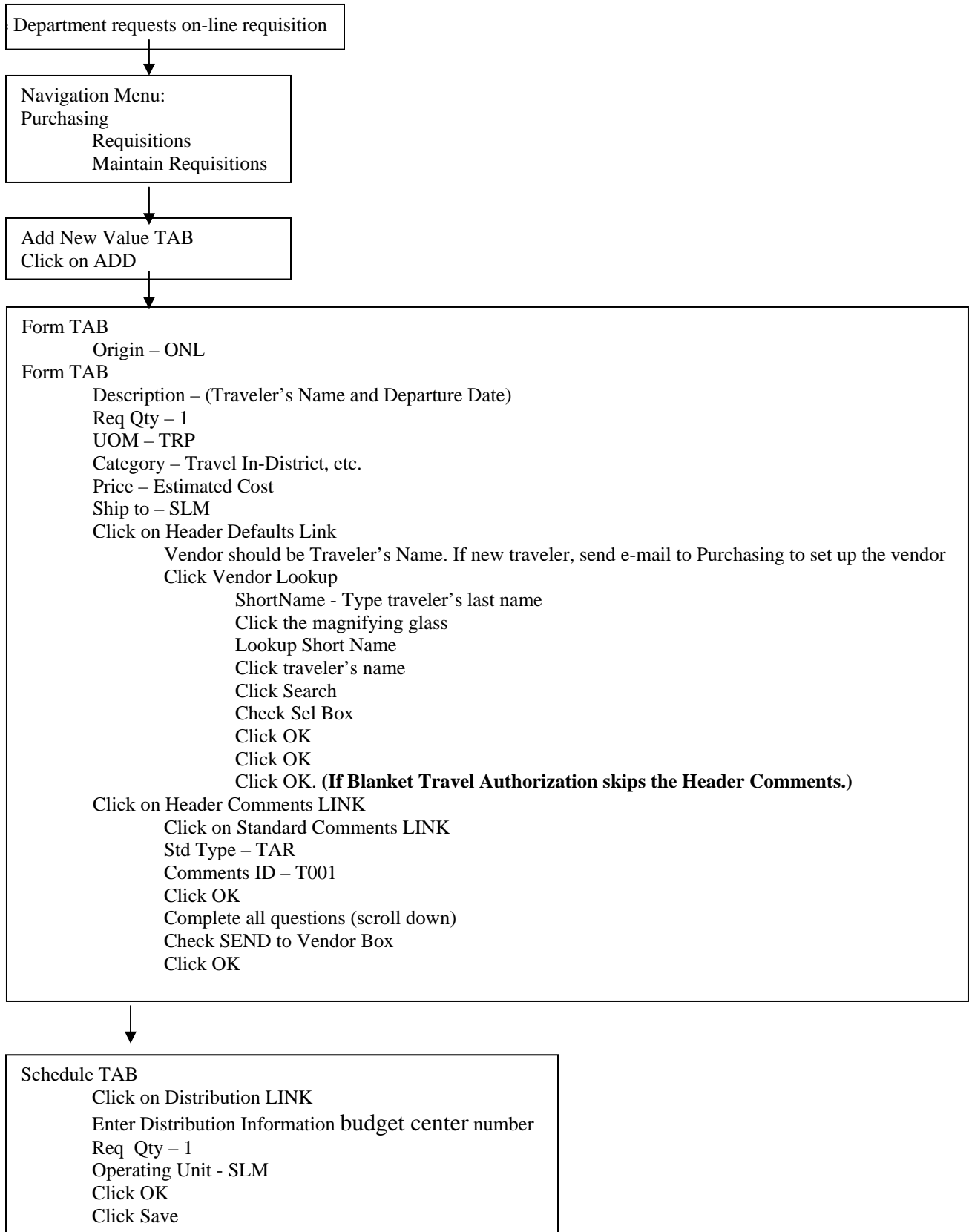
*If the traveler is a new vendor, please contact Purchasing to add this new vendor.

The information below appears under the Header Comments. When entering a travel requisition, you must complete this section.

- This certifies the supervisor’s approval for this travel is on file
- Is the traveler (Full time/Part Time) employee
- Is the traveler requesting SPD funding for this travel (Yes/No)
- Amount Requested
- Requester/Preparer’s Name
- Phone/Ext #
- Department Name

- Department Number
 - Is the traveler an employee of SCC (Yes/No) If No, W-9 is needed
 - Type of PO - individual, blanket (for daily repetitive travel only), or group (roster of travelers required)
 - Vehicle Rental (ACTO Yes/No)
 - Purpose of Travel
 - Benefit to College
 - Departure Date (not needed for blanket PO)
 - Return Date (not needed for blanket PO)
 - Destination (not needed for blanket PO)
- **Encumbrance:** The system will encumber the amount of the PO to ensure availability of funds for payments to be made for expenses incurred. If changes need to be made to the amount encumbered or the PO is no longer required, please e-mail the travel section to make the necessary change. Any monies not spent will revert to the available budget balance for the department.

CREATING AN ON-LINE REQUISITION FOR A TRAVEL PURCHASE ORDER



XIV. TRAVEL AUTHORIZATION FORM (Exhibit 1):

This form will be used to document the authorization of the traveler's supervisor as well as that of the budget manager(s) of the department budget center(s) being charged for the travel expenses. This form also serves as a data input sheet for online travel requests. This form does **NOT** need to be turned in to the Office of Finance and Budget. It is optional to use this form if the travel expenses consist of mileage, tolls and parking only.

- **Instructions for Preparing Travel Authorization Form**

Section I

- Today's Date – Enter today's date
- Prepared By – Name of person preparing this form
- Extension – Extension number of person preparing this form
- Traveler's Name – Complete name of the traveler
- Employee No. – Traveler's employee ID number
- Dept Name – Department name of traveler
- Dept No. – Department number of traveler
- Destination – City and state where traveler is traveling to
- Dates of Travel – Departure date and return date of travel
- Purpose of Travel – The names of the organizations, conferences, workshops, meetings, or conventions must be provided. (PLEASE DO NOT ABBREVIATE)
- Benefits to College – Brief statement explaining how this trip will benefit SCC

Section II

A. For a Daily Repetitive Travel: Fill in "Mileage" only.

B. For other types of travel: Complete the entire Section II

- Per Diem – If claiming per diem, enter the estimated total here
- Registration – Enter the amount of registration fee(s)
- Airfare – Enter the total amount of airfare
- Lodging – Enter the total amount of lodging
- Vehicle Rental (ACTO Y/N) – Answer Yes or No for ACTO (Avis) voucher and enter estimated amount of vehicle rental
- Meals – Enter the total amount of all meals
- Mileage - Enter the total amount of mileages

- Miscellaneous Expense – Enter the total amount of miscellaneous expenses
- Total Estimated Expenses – Enter the total of all estimated expenses
- SPD - If traveler is requesting SPD, please indicate amount requested and check either FT or PT Employee

Section III

- Budget Center Number/Amount – Enter the fund, program, department, class, account codes, and amounts for each budget center being charged for this trip
- Budget Manager’s Signature/Date – The Budget Manager for each budget center being charged must sign and date this authorization form. If the traveler is a Budget Manager, the next level supervisor must sign and date this form.
- Supervisor’s Signature/Date – The traveler’s supervisor must sign and date this form

Section IV

- Certification of Traveler/Traveler’s Signature – Before submitting the Travel Authorization Form to Budget Managers and Supervisor for approval, the traveler should read the certification statement and sign the form

XV. TRAVEL PAYMENT REQUEST FORM (Exhibit 2)

This is used to request advance payments for registration, lodging, or airfare. Original copies of the supporting documentation must be attached. For registration, the registration form must be attached. For airfare, the itinerary invoice must be attached. For lodging, the confirmation receipt must be attached. If the traveler prepaid his/her registration, lodging, or airfare, original receipts must be attached to this form for reimbursement.

• Instructions for Preparing Travel Payment Request Form

- Vendor ID Number – The PeopleSoft vendor ID number
- Date – Today's Date
- Vendor Name – The complete name of the vendor (please do not abbreviate)
- Remittance Address – The complete remittance address of the vendor as it appears on the supporting documentation
- Prepared By – Name of person preparing this form
- Extension# - Extension number of person preparing this form
- Name(s) of Traveler(s)/Employee ID – List names and employee ID numbers of all travelers associated with this request
- PO#'s – List purchase orders associated with this request
- Amount – Enter amount for each traveler as it appears on the supporting documentation
- Total Check Amount – The total amount of the payment requested
- Check Mailing Instructions – Specify yes or no whether to mail check to vendor. If no, please provide the employee name and department name where the check will be sent.
- Approval Signature/Date – The Budget Manager must sign and date this form. If the traveler is the Budget Manager, the next level Supervisor must sign and date this form

XVI. TRAVEL REIMBURSEMENT REQUEST (Exhibit 1)

This form is used to request reimbursement for expenses incurred for approved College business trips. The traveler should complete the form within ten working days after completion of the trip and submit to the Travel Section of the Office of Finance and Budget. Due to IRS regulations, reimbursement requests turned in over 30 days after trip completion may be subject to denial. All supporting documentation including agendas and original receipts must be attached to the form to expedite processing. Reimbursement payment will be processed within 10 working days.

- **Instructions for Preparing Travel Reimbursement Request**

- Traveler's Name - Complete name of the traveler
- PO# - The Purchase Order number issued by Purchasing
- Prepared By - Name of individual preparing this form
- Phone/Ext No. - Phone or extension number of individual preparing this form
- Destination - City and state traveled to
- Departure From/Date/Time – Enter the location and city where the traveler departed from (for example, SCC, Oviedo) and the date and time travel started.
- Return To/Date/Time - Enter the location and city where the travel ended (for example, SCC, Oviedo) and the date and time the travel ended
- Mileage - Enter the official mileage and vicinity mileage and the spreadsheet will calculate the total mileage allowance (official mileage + vicinity mileage x approved mileage rate of \$0.445/mile).
 - Official Mileage – Number of miles from the origin to destination and return. Mileage between cities may be obtained from the Internet using the website (<http://www.mapquest.com/>) - attach a copy to the Travel Reimbursement Request.
 - Vicinity Mileage – Number of miles for necessary trips between lodging or restaurant facilities and the site of the event
 - When traveler is riding with someone else, using a College Vehicle or renting a car, the traveler is not entitled to a mileage allowance.
- Per Diem - Enter the calculated per diem allowance (\$0 if claiming meals plus lodging)
- Registration - Enter the amount of registration fee
- Airfare - Enter the amount of airfare

- Lodging - Enter the amount of lodging
- Vehicle Rental - Enter the amount of vehicle rental
- Fuel - Enter the amount of gas
- Misc. – Enter total of miscellaneous expenses and specify the type (i.e. internet charges, telephone charges, etc.)
- Ground Transportation – Enter the amount of ground transportation (i.e. taxi, bus, subway fares, etc.)
- Parking – Enter the amount of parking fees
- Tolls – Enter the amount of tolls
- Meal allowances - Enter the number of each meal allowed and the spreadsheet will calculate the amount of meal allowance.
- Budget Manager – The Budget Manager needs to sign and date the Travel Reimbursement Request Form. If the total Reimbursement Request is 10% more than the amount encumbered, an increase to the online request must be initiated by the department.
- Certification of Traveler/Traveler's Signature/Date – After reading the certification statement, the traveler must sign and date the Travel Reimbursement Request.

XVII. DAILY TRAVEL REIMBURSEMENT (Exhibit 4)

This is used for requesting reimbursement of only mileage, parking, and tolls. Daily expenses in excess of \$5.00 require receipts. Meals will not be reimbursed for daily travel. At the end of each month, the traveler must complete the Daily Travel Reimbursement Form, sign the form and obtain the Budget Manger's signature and forward the form to the Travel Section of the Office of Finance and Budget for processing.

• Instructions for Preparing Daily Travel Reimbursement

- Name – Complete name of traveler
- Employee ID – Traveler's employee ID number
- PO# - The Purchase Order number issued by Purchasing. If none, enter N/A
- Department Name – Department name of the traveler
- Department Number – Department number of the traveler
- Ext No. – Traveler's extension number
- Day/Date/Depart Time – Day of the week, date, and time travel started
- Origin/Destination – Location of starting point and destination (for example, SCC S/LM to Orlando Regional Medical Center)
- Address – Complete address of destination (for example, 1414 Kuhl Avenue, Orlando)
- Purpose – Reason for traveling to destination (for example, meeting)
- Miles – Number of miles from origin to destination. For reference in mileage calculation, you may use official website such as <http://www.mapquest.com/>. Attach printout to support your claim.
- Tolls – Amount of tolls, if any, between origin and destination
- Parking – Amount of parking fees, if any, paid at destination
- Total Number of Miles – Enter the total number of miles for all trips included in this Daily Travel Reimbursement
- Total Mileage – spreadsheet will calculate this total (Total Number of Miles multiplied by the Approved Mileage Rate of \$0.445/mile)
- Total Tolls – Enter the total of tolls for all trips included in this Daily Travel Reimbursement
- Total Parking – Enter the total of parking fees for all trips included in this Daily Travel Reimbursement

- Total Reimbursement – Spreadsheet will calculate this total (Sum of Total Mileage plus Total Tolls plus Total Parking)
- Certification of Traveler/Traveler’s Signature/Date – After reading the certification statement, the traveler must sign and date the Daily Travel Reimbursement form
- Budget Center Number/Amount – Enter the fund, program, department, class, account codes, and amounts for each budget center being charged
- Approval Signature/Date – The Budget Manager for the budget center being charged must sign and date this Daily Travel Reimbursement. If the traveler is the Budget Manager then the next level Supervisor must sign this form.

Return trips must be listed as separate line items on this form.

XVIII. STUDENT GROUP TRAVEL ADVANCED CHECK REPORT (Exhibit 5)

This form is used for student travel. This form also serves as a trip report so that expenses incurred can be reconciled with the advanced check. Reimbursement for student group travel may be authorized at rates less than the approved rates based on Budget Manager authorization. Submit the completed Student Group Travel Advanced Check Report, original receipts, and any excess cash to the Office of Finance and Budget within 10 working days after returning from the trip.

- **Instructions for Preparing the Student Group Travel Advanced Check Report**
 - Traveler's Name – Complete name of the traveler
 - PO# - The Purchase Order number issued by Purchasing
 - Check# - The check number of the advance check
 - Departure Date/Departure Time – Date and time travel started
 - Return Date/Return Time – Date and time travel ended
 - Destination of Travel – City and state traveled to
 - Purpose of Travel – The names of the organizations, conferences, workshops, meetings, or conventions must be provided. (DO NOT ABBREVIATE)
 - Student's Name/Signature – List complete names of all students traveling on this trip. Each student receiving meal allowance must sign the form
 - Breakfast/Lunch/Dinner/Total – Enter the total allowance for each meal for each student and then enter the total
 - Total Meals – Enter the total amount of all students' meal allowances
 - Misc. Expenses/Amount – List all misc. expenses and amounts, if any
 - Total Misc. – Enter the total amount of all misc. expenses listed on this form
 - Total Expenses – Enter the sum of Total Meals plus Total Misc.
 - Advanced Check Amount – The amount of the advance check
 - Cash owed to/returned by traveler – The difference between the amount of total expenses and the amount of the advance check.
 - Certification of Traveler/Traveler's Signature/Date – After reading the certification statement, the traveler must sign and date this form.

**SEMINOLE COMMUNITY COLLEGE
TRAVEL AUTHORIZATION FORM**

Section I

Today's Date: _____ Prepared By: _____ Extension _____

Traveler's Name _____ Employee ID No. _____
 Dept Name _____ Dept No. _____
 Destination _____
 Dates of Travel _____ to _____
 Purpose of Travel _____
 Benefits to College _____

Section II

For Daily Repetitive travel, fill in " Mileage" only.

Estimated Expenses:	Amount	SPD:
Per Diem	_____	Is the traveler requesting SPD funding?
Registration	_____	Yes _____ No _____
Airfare	_____	Amount _____
Lodging	_____	FT Employee _____
Car Rental (ACTO Y/N) _____	_____	PT Employee _____
Meals	_____	
Mileage	_____	
Miscellaneous Expenses	_____	
Total Estimated Expenses	<u><u>\$0.00</u></u>	

Section III

	Fund-Program-Dept-Class-Account	Amount
Budget Center Number	_____	_____
Budget Center Number	_____	_____
Budget Center Number	_____	_____
Budget Manager's Signature	_____	Date _____
Budget Manager's Signature	_____	Date _____
Budget Manager's Signature	_____	Date _____
Supervisor's Signature	_____	Date _____

Section IV

Certification of Traveler:

I hereby certify or affirm that this travel is to be incurred as necessary travel expenses in connection with the performance of the undersigned's official duties and the same conforms in every aspect with the requirements of Section 112.061 of the Florida Statutes.

Traveler's Signature: _____ Date _____

**SEMINOLE COMMUNITY COLLEGE
TRAVEL PAYMENT REQUEST FORM**

Vendor ID Number _____ Date _____
 Vendor Name _____
 Remittance Address _____

 Prepared By _____
 Extension# _____

Name(s) of Traveler(s)	Employee ID	PO#'s	Amount

TOTAL CHECK AMOUNT: \$ _____ -

Attach supporting documentation (i.e completed registration form)

Check Mailing Instructions:
 Mail check to vendor (yes/no) _____

If no, please send check to:
 Employee Name _____ Dept Name _____

Approval Signature _____
 Budget Manager or Next Level Supervisor

Date _____

Audited By: _____

Date: _____

SEMINOLE COMMUNITY COLLEGE TRAVEL REIMBURSEMENT REQUEST

Traveler's Name		PO#	
Prepared By		Phone/Ext No.	
Destination			
Departure From		Date:	
Return To		Date:	

Please attach supporting documents and original receipts for all expenses

Expenses:			
Official Mileage (RT)		Vicinity Mileage	<u> </u> = <u> 0 </u> x 0.445 <u> </u> \$0.00
Per Diem			
Registration		Ground Transportation	
Airfare		Parking	
Lodging		Tolls	
Vehicle Rental		Meal Allowance: # of Meals	
Fuel		Breakfast \$6	
Misc (specify):		Lunch \$11	
		Dinner \$19	
		Total	\$0.00

If Reimbursement Request exceeds total on Travel Authorization Form, Budget Manager must sign below

Budget Manager		Date	
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Certification of Traveler:

I hereby certify or affirm that this travel claim is true in every material matter that the expenses were incurred by the undersigned as necessary travel expenses in the performance of Official duties and the same conforms in every aspect with the requirements of Section 112.061 of the Florida Statutes.

Traveler's Signature: _____	Date _____
Finance Section use Only	
Travel Section	SPD Section
Mileage _____	Approved SPD <u> </u> \$ -
Per Diem _____	Travel Reimbursement Request _____
Registration _____	Travel Advance Payment _____
Airfare _____	Total Trip Cost <u> </u> \$ -
Lodging _____	SPD Share <u> </u>
Meal Allowance _____	Reclass to Cost Center # _____
Parking _____	Journal Voucher # _____
Tolls _____	SPD Representative _____
Ground Transportation _____	Date _____
Car Rental/Fuel _____	SPD Administrator _____
Misc: Specify _____	Date _____
_____	_____
Total Reimbursement <u> </u> \$ -	_____
Audited By _____	_____
Date _____	_____
Date sent to SPD _____	_____

