

# TALLAHASSEE COMMUNITY COLLEGE



## TRAVEL MANUAL

Travel Manual  
Revised: July 2023

**Tallahassee Community College (College) aligns travel with the State of Florida travel laws and rules. This manual provides guidance on expenditures authorized for travel in accordance with [Section 112.061, Florida Statutes](#).**

*Note: The College's procedures vary from Florida's travel laws and rules with the following:*

- *The College encourages employees to stay at conference hotels to benefit from social networking events. Otherwise the Traveler is expected to compare hotel costs within the area, selecting the most economical rate.*
- *The College does provide subsistence allowance for Class C travel in excess of 50 miles.*
- *The College accepts online maps (GoogleMaps, etc) as documentation of vicinity mileage.*
- *The College does not have a maximum rate for hotels, but does require sufficient justification for costs that are excessive for the geographical area.*
- *Approved expenses for travel paid by Sponsored Programs (grants) may be limited based on documentation required by the rules and regulations of the program. Ex: prior approval, specific forms, detailed receipts.*
- *Travel advances are only authorized for student-related travel.*

Travel should be carefully planned in advance to ensure that the most economical and efficient method of travel is used. In addition, travel must prior approved and be for the official benefit of the College.

Expenditures properly chargeable to travel include but are not limited to:

- registration payments,
- reimbursements of mileage for use of privately-owned vehicle,
- per diem in lieu of subsistence allowance and actual lodging,
- subsistence allowance (meals),
- actual lodging,
- common carrier transportation (airline, rental car, etc at base rate.) and
- other expenses incidental to travel which are authorized by law.

Travelers shall ensure that they have sufficient funds to cover out-of-pocket expenses. The College provides Expense Cards to cover only eligible expenses while traveling. Expense Cards are not allowed for personal expenses, even when a portion of the expense is allowable (ex: rental car upgrade or extended travel for personal use.)

Travelers are responsible for retaining and submitting receipts and other documentation necessary to support the expenses or obtain reimbursement (i.e., hotel, rental car, tolls, parking, etc.). Lost receipts may not be reimbursable or may require employees to reimburse the College for Expense Card transactions.

Seat belt use is mandatory while on travel status, regardless of whether the vehicle is a College owned vehicle, privately owned vehicle, or a rented vehicle. Failure to use a seat belt may be considered an improper use of a vehicle and may subject the Traveler to

disciplinary action. If an accident resulting in injury occurs and failure to use the seat belt contributed to the injuries, workers' compensation benefits may be reduced under the provisions of [Section 440.09\(4\), F.S.](#)

## **DEFINITIONS**

**Actual Point of Origin:** The geographic location where the travel begins.

**Class A Travel:** Continuous travel of 24 hours or more away from official headquarters as defined in [Section 112.061, F.S.](#)

**Class B Travel:** Continuous travel of less than 24 hours that involves overnight absences from official headquarters as defined in [Section 112.061, F.S.](#)

**Class C Travel:** Travel for short or day trips that do not involve overnight absences from official headquarters as defined in [Section 112.061, F.S.](#)

**Common Carrier:** Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

**Conference:** A gathering of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the resolution of differences or disputes and for the discussion of their common problems or interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field. A conference does not mean a meeting between College personnel.

**Convention:** The assembly of representative groups or persons coming together for the accomplishment of a purpose of interest to a larger group or persons. A convention does not mean a meeting between College personnel.

**Employee:** An individual who is filling a regular (part-time or full-time) authorized position and is responsible to the College.

**Enterprise Resource Planning (ERP) System:** Current ERP system is Workday.

**Foreign Travel:** Authorized and approved travel outside the United States and its recognized territories and possessions.

**Incidental Expenses:** Other reimbursable expenses related to official travel pursuant to [Section 69I-42.010, Florida Administrative Code](#), such as Ubers, Lyfts, Taxi fares, parking fees, tolls, tips, etc.

**Map Mileage:** Current official highway miles from city-to-city as published by the Florida Department of Transportation (FDOT) online: [FDOT Official Highway Mileage Viewer \(state.fl.us\)](#).

**Meal Allowance:** The amount authorized by [Section 112.061\(6\)\(b\), F.S.](#), for each meal during the travel period.

**Most Economical Class of Transportation:** The class having the lowest available fare.

**Most Economical Method of Travel:** Consideration of the nature of the business; the most efficient and economical means of travel (considering time of the Traveler, cost of transportation and per diem or subsistence required); and the number of persons making the trip and the amount of equipment or materials being transported.

**Official Headquarters:** The official headquarters is normally the same city or town as that of the office to which the employee is assigned. For an employee located in the field where there is no established office, the headquarters will be the city or town nearest to the area where the majority of the employee's work is performed, or such other city, town, or other area as may be designated by the College head. In all cases of such designations, the location must be in the best interest of the College and is not determined based upon the convenience of the employee.

**Per Diem:** Daily allowance for lodging and meal expenses incurred while traveling on official College business. Per Diem is in lieu of actual lodging costs, and cannot be claimed in addition to actual lodging costs. Per Diem cannot be claimed the day of check-in.

**Per Diem rate:** The greater of \$80 or actual lodging cost at a single-occupancy rate plus permitted meal allowances. See calculation method.

**Point of Origin:** The geographic location of the Traveler's official headquarters or the geographic location where travel begins, whichever is the lesser distance from the destination.

**Expense Card:** A College issued credit card that can be used to pay for authorized travel expenses and the purchase of commodities and services.

**Travel Day:** A period of 24 hours consisting of four quarters of six hours, beginning at midnight.

**Travel Expense:** Necessary and actual expenses while traveling; actual expenses while traveling - the usual, ordinary, and incidental expenditures necessarily incurred by the Traveler.

**Travel Period:** A period of time between the time of departure and the time of return. Return time is measured by the return time for air carrier, return time for rental vehicle or the time to which the individual would have returned to their point of origin or home, whichever is earlier.

**Traveler:** An employee, public officer, or other authorized person, when performing authorized travel.

**Vicinity miles:** Miles incurred on official College business when travel is within the vicinity of official headquarters, within the city limits of the city traveled to, or other areas traveled where map miles have not been identified. Vicinity Miles may be claimed when miles are incurred in excess of the FDOT published mileage charts.

## **PRE-TRAVEL PLANNING**

College policy requires travel expenses to be estimated and approved PRIOR to incurring any costs. To comply, a Spend Authorization should be submitted within the ERP system and approved prior to incurring expenses, including airline and registration fees.

It is the responsibility of each Traveler to plan travel arrangements in advance, where possible, to ensure that the travel is within budget and that the most economical and efficient (for example, the time needed to pick up and return rental car or the proximity of a hotel to the meeting to be attended) methods are utilized. Generally, there will be a greater selection of travel times available and the Traveler will get lower airline rates by making reservations a minimum of 14 days prior to travel.

Travelers are required to travel by utilizing the most efficient route, employing the most economical and efficient method of transportation, and requesting standard accommodations. If a more expensive route, method of transportation or accommodation is selected for personal convenience, the Traveler is expected to pay the total cost out-of-pocket and reimbursement will be based on the lesser of the actual total expense incurred, and the amount of expense that would have been incurred had the Traveler used the most efficient method.

Travelers on Class A and Class B travel are allowed a per diem rate of \$80 or the actual costs of lodging plus meal allowances, whichever is greater. Travelers should request the single occupancy government rate for hotel or motel rooms, if claiming the actual cost of the room instead of per diem. Authorized Travelers are reminded that obtaining economical hotel accommodations is a priority for in-state and out-of-state travel. Travelers should be prepared to justify situations where hotel costs appear excessive for the geographic areas in which the Traveler is staying. In determining whether a hotel rate is excessive, consideration should be given to geographic area, seasonal fluctuations, and distance from the intended assignment location.

Travelers on Class C travel, those taking trips in a single day, are paid for transportation (common carrier, rental car, or mileage), subsistence allowance when in excess of 50 miles, and reimbursable incidental expenses.

In selecting a method of transportation, consideration should be given to the total cost, including per diem, overtime, number of persons traveling, amount of equipment or material being transported, and actual transportation cost. Methods of transportation authorized for

official use include commercial airlines, passenger trains, taxicabs, Ubers, Lyfts, buses, rental cars, and privately-owned transportation.

## **CONFERENCES AND CONVENTIONS**

No public funds shall be expended for attendance at conferences or conventions unless the main purpose of the conference or convention is in connection with the official business of the College and directly related to the performance of the statutory or constitutional duties and responsibilities of the College; or unless the activity provides a direct educational or other benefit supporting the work and public purpose of the person attending; or the duties and responsibilities of the Traveler attending such meetings are compatible with the objectives of the particular conference or convention.

A Traveler must be approved, in advance, to attend a conference or convention (see Spend Authorization Section). When a Traveler is authorized to attend conferences, conventions, seminars, or workshops or when a registration fee is paid, the authorization must be attached to the Expense Report. The Traveler must attach a copy of the conference, convention, seminar, or workshop agenda to the Expense Report.

If the registration fee is paid by an expense card, a copy of the detailed expense card receipt must be attached to the expense report.

When a meal is included in a registration fee or otherwise provided, the Traveler is not eligible for the meal allowance for that specific meal. If a Traveler is claiming per diem for a day on which a meal is provided, the per diem rate for that day will be reduced by the meal allowance authorized.

### **Memberships**

Often a membership may be purchased allowing for a reduced conference registration rate. This is allowable when the total amount of the membership and registration is equal to or less than the amount of registration for non-members. Memberships require a Certification for Payment with Public Funds form be completed by the organization. Certifications for Payment with Public Funds are good for five years based on the date on the form.

The Traveler requesting the membership is responsible for making sure the Certification for Payment with Public Funds is up to date.

## **TRAVEL SPEND AUTHORIZATION**

All travel shall be approved in advance by the respective Cost Center Manager using the Spend Authorization Form in the ERP system.

The Traveler must complete the form entirely. The 'Description' field should include the name of the conference or a brief description of travel purpose. The 'Justification' field

should include the date and time of departure, and the date and time of return, and any additional justification for estimated costs. The Traveler must indicate the name of the city or town of origin and the destination.

The 'Business Purpose' field should identify the purpose of each trip as aligned with Florida Statute definitions.

The Traveler should provide a complete estimate of travel expenses.

### **TRAVEL ADVANCE**

Travel advances are available for student-related travel only. The College encourages frequent Travelers to request an expense card to minimize out-of-pocket expenses incurred. Advances are paid in the same method as reimbursements; based on the employee's payment election in the ERP system.

Expense card transactions may be used in lieu of a travel advance for student-related travel only. All travel restrictions still exist. Ex: Meal Allowance cannot be exceeded for the travel period.

Travel advances are requested by marking the 'Cash Advance Requested' box on the specific Spend Authorization line. Completed requests for a travel advance should be submitted to Financial Services at least seven (7) business days prior to departure. Travel advance requests received less than 48 business hours prior to travel could result in the travel advance being denied.

The Traveler should submit a completed Expense Report within no more than ten (10) calendar days of returning to headquarters, regardless of whether a reimbursement is due. The Traveler will complete the portion of the form for reimbursable expenses and the portion relating to the travel advance (when applicable). If the travel advance was greater than the actual amount of travel expenses, the Traveler may return the funds to the College's Cashier's Office or request an invoice be created to reimburse the College for the difference between the amount of travel advance and the amount of the actual travel expenses.

A Traveler shall not have more than one travel advance outstanding at any time without written justification of circumstances that necessitate an exception to this restriction.

### **TRAVEL**

The Traveler must record on the Expense Report the actual destination of travel for each day of the travel period, and the hour of departure from and return to the official headquarters or city of residence.

The Traveler must indicate the mode of transportation. This includes transportation provided by another Traveler, and the Traveler must identify the name of the Traveler that provided transportation in the 'Memo' field of the expense report. A Traveler who is providing

transportation to one or more other Travelers must identify those Travelers in the 'Memo' field on their expense report. The approved spend authorization form must be attached to the Expense Report within the ERP system.

Any break in travel status for personal reasons during the approved travel period, must be explained on the Spend Authorization and Expense Report, and covered by the use of personal leave. The Traveler will not receive reimbursement for any expenses occurring during the break in travel. The Traveler may claim reimbursement of travel expenses during the return to official headquarters had the Traveler been entitled to that reimbursement without an interruption in the travel period. The Traveler must explain any instances when there is a break in travel and must state on the Expense Report that the break is for personal convenience. The Traveler shall assume all travel costs during the break in travel. If a rental car is being used, the rental, including any fees associated, will not be paid by the College during the break in travel, which may require the Traveler to pay the total rental costs out-of-pocket and be reimbursed for the business-related travel period.

### **Per Diem Allowance**

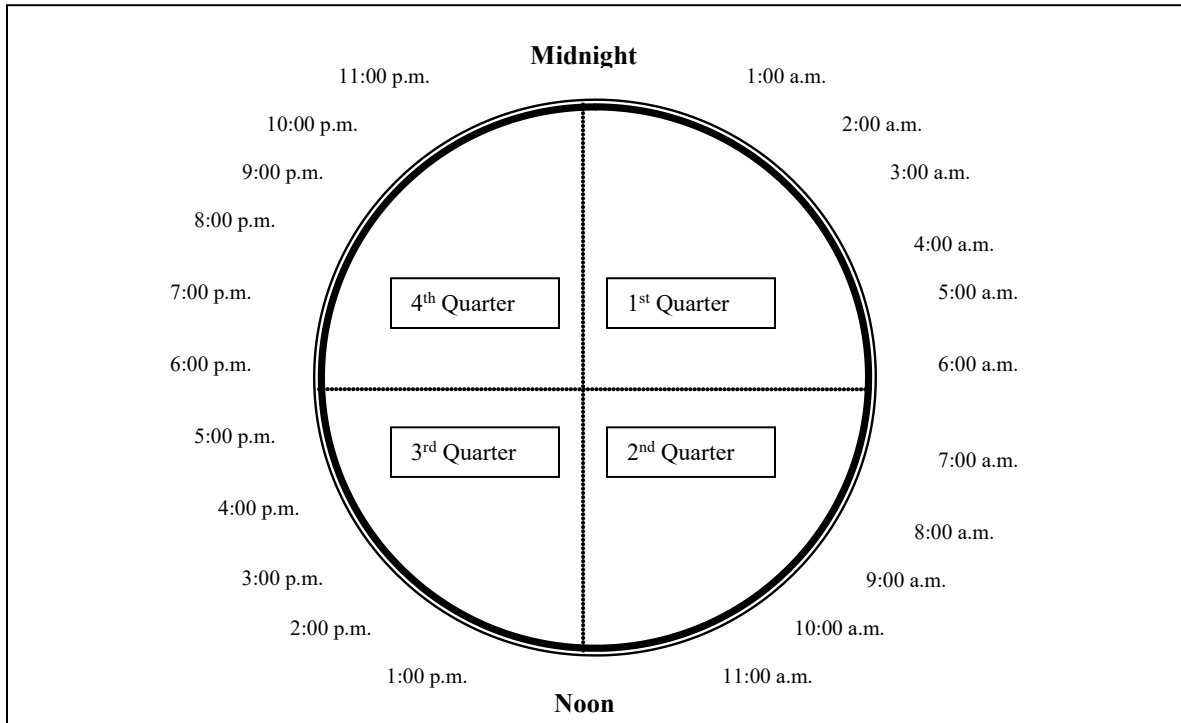
A Traveler may not claim per diem allowance or reimbursement for lodging for overnight travel within 50 miles of his/her official headquarters or residence unless the circumstances necessitating such overnight travel are fully explained by the Traveler and approved by the Cost Center Manager.

The Traveler will be reimbursed for travel in the amount of \$80 per diem per full day of travel for Class A and B travel. Travelers will be reimbursed at one-fourth of the authorized rate of per diem for each quarter or fraction thereof pursuant to the following chart.

If the Traveler opts to claim per diem, the amount is determined as follows.



Per Diem Clock



Travelers will be reimbursed \$20.00 for each quarter that travel begins or ends. Example: If the Traveler opts to receive per diem and leaves at 9:00 a.m. on Monday and returns at noon on Wednesday, the Traveler will be reimbursed \$60.00 for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters on Monday, \$80.00 for all day on Tuesday, and \$40.00 for the 1<sup>st</sup> and 2<sup>nd</sup> quarters on Wednesday, for a total of \$180.

1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
12:00 a.m.	6:01 a.m.	12:01 p.m.	6:01 p.m.
6:00 a.m.	12:00 p.m.	6:00 p.m.	11:59 a.m.

**Actual Expenses**

Lodging

The Traveler may claim reimbursement for actual expenses or per diem for Class A travel on a day-by-day basis (midnight to midnight). For the purpose of the Per Diem calculation and consideration of day-by-day basis, per diem is not eligible on the day of hotel check-in and each subsequent day of overnight hotel stay(s).

A Traveler choosing actual expenses for Class A or B travel must attach the original hotel receipt to the Expense Report in order to receive reimbursement or support the expense charge, if an expense card was used to pay the hotel.

Travelers will receive reimbursement of lodging expenses if the expenses are necessary, reasonable, and are substantiated by paid receipts. Receipts for lodging expenses must show the name and address of the establishment, the name of the Traveler, the daily rate(s) actually paid, and the dates of “check-in” and “check-out”. Employees will not be reimbursed for additional occupancy charges for non-College employees. Lodging expenses paid within the state of Florida with an Expense Card should be exempt from state of Florida sales and occupancy tax. The sales tax exemption number is printed on the front of the card. Travelers should always provide a copy of the Sales Tax Exemption Certificate, if requested by the hotel. Travelers should make sure that any Florida sales and occupancy tax is removed from the bill prior to checkout. When staying out of state sales tax is allowable.

If a Traveler shares a room with one or more other Travelers, the Traveler paying the bill shall request reimbursement for the total amount, and all Travelers should note on the Expense Report that lodging was shared, including the names of the other Travelers. Per diem cannot be claimed by those additional Travelers sharing the same room.

If two Travelers share a hotel room and split the bill, each Traveler may claim one-half of the hotel bill on their Expense Report.

Any charge (ex: safe charge, valet parking) that is a mandatory charge by the hotel will be reimbursed. Such costs should be listed as a separate charge as other costs on the Expense Report and should be stated that the “charge was mandatory” with available supporting documentation provided. If the charges are optional, it is the responsibility of the Traveler and is not eligible for reimbursement. If the charge is not mandatory and is inadvertently paid on the expense card, the Traveler will be required to refund the College prior to receiving travel reimbursement. The receipt of the refund payment should be attached to the Expense Report.

#### Meal Allowances

In addition to receiving reimbursement of actual lodging expenses, Travelers will receive meal allowances according to departure and return times per the chart below.

<b>Meal</b>	<b>Traveler Must Depart Before:</b>	<b>And Return After:</b>	<b>To Claim Meal Allowance of:</b>
<b>Breakfast</b>	6:00 a.m.	8:00 a.m.	\$6.00
<b>Lunch</b>	12:00 noon	2:00 p.m.	\$11.00
<b>Dinner</b>	6:00 p.m.	8:00 p.m.	\$19.00
<b>All Day</b>	6:00 a.m.	8:00 p.m.	\$36.00

Traveler is not allowed to claim the meal allowance when a meal is provided. It is not necessary for Travelers to submit meal receipts in order to claim the meal allowance. Currently, *a Traveler shall not be reimbursed for Class C Travel on a per diem basis; however, a Traveler receive meal subsistence according to the chart above. Class C meal subsistence may not be allowed for travel confined within 50 miles of the city or town of the Traveler’s headquarters.*

Students are eligible for a meal allowance. A cash advance may be requested or an employee may use an expense card (student meals only). Employees meals are reimbursed based on the departure/return dates/times and cannot be purchased on a cash advance or expense card. Documentation for student meal allowance must include a meal sheet (listing departure/return dates/times along with student's first and last name, and staff member's signature), an itemized receipt detailing the number of meals and all items purchased, and a credit card receipt confirming payment.

### Transportation

Travelers may use a common carrier, a College-owned vehicle, a privately-owned vehicle, or a rented vehicle for transportation. Whether the Traveler chooses one or a combination of modes of transportation, the Traveler should use the most economical travel route and the most economical and efficient travel method. Travelers are not required to use their privately-owned vehicle. The use of a privately-owned vehicle is voluntary and is contingent upon prior approval.

#### *Common Carrier*

Travelers using a common carrier must make sure that they abide by any College issued contract if one is in effect at the time of travel, unless use of the contract is not the most economical option, or there is no common carrier on contract available at the time of travel.

#### *College-Owned Vehicles*

Travelers using a College owned vehicle must abide by the College rules regarding use of the vehicle and must list the number of the College vehicle on the Expense Report.

#### *Privately-Owned Vehicles*

Travelers may use their privately-owned vehicle and when doing so will be reimbursed for authorized business travel. Travelers using a privately-owned vehicle will be reimbursed on a mile for mile basis at the rate authorized in [Section 112.061, F.S.](#) Miles traveled between the Traveler's residence and official headquarters will not be reimbursed. Miles traveled between the point of origination and the point of destination must be based on the most current map miles maintained by the Florida Department of Transportation online.

Vicinity miles incurred while conducting College business while in official travel status will be reimbursed on a mile-for-mile basis at the same rate, and listed as a separate item on the Expense Report. An example of vicinity miles would be the lesser distance from the Traveler's home (point of origin) to the airport or from the Traveler's headquarters to the airport. Another example of vicinity miles is the distance from a hotel (point of origin) in a city or town to a work assignment. It is the Traveler's responsibility to accurately report vicinity miles incurred. To claim vicinity miles in addition to official map mileage, the Traveler must submit GoogleMap or other comparable document (odometer log) to validate the actual miles. The Traveler must justify any vicinity miles that are deemed to be excessive.

When two or more Travelers are traveling together, mileage reimbursement will be paid only to the owner of the vehicle. The Traveler claiming mileage must identify the names of each

Traveler in the privately-owned vehicle and each of those Travelers must state on their travel reimbursement form that another Traveler provided their transportation. No Traveler shall be allowed either mileage or transportation expenses when another Traveler who is entitled to mileage gratuitously transports that Traveler.

When travel begins at a point other than the headquarters, the Traveler shall claim official map mileage for the lesser distance, either from the point of origin(city) to the destination or from the headquarters to the destination. A Traveler may not claim more mileage than was actually incurred.

Travelers will not be reimbursed for expenditures relating to the operation, maintenance, and ownership of a privately-owned vehicle while on authorized travel.

#### Airline

Travel by airline, when authorized, shall be “coach class” accommodations only (free upgrades are allowed) unless an approved accommodation exception is maintained in the Human Resources Office and noted on the Spend Authorization. Additional fees (ex: seat upgrades, choice seating, etc) will be paid by the traveler. The Traveler must attach the original receipt or boarding pass that includes the detail of charges.

Reimbursement for change fees will not be made if the change is made strictly for the convenience of the Traveler. A detailed justification for reimbursement of the exchange or cancellation penalty must be included on the Traveler’s Expense Report.

No group tickets or group charges are to be made. Each Traveler must have an individual ticket.

If the Traveler cancels the flight and only receives a credit for future travel, the Traveler will be required to reimburse the College for the cost of the ticket.

Charges imposed by air carriers for lost or stolen tickets because of employee negligence will not be reimbursed by the College.

Travelers will not be reimbursed for expenditures relating to travel insurance or third-party travel planning.

#### Rental vehicle

All rentals must be made under the terms of the state of Florida rental car contract and Travelers are responsible for complying with the terms of the contract. The most current state of Florida rental car contract is available online:

Travelers can find the current state contract online portal: [Welcome State of Florida Travelers \(carrental.com\)](http://Welcome State of Florida Travelers (carrental.com)).

The contracted carrier should not be paid in advance of travel. The contracted carrier may require a deposit and payment at time of rental. The deposit may be reflected as a pending transaction, but should not be included in the final receipt.

The contracted carrier vendor for rental cars provides primary insurance and collision damage coverage at no extra charge to the College. Therefore, when signing the rental agreement, Travelers will refuse extra Personal Accident Insurance (P.A.I.) and refuse any daily Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) fees added to the contract. If the Traveler approves these charges, the Traveler will be required to pay the associated costs and attach the receipt to the completed Expense Report.

Travel expenses for a rental vehicle that are not in compliance with the terms of the current state of Florida rental car contract will not be reimbursed unless there is approved justification for noncompliance.

The College will incur only costs for “Compact” rental vehicles. Travelers will not be reimbursed for use of a car larger than the “Compact” unless an approved accommodation exception is maintained in the Human Resources Office and noted in the Spend Authorization. Other upgrades to a rental car class other than “Compact” may be justified in writing as the most economical and efficient method based on the number of persons traveling together and/or the amount of equipment being transported, and submitted with the Traveler’s Spend Authorization.

Travelers that choose to rent a larger vehicle for personal reasons should use a personal credit card and be reimbursed at the “Compact” rate. Use of a College Credit Card for upgrades without justification is considered use of the College card for personal expenses, which is in violation of the Credit Card agreement.

It is the Traveler’s responsibility to ensure that he/she receives the appropriate rate under the terms of the contract and the appropriate class vehicle at that rate. The Traveler must be diligent in ensuring that the state contract vendor provides the vehicle in accordance with the terms of the contract. If a Traveler has made an advance reservation with a state contract vendor and the vendor does not have a “Compact” vehicle available at the time of the rental, the state contract vendor should upgrade the rental to the next class vehicle available, but should only charge the rate for a “Compact” vehicle. The Traveler should make sure that the upgrade is not charged to the Traveler.

Travelers may use other vendors when a vehicle is not available from the state contract vendor, when a vendor other than the state contract vendor offers a lower rate, or when a state contract vendor is not local and travel time or distance to the state contract vendor’s site is not economical and/or practical.

## **Incidental Expenses**

Travelers will not be reimbursed for expenditures relating to travel insurance or third-party travel planning.

Travelers must have a receipt for incidental expenses, including ubers, lyfts, taxi fares, tolls, ferry fares, parking fees, and storage. Limousine services should not be used unless it can be shown that it is the most economical method of travel.

Parking or storage fees will not be reimbursed on a weekly or monthly basis for privately owned vehicles unless it can be established that such method results in a savings to the College.

Charges for photocopies and communication expenses will only be reimbursed when it is required for official College business. Communication expenses to contact the Traveler's family or other non-business purposes will not be reimbursed.

Reasonable tips and gratuities may be reimbursed for actual tips paid (not to exceed 15% of base cost/fare), actual tips paid for mandatory valet parking (not to exceed \$5 per occasion), and actual tips paid for portage of baggage (not to exceed \$1 per bag and not to exceed \$5 total per incident); additional tips will require justification. The number of bags must be included on the Expense Report. Tips for meals and maid services are not reimbursable.

Other incidental travel expenses may be reimbursed upon presentation of receipt attached to the Expense Report and validation that the expense was incurred for official College business. Actual laundry, dry cleaning, and pressing expenses will be reimbursed when official travel extends beyond seven (7) days, and such expenses are necessarily incurred to complete the official business portion of the trip. Actual passport and visa fees will be reimbursed if it is required for official business. Actual and necessary fees for the purchase of Traveler's checks, fees charged to exchange currency, and the cost of maps will be reimbursed if it is documented that it is necessary for official College business.

Expenses related to lost keys or keys locked in a vehicle due to employee negligence are not reimbursable.

## **REQUEST FOR REIMBURSEMENT OF EXPENSES**

The Traveler must complete an Expense Report to receive reimbursement of travel related expenses and the process Expense Card transactions.

Reimbursement is paid in accordance with the banking elections the employee established in the ERP system. Banking information is verified and if changes are made to the banking information associated with an Expense Payment, it may take up to a week to verify. Reimbursement payment will be delayed pending banking verification.

Travelers are not authorized Class A or Class B per diem when the work assignment is within 50 miles from their official headquarters or residence. Exceptions to this restriction must be pre-approved by the College head or their designee.

The Traveler should submit an Expense Report within ten (10) business days after returning to their official headquarters, or at the completion of each 30-day travel period of continuous travel, or at the completion of each 30-day period of Class C travel trips.

The Traveler must complete the Expense Report with the actual travel destination, travel dates and times, and requested reimbursement of expenses, as appropriate.

Financial Services may reduce reimbursements for unallowable expenses.

### **SICKNESS OR INJURY**

A Traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of the agency may continue to receive a meal allowance and lodging expenses during this period of illness or injury until such time as he or she is able to perform the official business of the College or returns to his or her official headquarters, whichever is earlier.

### **LOST RECEIPTS**

<https://www.tcc.fl.edu/about/College/administrative-services/purchasing/employee-information/>

Use the above website and under Additional Resources click on Credit Card Receipt Replacement Form.

Credit Card Receipt Replacement Forms may not be accepted for items purchased with Sponsored Program (grant) funds.

### **NON-EMPLOYEE TRAVEL**

When applicable, non-employees may be reimbursed for travel through an Ad Hoc payment submitted by the cost center manager.

If an employee is paying for expenses with an Expense Card on behalf of the traveler (ex: hotel), the employee will complete a Spend Authorization and Expense Report for the credit card charge. The Spend Authorization and Expense Report should be referenced on the Ad Hoc payment.

If needed an internal memo may be submitted with additional documentation to justify non-employee's travel expenses and reimbursement. This memo should be attached to all related travel documents (spend authorization, expense report and ad hoc payment).

## **ADDENDUM AS OF 1/22/24**

*The addendum is not part of the travel manual, but serves as additional guidance. As such, this addendum will be updated as needed.*

Q: May I rent an electric vehicle.

A: No. Do not agree to rent electric vehicles from Avis. Electric vehicles have many scenarios that leave the individual liable for additional costs and damages.

Q: They only have electric vehicles available, is it OK to rent at the compact rate?

A: No. Do not agree to rent electric vehicles from Avis. Electric vehicles have many scenarios that leave the individual liable for additional costs and damages. Ex: Tesla is unable to provide receipts for additional fees and such fees must be reimbursed by the traveler to the College. Any damages, including unauthorized software updates, must be paid at the individual's expense or personal insurance.

Q: May I pay for a conference registration once I submit my spend authorization?

A: No. Prior approval of travel and the related expense is statutorily required. Allow for approval time of your spend authorization prior to incurring any costs.

Q: Can I claim per diem on the first and last day of travel?

A: Generally, it is only eligible the last day of travel when actual lodging costs are included in the reimbursement request. Per Diem may only be claimed when actual lodging and meal allowance are not being claimed. The date of the lodging expense is considered the check-in date through the last night of travel. The check-out date is eligible for per diem.

Q: Airlines are adding fees for seat choice in addition to upgrades. Are fees for seat selection reimbursable?

A: No as they are not required. Any additional services that are required must be documented within HR and noted on the Spend Authorizations prior to travel. An example of when an additional service may be required is due to a medical need or other accommodation.

Q: Do I need a copy of the Tax Exempt form?

A: Yes. Most hotels do require a copy at check-in. Travelers should always provide a copy of the Florida Sales Tax Exemption Certificate, if requested by the hotel.

Q: The hotel charged sales tax. What do I do?

A. Travelers should make sure that any Florida sales tax is removed from the bill prior to checkout. Call the hotel. The Traveler may be required to reimburse the College any Florida sales tax paid, if the hotel will not credit the tax.

Q: Compact cars are too small. Can I upgrade?

A: Yes, but the College will not pay for the upgrade. Travelers that choose to rent a larger vehicle for personal reasons should use a personal credit card and be reimbursed at the



“Compact” rate. Use of a College Credit Card for upgrades without justification is considered use of the College card for personal expenses, which is in violation of the Credit Card agreement.

Q: I am paying for the hotel for another employee that is traveling. What do I need to do?

A: We recommend that an employee traveling obtain an Expense Card or pay for expenses out of pocket to be reimbursed.

When an employee is paying on behalf of another employee each employee must complete a spend authorization. As the Spend Authorization is approval for travel and the related expense, the traveler must complete a Spend Authorization for the approval of travel, and the employee paying the expense must also complete a Spend Authorization for the approval of the expense.

Q: What do I do if I lose a receipt that is not related to a Expense Card?

A: We recommend scanning all receipts immediately using the Workday Mobile App.

### **RECEIPT SCANNING THROUGH THE WORKDAY MOBILE APP**

From the Home screen:

1. Tap View All > Expenses.
2. Tap Scan Receipt to scan your receipt and have Workday automatically add expense data, or tap Enter Quick Expense to fill in the expense information manually as described in the following steps. For an iPhone, you can also choose an existing photo or import an attachment. For an Android, you can select an existing photo from the gallery. If you took a photo, tap the Add Attachments icon and select Choose Photo or Import Attachment.
3. Tap Enter Quick Expense.
4. Enter a Date. The date may have auto-filled when creating the expense.
5. Add the Expense Item, along with any other supporting information.
6. Tap Done. Repeat the previous steps to add any other expense items you want to report. After you add all expense items, you can submit an expense report from the Expenses app.
7. Tap Create Expense Report.
8. Include required information, such as Company, Expense Report Date, Company on Expense Line, Cost Center, and Region.
9. Tap the Additional Worktags prompt. Add information your organization may require, like Grant, Program and/or Project.

10. Once you have completed the expense report information, tap Done.
11. Tap New Expense to begin attaching expenses to the report.
12. Tap Existing Expenses. You can also choose to add new expenses in this step by tapping New Expense.
13. Tap the checkmark next to each expense item to choose which expenses you want to include in the report.
14. Tap Next.
15. Tap Review.
16. Review your expense items for accuracy, correct any errors, and then tap Submit. A confirmation screen shows your expense report has been routed for approval.

Note: You can also add expense items to reports from your list of expenses by tapping the checkbox and Add to Report. This will display immediately after entering the expense item. If no report exists at this time, you will be prompted to create one