

# TALLAHASSEE COMMUNITY COLLEGE



## TRAVEL MANUAL

Travel Manual  
Revised: Feb 2016

**This manual provides guidance on expenditures authorized for travel in accordance with [Section 112.061, Florida Statutes](#).**

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

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

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

Travelers shall be reimbursed for travel expenses pursuant to [Section 112.061, F.S.](#) However, travelers shall ensure that they have sufficient funds to cover out-of-pocket expenses. Except for meals and certain incidental expenses, travelers must retain and submit receipts and other documentation necessary to obtain reimbursement (i.e., hotel, rental car, tolls, parking, etc.).

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 Expenses:** An authorized traveler who is on Class A or B status can elect to be reimbursed for the actual out-of-pocket expenses for lodging instead of per diem.

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

**College Head:** The highest policy-making authority of a public agency (President of College).

**Authorized Person:** A person, other than an employee, as defined herein, who is authorized by the college head and/or designee to incur travel expenses in the performance of official duties; a person who is called upon by the college to contribute time and services as a consultant or advisor; or a person who is a candidate for an executive, or professional position, when performing authorized travel pursuant to [Section 112.061, F.S.](#) This includes Board of Trustees members.

**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 or full-time authorized position and is responsible to the college head.

**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 taxi fares, parking fees, tolls, communication expenses, tips, etc.

**Map Mileage:** Current official highway miles as published by the Florida Department of Transportation (FDOT) online: [Click here](#).

**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:** The mode of transportation, college owned vehicle, privately owned vehicle, common carrier, etc., designated by the college head pursuant to [Section 112.061, F.S.](#) The college head should designate the most economical method of travel for each trip considering: 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 expenses incurred while traveling on official state business. 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.

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

**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.

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

**Travel Day:** A period of 24 hours consisting of four quarters of six hours each.

**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 pursuant to [Section 112.061, F.S.](#)

**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, the city limits of the city traveled to, or other areas traveled where map miles have not been identified, including miles incurred by travelers in excess of the FDOT published mileage charts.

## **PRE-TRAVEL PLANNING**

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.

Class A and B travelers 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.

Class C travelers, those taking trips in a single day, are paid for transportation (common carrier, rental car, or mileage) and reimbursable incidental expenses. (The Implementing Bill for the General Appropriations Act will annually address the applicability of Class C travel reimbursement for meals.)

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, 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.

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, 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 a state issued purchasing card, a copy of the purchasing card receipt must be attached to the expense report.

When a meal is included in a registration fee, the traveler may not claim meal even if the traveler decides for personal reasons not to eat the meal. As provided in [Attorney General Opinion 081-53](#), a continental breakfast is considered a.

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.

### **TRAVEL SPEND AUTHORIZATION**

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

The traveler must complete the form entirely, providing the name of the traveler, the date and time of departure and return. The traveler must indicate the name of the city or town of origin and the destination.

The purpose of each trip must be clearly indicated. The traveler must provide an estimate of travel expenses.

### **TRAVEL ADVANCE**

Travel advances are available for student-related travel ONLY. The college encourages frequent travelers to request a PCard to minimize out-of-pocket expenses incurred in lieu of a travel advance.

Completed and approved requests for a travel advance should be transmitted to the Business Office, Disbursements Section, 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 not being processed before the expected departure time.

The traveler must submit a completed Expense Report within no more than thirty (30) 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. If the travel advance was greater than the actual amount of travel expenses, the traveler will attach a personal check, money order, or certified check to reimburse the college for the difference between the amount of travel advance and the amount of the actual travel expenses.

Generally, 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 an accurate record of the 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 on the form. This includes transportation provided by another traveler and the traveler must identify the name of the traveler that provided transportation in the memo section of the expense report. A traveler who is providing transportation to one or more other travelers must identify those travelers on the expense report. The approved spend authorization form must be attached to the Expense Report.

Any break in travel status for personal reasons in a travel period, while performing travel must be explained on the form 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 college paid rental car is being used, the rental, including any fees associated, will not be reimbursed or paid by the college during the break in travel.

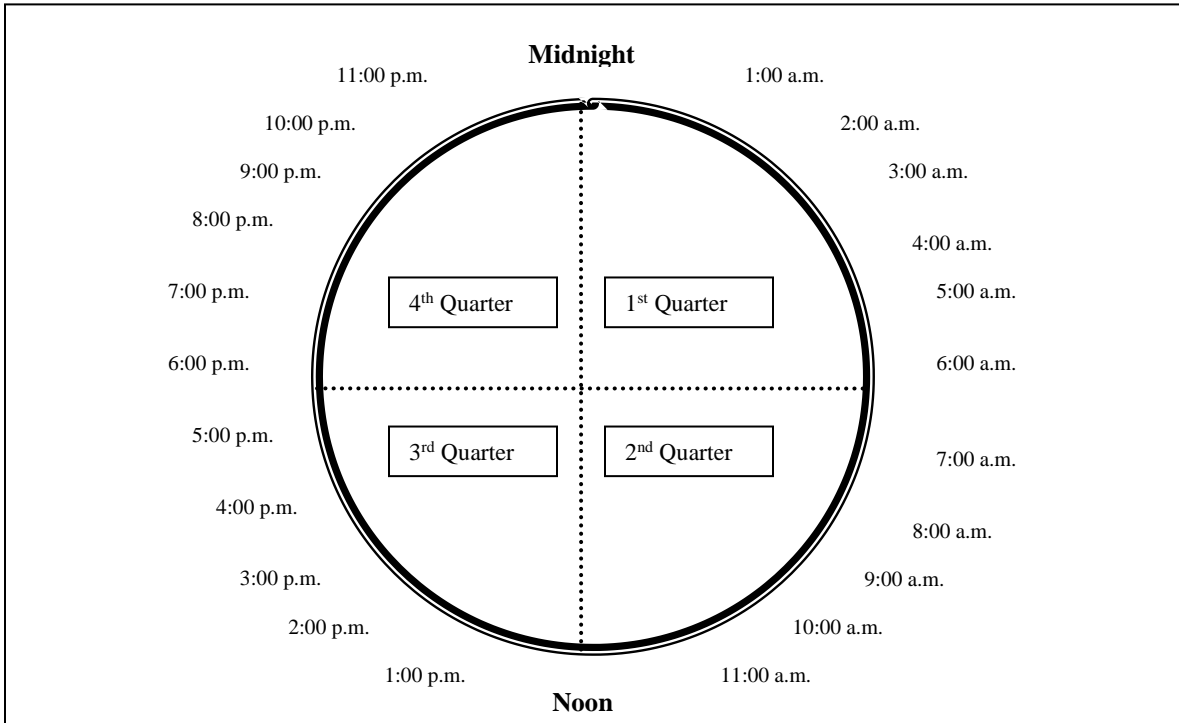
### **Per Diem**

A traveler may not claim per diem 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

The traveler may claim reimbursement for actual expenses or per diem for Class A travel on a day by day basis (midnight to midnight).

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 PCard charge, if a PCard was used to pay the hotel.



## Lodging

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, the dates of “check-in” and “check-out”, and the number of persons who occupied the room. Employees will not be reimbursed for additional occupancy charges for non-college employees. Lodging expenses paid within the State of Florida with PCard should be exempt from state sales 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 state sales tax is removed from the bill prior to checkout.

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 note on the Expense Report that lodging was shared by one or more travelers, including the names of the other travelers. The other travelers sharing the room will also note on their Expense Reports that lodging was provided by another traveler. **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 his/her Expense Report.

If a safe charge is a mandatory charge by the hotel, it will be reimbursed. This should be listed as a separate charge as other costs on the Expense Report and it should be stated that the “safe charge was mandatory.” If the safe charge is optional, it is the responsibility of the traveler to have the charge removed or the charge for the safe will not be reimbursed. If the safe charge is not mandatory and it is paid on the PCard, the traveler will be required to reimburse the college and attach the receipt 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

In the case where a meal is provided by a hotel (continental breakfast), the traveler will be allowed to claim the meal allowance provided by law. Also, if a registration fee is not paid to attend a conference, convention or a meeting to conduct official business, meals are allowed to be claimed, whether or not meals are provided at such conference, convention or

meeting. It is not necessary for travelers to submit meal receipts in order to claim reimbursement for meals. 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 to the city or town of the traveler's headquarters.*

## **Transportation**

Travelers may use a common carrier, a state 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 must use the most economical travel route and the most economical and efficient travel method. However, travelers are not required to use their privately owned vehicle. The use of a privately owned vehicle is voluntary and is contingent upon such use conforming to the requirements above.

Travelers using a common carrier must make sure that they abide by any state 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. Travelers can find the current state contract online: [Click here](#).

### Airline

Travel by airline, when authorized, shall be “coach class” accommodations only (free upgrades are allowed) unless an approved accommodations exception is maintained in the Human Resources Office. “First class” accommodations are not authorized and will result in reimbursement of expenses at the lower “coach” rate. The traveler must attach the original receipt for the purchase of the ticket .

Reimbursement for airline changes 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.

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

### 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 state 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.](#), which is currently \$.445 per mile. 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: [Click here](#).

Vicinity miles incurred while conducting state business while in official travel status will be reimbursed on a mile-for-mile basis at the rate authorized in [Section 112.061, F.S.](#), which is currently \$.445 per mile, as a separate item on the Expense Report. (See definition of vicinity miles under the section titled DEFINITIONS). Vicinity miles are determined in addition to the map mileage discussed on the previous page. Vicinity mileage is determined by applying the lesser of "point of origin (see definition under the section titled DEFINITIONS) or headquarters". 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 map quest or some compatible document 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 carpoled 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 to the destination or from the headquarters to the destination. The balance shall not be reported as vicinity mileage.

If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided the miles claimed do not exceed the actual miles driven. 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.

## Rental vehicle

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

[http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/state\\_contracts\\_and\\_agreements/state\\_term\\_contracts/rental\\_vehicles2](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_and_agreements/state_term_contracts/rental_vehicles2)

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

Travelers are required to use “Compact” rental vehicles. Travelers will not be reimbursed for use of a car larger than the “Compact” on the rental car contract because of the size or stature of the individual unless the requirements of the ADA are met. Any upgrade to a rental car class other than “Compact” must 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 travel reimbursement voucher. Inadequate justification may result in reimbursement at the “Compact” rate. In addition, travelers shall not purchase extra items when using a rental car (i.e. GPS, Plate Pass, insurance, etc.)

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 cost effective and/or practical.

The state contract vendor for rental cars provides primary insurance and collision damage coverage at no extra charge to the state. 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.

## **Incidental Expenses**

Travelers must have a receipt for the following incidental expenses if they exceed \$25 per occurrence: taxi fares, all 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 state 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 to taxi drivers (not to exceed 15% of the fare), actual tips paid for mandatory valet parking (not to exceed \$1 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 state 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 state 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 Expense Reports to receive reimbursement of travel related expenses.

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 must 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 travel destination, travel dates and times, and requested reimbursement of expenses, as appropriate.

**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 agency or returns to his or her official headquarters, whichever is earlier.