

**PENSACOLA STATE COLLEGE**  
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	Travel	<u>Number</u> 6Hx20-5.008
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 112.061, Fla. Stat.	Page 1 of 2

The travel policies of Pensacola State College are consistent with s. 112.061, Fla. Stat.

The rate of reimbursement of authorized travel and per diem cannot exceed the amount authorized by s. 112.061, Fla. Stat. The present rates are stated in the Manual of Procedures.

**I. In-District Travel Reimbursement**

Reimbursement for travel within the College district may be allowed for full-time or part-time employees. Requirements for reimbursement are set forth in the Manual of Procedures. In-district travel must be approved by the President or his or her designee at a rate not to exceed the mileage allowance as stated in s. 112.061, Fla. Stat.

**II. Travel for Prospective Employees**

Prospective employees invited to the College for employment interviews may be compensated for travel expenses allowed by College policy and Florida Statutes as follows:

- A. Round-trip airfare or state approved mileage for in-state travel. Out-of-state mileage shall be calculated using point of origin and point of destination on commercial internet travel sites such as MapQuest or Expedia. If travel is by commercial carrier, reimbursement shall be made on the basis of "coach" fare, including federal tax shown on the ticket, and on the basis of the most practical route of travel from airport closest to point of origin. If travel is by automobile, reimbursement is made at the mileage rate stated in s. 112.061, Fla. Stat., not to exceed the lowest fare offered by commercial carrier.
- B. Actual expenses for lodging at a single occupancy rate;
- C. Meals; and
- D. Taxi fares, tolls, and parking fees.

**III. Complimentary Travel**

No traveler shall be allowed either mileage or transportation expenses when being gratuitously transported by another person or when being transported by another traveler who is entitled to transportation expenses.

**IV. Fraudulent Claims**

All requests for reimbursement shall contain a statement that the expenses were actually incurred by the traveler as necessary traveling expenses in the performance of official duties.

**V. Use of College Vehicles**

- A. College Vehicles may be used for any official function when the College is being represented by College personnel.
- B. The President may authorize the retention of a College vehicle by an employee for extended periods of time. Any such authorization shall be based on the need for a vehicle to conduct business in the College's interest not only at frequent intervals during the hours when the Physical Plant is open but also at intervals when it is closed.

**VI. Board of Trustees Members**

The same policies apply to Board members as are described for the employees of the College.

**VII. Exceptions**

Exception to the Board travel policies may be made by the President within the requirements of s. 112.061, Fla. Stat.

History:	Adopted 7/18/68 as 6A-8.71; amended 9/15/70; amended 6/29/71; amended 10/17/72; amended 2/20/73; amended 7/16/74; repromulgated 4/1/75 as 6Hx20-14.732; amended 8/21/79; amended 7/1/79; amended 5/20/80; amended 7/21/81; repromulgated 8/20/86; revised 11/19/86; revised 6/19/90; amended 1/17/95; amended 1/21/97; amended 2/21/06; amended 1/22/13.
President's Signature:	Date: 02/21/2017
	