

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Travel	<u>Number</u> 525
Related Policy:	Travel – 6Hx20-5.008	<u>Page</u> Page 1 of 6

**I. Purpose**

The purpose of this procedure is to govern travel and the payment of costs associated with such travel of Pensacola State College (PSC) District Board of Trustees members, employees and other authorized persons in accordance with Florida Statute 112.061. All travel must be for performance of a public purpose authorized by law to be performed by the College.

**II. Procedure**

**A. Authorized Travelers**

The Board of Trustees of Pensacola State College, Florida shall designate persons who are authorized to travel at the expense of the College. Authorized travelers may include:

1. Members of the Board of Trustees.
2. The President and other members of the faculty and staff of the College.
3. Prospective employees.
4. Persons called upon by the College to contribute time and services as consultants or advisors.
5. Students participating in approved student activities.

**B. Definitions**

Several definitions from the statutes are helpful in understanding the guidelines:

1. Travel expense - The usual, ordinary, and incidental expenditures necessarily incurred by a traveler.
2. Common carrier - Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm, when authorized.
3. Travel day - A period of twenty-four (24) hours consisting of four (4) quarters of six (6) hours each.
4. Travel period - A period of time between the time of departure to and time of return from travel.
5. Class A Travel - Continuous travel of twenty-four (24) hours or more away from official headquarters.
6. Class B Travel - Continuous travel of less than twenty-four (24) hours which involves overnight absence from official headquarters.
7. Class C Travel - Travel for short or day trips where the traveler is not away from official headquarters overnight.

8. Official Headquarters - The city or town in which the regular work location of the traveler is located. Exceptions to this general definition have rare application at the College, but may be found in s. 112.061, Florida. Statutes.
9. In-District Travel - Travel performed within the boundaries of the College district.
10. Out-of-District Travel - Travel performed outside the boundaries of the College district but within the State of Florida.
11. Out-of-State Travel - Travel performed outside the State of Florida, but within the United States.
12. Out-of-Country Travel - Travel outside of the United States.

C. Authorization of Travel

1. All out-of-district, out-of-state, and out-of-country travel shall be authorized and approved in advance by the President or his or her designee. The authorization must be submitted and approved in Workday at least one week in advance of the expected travel.
2. The College is using the documentation attached to a spend authorization as the documented travel authorization. The authorization should include approval from the traveler's supervisor as well as the cost manager who is paying for the travel. The College purpose of travel should be documented in the approved authorization so that the rationale for the travel is identified.
3. Out-of-country travel shall be reported to the Board of Trustees. Such reports shall be made in advance of the travel when feasible.
4. In-district travel does not require pre-authorization.
5. Authorizations for travel related to candidates for hire traveling to the College campus should use the pre-authorization and reimbursement forms located in Piratenet for reimbursement. Candidates are subject to the same rules herein and the form should be submitted with all receipts via workday as an ad hoc reimbursement. Budget authorizations can be signed by a vice president, the president or the Director of Human Resources, dependent on who has budgeted funds to pay the costs.
6. Zero cost travel authorizations should be documented in workday by the traveler requesting an absence day to be approved by their supervisor using the category Zero \$ Travel Auth in the Time Off menu.

D. Computation of Travel Time for Per Diem or Subsistence Allowed

1. The travel day for Class A travel is a calendar day (midnight to midnight); for Class B travel, the travel day is the same time as the travel period. For these classes of travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. A traveler shall not be reimbursed on a per diem basis for Class C travel.

2. No allowance shall be made for meals when travel is confined to the College district. Meals associated with Class C travel will be reimbursed when travel extends beyond the college's two county service district, and when requested by the traveler. Per IRS regulations, reimbursements for Class C meals will be included in employee's taxable income.

E. Rates of Per Diem and Subsistence Allowance

1. Class A and B authorized travelers shall be provided either of the following for each day of necessary travel at the option of the traveler in addition to authorized transportation expenses:
  - a. \$80 per diem for meals and lodging
  - b. If actual expenses exceed \$80, actual lodging expenses at a single occupancy rate plus meal allowances. Meal allowances for travel are as follows:

i. Breakfast	\$6
ii. Lunch	\$11
iii. Dinner	\$19.
  - c. Travelers are expected to schedule travel to minimize time away from the office while effectively completing the purpose of the travel. This may include travel in the early morning or evening, though travelers would not typically be expected to travel between 10 p.m. and 6 a.m. Exceptions to these guidelines should be approved by the traveler's supervisor before booking the travel. Additional hotel nights and associated meal reimbursements taken for the convenience of the traveler without approval of the supervisor are not eligible for reimbursement.
2. A traveler's physical well-being is of utmost importance and the College will work with the traveler on arrangements to delay the meeting, extend travel dates or revise arrangements for returning home when illness strikes. Within reason, unexpected travel costs in these circumstances will be covered by the College. Medical costs associated with the illness are the responsibility of the traveler. When two or more travelers are sharing accommodations, the College will cover the expense to separate the travelers when one has an ailment that is not conducive to sharing accommodation with another college traveler.
3. Mileage will be reimbursed at the rate authorized by Florida Statutes. The rate is currently \$0.445 per mile. Rental or PSC fleet cars may be used when the total cost including gas is less than the cost of mileage. Employees may charge rental car charges to a P-Card. Use of rental or PSC fleet cars when the total cost of the rental exceeds mileage must be approved by the College President or a Vice President.
4. Incidentals – Actual and necessary fees for attending events which enhance the public purpose of the College which are not covered in other fees. Receipts must be filed for these expenses and some examples are identified in the following list.
  - a. Taxi, bus, or train fares
  - b. Ferry, bridge, tunnel, and road tolls\*

- c. Storage or parking fee\*, reimbursement for parking is limited to the cheapest option available by the airport or hotel

\* For those travelers who use SUNPASS to pay tolls or airport parking, a copy of the charges from the traveler's account matching travel voucher dates can constitute a receipt.

- d. Work-related essential telephone calls and/or internet access, justification required.
- e. Registration fees
- f. Coach fares on commercial aircraft - Travelers should minimize baggage fees where possible by combining items and using carry-on cases. Fees vary by airline, and the traveler should incorporate expected baggage fees in the computation of the most economical flight. The typical traveler should check no more than one bag unless there are extenuating circumstances (i.e., lengthy travel or presentation materials). Overweight charges will not be reimbursed unless necessary for the purpose of travel and approved by the College President or a Vice President. Fees for expedited boarding or seat assignments are typically not authorized and reimbursement must be approved by the College President or a Vice President.
- g. Reasonable tips and gratuities are reimbursable per the following (receipts are required for amounts over twenty-five dollars [\$25]):
  - i. Actual tips paid to taxi drivers (or rideshare) up to fifteen percent (15%) of the fare.
  - ii. Actual amount paid for mandatory valet parking tips which shall not exceed two dollars (\$2) per occasion, and which was incurred in the performance of College business.
  - iii. Actual portage charges paid which shall not exceed five dollars (\$5) per check-in or check-out.
  - iv. Other reasonable tips paid as necessary and prudent for a businessperson receiving services where a tip is customarily paid.

#### 5. Non – Reimbursables

- a. Reimbursement will not be made for Florida sales taxes, entertainment, or publications. The traveler should make a reasonable effort to utilize the College's tax-exempt status at the hotel, preferably by using a College P-Card.
- b. Lodging is typically not allowed for in-district travel and will only be reimbursed in this instance when deemed necessary in extenuating circumstances. In-district lodging must be approved in advance by the appropriate Vice President or President.

- c. No reimbursement will be issued for any meals or lodging included in a registration fee paid by the College unless the traveler is in the process of traveling to or from the event at the time of the meal. For meetings that include a registration fee, an agenda must be provided with the reimbursement form to substantiate meals provided.
- d. No reimbursement will be paid to a traveler to attend a meeting when the only purpose of attendance is to receive an award.
- e. No reimbursement will be paid to a traveler for activities related to or involving travel to a “terrorist state” under any circumstances. A “terrorist state” is defined as any state, country or nation designated by the United States Department of State as a state sponsor of terrorism.


F. Economy of Travel

- 1. All travel must be by the usually traveled route to and from the approved destination. If a person travels by an indirect route for their own convenience, he or she must bear any extra costs and any reimbursement for expenses will be based only on such charges as would have been incurred by the usually traveled route. The approving authority must designate the most economical method of travel for each trip, keeping in mind the following conditions:
  - a. The nature of the business.
  - b. The most efficient and economical means of travel (considering time of the traveler, cost of transportation, and per diem or subsistence required).
  - c. The number of persons making the trip, and the amount of equipment or materials to be transported.
- 2. Necessary travel should be planned to seek the most economical means of travel available to the traveler(s) that is practical and safe to accomplish. The items in the following list should be considered when attempting to economize travel.
  - a. When several employees or students are traveling to the same destination, car-pooling is encouraged to the extent practical. The use of a College vehicle is also encouraged, if one is available. Transportation and room expense may be reduced by multiple occupancy and the use of the College bus or vans.
  - b. When traveling by car to a destination, the traveler should determine if it wouldn't be more cost effective to seek a form of public transportation rather than to drive and seek reimbursement for mileage. In some cases, it may be more economical to rent a car utilizing the State of Florida contract with a car rental provider. Contact the Purchasing department for information related to the car rental state contract.
  - c. Airline tickets should be purchased fourteen (14) days in advance of the travel whenever possible.

- d. Employees are encouraged to book fares without travel agent charges. A travel agency surcharge may be paid only if the charge is deemed reasonable.
- 4. Reimbursement for expenditures related to the operation, maintenance and ownership of a vehicle shall not be allowed when privately owned vehicles are used. All mileage shall be shown from point of origin to point of destination and shall be computed on the basis of the current map of the [Florida Department of Transportation \(DOT\) website](#). Actual odometer readings or documentation from a point-to-point computer website such as MapQuest can help to substantiate vicinity mileage necessary for the conduct of official business. Vicinity mileage is allowable but must be shown as a separate item on the travel voucher.

G. Travel Reimbursement

- 1. All claims for reimbursement of travel expenses shall be made within Workday. A copy of the travel authorization form and all required receipts shall be attached to the travel expense voucher.
- 2. Travel reimbursements should be submitted within 30 days after the travel occurrence to insure the availability of funds.
- 3. The travel expense form shall contain all information necessary to calculate and verify the amount of reimbursement claimed. It shall also contain a certification to be signed by the traveler certifying the truth and correctness of the claim in every material matter and that the travel expenses were actually incurred by the traveler and were necessary for the performance of official duties.
- 4. Student sponsors/coaches should make all student travel arrangements and complete all required College forms related to student travel.

Responsible Official:	Vice President of Business Affairs	
President's Signature:		Date: 10/13/2021