

Q. When is a Travel Request Form (Travel Authorization) required?

A. When traveling to a conference, convention, workshop or seminar and when the travel is outside of the vicinity of the employees headquarters.

Q. What is vicinity travel?

A. Travel within a 50-mile one-way distance from the employees designated headquarters and all intercampus mileage regardless of the distance.

Q. Is a Travel Request Form required for Vicinity Travel?

A. No, a travel request form is not required for Vicinity travel.

Q. Can I create one Travel Request for multiple travelers?

A. Not for individual employee travel. You can when traveling with students if you will be paying expenses on their behalf.

Q. How far in advance of the travel date should I create the Travel Request Form?

A. As soon as possible to ensure that the approval is received prior to any expense deadline. A Travel Request Form is required **before** any expense is incurred by the College. The employee should always take advantage of any Early Bird discounts.

Q. Will airline baggage fees be reimbursed?

A: Yes, depending upon the length of the trip generally one bag is allowed. Please include your receipt with your travel reimbursement form. If two or more bags are checked include a business reason for the extra baggage.

Q. If severe weather occurs, are flight changes allowable?

A. Yes, a memo explaining the situation should accompany the reimbursement request.

Q. If a traveler uses frequent-flyer miles to purchase an airline ticket for business, can the traveler be reimbursed for the estimated cost of the flight as originally quoted?

A. No, the College can only reimburse the traveler for actual out-of-pocket costs.

Q. How does a traveler provide the required conference agenda when it is voluminous or unavailable?

A. You can provide the front page of the agenda and the sections(s) which details what meals are provided in the registration fee.

Q. If the conference registration fee includes the cost of a meal, but the traveler does not eat it, can the traveler receive reimbursement for the meal?

A. No, a traveler cannot be reimbursed for any meal included in the registration cost. If the traveler has a condition that restricts their diet, the traveler can contact the conference organizers to arrange for a different meal.

Q. Can a traveler be reimbursed for events that contain additional fees exceeding the basic conference fee?

A. If a business reason exists for a traveler to attend those events and that reason is provided with the reimbursement request with supervisor approval, the additional fees are reimbursable.

Finance
Travel FAQ's

Q. Immediately after a conference ends, a traveler travels to another location to attend a second conference that begins a few days later. Are the costs the traveler incurs while waiting for the second conference to begin reimbursable?

A. If staying at the location of the second conference is more cost-effective for the traveler than returning home, the costs incurred while waiting are reimbursable, provided the traveler supplies supporting documentation.

Q. Is the cost for materials needed to present at a conference while in travel status reimbursable?

A. Yes, with a business justification and departmental approval.

Q. Are tips made to hotel cleaning staff reimbursable?

A. No.

Q. If a traveler works outside normal business hours, is the traveler entitled to receive reimbursement for mileage between the College and home?

A. Generally, no. Travel costs between the traveler's official place of work and home are not reimbursable, even if the travel occurs outside normal business hours.

Q. If a traveler receives a ride to the airport, are mileage and tolls reimbursable?

A. If a family member transports the traveler to the airport, round-trip mileage and tolls are permissible. However, if someone other than a family member gratuitously drives the traveler to the airport, the traveler is not entitled to reimbursement for mileage and tolls. This must be explained on the travel reimbursement.

Q. Is valet parking reimbursable?

A. Valet parking is reimbursable only if self-parking is not available. A statement must be included in the travel reimbursement request.

Q. If a traveler chooses to drive his or her vehicle instead of fly, is the traveler entitled to be reimbursed for mileage?

A. Yes, the traveler may be reimbursed up to the amount it would have cost to fly to his or her destination. Note: Include a quote for the round-trip airfare cost with the reimbursement request.

Q. Can a traveler be paid the cost of gas in lieu of mileage?

A. No, the College always pays mileage. It is not permissible to pay for gas to be put into a traveler's personal vehicle.

Q. Are laundry charges at a hotel reimbursable?

A. Generally, no.

Q. If a traveler loses a receipt; can the traveler still receive reimbursement?

A. Yes, the traveler should complete the Lost Receipt Form and submit the approved form along with the supporting documentation of the expense report.

Q. Can a traveler be reimbursed for Collision Damages Coverage?

A. No, the State of Florida contract with Enterprise National includes 100% coverage for all collision damages to the vehicle.

Q. What is the College's receipt requirement?

A. When expenses over \$5.00 need reimbursement. Employee meals are reimbursed using the state per diem rate only. Receipts for meals are not needed.