

S&PD Rules, Limitations, and Restrictions for Proposals Submitted to the VPAA

Travel rules are very closely legislated and spelled out in detail in Florida Statute 112.061 and Palm Beach State College [Board Policy 6HX-18-4.331](#). These are additional guidelines to enhance and clarify any vagueness in the State Statute or Board Policy:

! When in doubt regarding any travel situation (ground or air transportation, lodging, etc.), the rule of thumb is to opt for the most economical means available and only incur costs that are necessary.

Applicants (Who can request travel funding?)

1. S&PD funds are for full-time faculty/instructors and staff and not for students, grant-funded personnel, or adjuncts.
2. Faculty will not be approved for travel or activities during the first or last week of classes.
3. A maximum of 4 people may be funded to attend the same in-state conference or activity; a maximum of 2 people may be funded to attend the same out-of-state conference or activity. In the event the maximum number of people has been approved to attend a conference or activity, the VPAA office will notify additional applicants immediately and the request will not be placed on the agenda for the committee.

Proposal Submittal and Approval Process

1. Applicants should always download the most current proposal form from the S&PD webpage.
2. Proposals must be submitted to the applicant's immediate supervisor **electronically**. The VPAA will not accept hard copy proposals. Supervisors must forward the proposals with their approval, either to the Dean (if applicable), or directly to the [VPAA office](#).
3. Proposals are accepted through noon on the 1st business day of each month for review by the committee in that month.
 - a. Proposals will not be accepted more than -
 - 3 months prior to the conference/activity, OR
 - the minimum time necessary to accommodate the early registration deadline.
 - b. To allow sufficient time to process required paperwork, the date that your early registration is due should be at least 2 weeks after the date the committee returns its recommendation. Proposals submitted with less than a 2 week lead time may result in higher personal expenses not reimbursed by the College.
 - c. Proposals will not be accepted after the activity has taken place.
4. The S&PD Committee will submit their recommendation for each proposal on or before the posted deadline.
5. Applicants will be notified by email within 3 business days after the committee recommendation deadline whether or not the requested funding was approved.
 - a. Approval for S&PD funding must be secured **before** making any travel arrangements, paying any registration fees, or completing any college leave forms. There will be no reimbursement for travel and/or fees previously paid by the applicant if funding is declined.

Transportation

1. Estimates for airfare can be obtained from Variety Travel by contacting Janelle at janelle@variety-travel.com or 561/795-0009. Be sure to identify yourself as a college employee.
2. S&PD funds will not pay for baggage fees.
3. Travelers attending the same conference or activity should car pool when attending the same event (includes college car, personal car, taxi). Exceptions may be made for those who need to travel at different times for the benefit of the college. Explanation as to why carpooling was not used is required to be attached to the travel voucher.
4. Rental car requests where alternative transportation is available will not be approved. A traveler may rent a car when driving from Palm Beach County. However, the college will reimburse only for the lower of the car rental rate or mileage based upon the official Florida Department of Transportation mileage guidelines.

Registration

1. S&PD funds will not pay for any pre- or post-conference workshops; only the early basic registration fee will be paid.
2. The college will reimburse "basic early registration" fees up to \$795; the balance must be paid by the traveler.

Lodging

1. The college will not pay for overnight stays in Palm Beach, Broward, Martin, St. Lucie, or Indian River counties.
2. In most instances a traveler is able to avoid **Florida** sales tax by requesting a college check to pay for a hotel in advance of the travel. In the rare situation that a hotel refuses to accept the college's sales tax exemption, consideration will be given for reimbursing the traveler for this tax.
3. Employees should avoid using phones or internet connections that incur costs. When it is absolutely necessary to incur costs for telephone or internet access, these charges should be minimized and an explanation as to why this charge was necessary needs to be attached to your travel voucher. "Just checking in with the office" is not a valid reason to incur a phone or internet cost.

Travel Arrangements

1. The applicant is responsible for making all travel arrangements if approved for funding. The administrative offices do not book hotels, transportation, etc. for S&PD funded travel.

Funding Limitations and Restrictions

1. S&PD funding will be considered only for non-essential travel and activities. All essential travel must be budgeted for and funded by your departmental budget.
2. Campus or departmental budgets or Foundation accounts cannot be used for expenses not covered by S&PD funds.
3. The college cannot pay for individual membership fees.
4. Approval for S&PD funding must be secured **before** making any travel arrangements or paying any registration fees. There will be no reimbursement for travel and fees previously paid for by the applicant if funding is declined.
5. A maximum of 4 people may be funded to attend the same in-state conference or activity; a maximum of 2 people may be funded to attend the same out-of-state conference or activity. In the event the maximum number of people has been approved to attend a conference or activity when a new proposal is submitted, the VPAA office will notify additional applicants immediately and the request will not be placed on the agenda for the committee.
6. Presenting at a conference does not guarantee S&PD funding. However, proof of acceptance to present must be provided electronically with the applicant's proposal. Round table and panel discussions are not considered valid presentations.

Travel Location Restrictions

1. Travel outside of the continental United States will not be funded.
2. Applicants requesting funding for conferences/workshops which are offered at multiple locations are required to select the Florida location, if available. Otherwise, the location closest to Florida must be selected.