

Quick Reference

- ◆ Mileage Rate \$0.445 per mile.
- ◆ Vehicle Rental Guide (*college credentials required*)
- ◆ Tax ID No. 85-8016364267C-6
- ◆ Travel Card should be used for hotel and other prepayments.
- ◆ Retain receipts.
- ◆ If you lose a receipt, submit a [Missing Receipt Affidavit](#)
- ◆ Generally, do not pay expenses for another employee on the trip.
- ◆ Gratuities limited to 15% for taxis and group meals and \$1 per bag handling limited to 5 bags.
- ◆ Visit the Travel Website/FAQ's

Travel Office

Contact Us:

Mailing Address:
Palm Beach State College
4200 Congress Avenue, MS#59
Lake Worth, FL 33461

Email: CardOffice@palmbeachstate.edu
Phone: (561) 868-3033
Fax: (561) 868-3093

Travel Documents:

<https://www.palmbeachstate.edu/finance/forms-and-documents.aspx>

Travel Pocket Guide



Meal	Amount	Details:
Break-fast	\$ 6.00	Leave before 6 AM, return after 8 AM
Lunch	\$ 11.00	Arrive before noon and return after 2 PM
Dinner	\$ 19.00	Leave before 6 PM, return after 8 PM



Before the Trip

- ⇒ Estimate the Cost of the Trip
- ⇒ Secure Funding Source
- ⇒ Submit a "Create Spend Authorization for Self and Worker" in Workday – [Job Aids \(College Credentials required\)](#).
- ⇒ Wait to use Travel Card until trip is approved.

After Trip is Approved Book Travel

- ⇒ **Reserve Hotel & Pay via Travel Card**
- ⇒ **Reserve Transportation**
 - ◆ Review [Vehicle Rental Guide](#) to rent a vehicle. (*College Credentials required*)
 - ◆ Book Flight using Travel Card or personal card for payment.
- ⇒ **Pay Registration fees via**
 - ◆ Travel Card

Traveler must use the **most economical mode of travel**. If driving is not the least costly but traveler chooses to drive without a business or medical reason, the traveler is reimbursed for mileage up to the cost of the flight.

On the Trip

Important to Know

General

- ⇒ If 2 or more employees are on the same trip each employee should generally pay for their own expenses except for those on group travel.
- ⇒ PBSC only pays per diem for meals, not out of pocket costs.
- ⇒ Alcohol is not reimbursable.
- ⇒ Retain receipts over \$5.
- ⇒ If severe weather occurs, flight change costs are covered.
- ⇒ Private auto — PBSC will reimburse based on mileage only.

Hotel

- ⇒ State taxes cannot be reimbursed. Submit copy of exemption Certificate to Hotel.
- ⇒ Obtain hotel folio (receipt) showing paid.
- ⇒ Bag Handling limited to \$1 per bag.

Car Rental

- ⇒ Decline Collision Damage Coverage

Parking

- ⇒ Use the least expensive method (self-park) or justify the reason another method was used. i.e., No self-parking was available.

After the Trip

Important to Know

General

- ⇒ Submit "Create Expense Report for Self and Worker" in Workday within 5 days of return from Travel – [Job Aids \(College Credentials required\)](#)
- ⇒ List all expenses of trip (include any out-of-pocket costs).
- ⇒ Explain any unusual items (i.e., flight changes due to weather, business purpose for material purchased at conference).
- ⇒ Attach original receipts to Expense Report in Workday

Meals

- ⇒ For employees — PBSC pays per diem for meals, not out of pocket costs.
- ⇒ A traveler cannot be reimbursed for any meal included in the registration cost-even if meal is not eaten.

Documentation

- ⇒ Explanations are important for anything unusual on trip, such as a fee for change of flight, paying for another employee's costs in an emergency or changing mode of travel, etc.

