

**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 / Instructors will not be approved for travel or activities during the first two weeks or last two week of a term.**
3. A maximum of four people may be funded to attend the same in-state conference or activity; a maximum of two 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.
4. Faculty / Instructors are limited to one travel or activity per Academic Year.

**Proposal Submittal and Approval Process**

1. Applicants should 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 proposal(s) with their approval to the campus Academic Dean.
3. Proposals are accepted no later than noon three business days prior to the first business day of each month for review by the committee in that month.
  - a. Proposals will not be accepted once a term's allotted funds have reached its cap for that term. For academic affairs, percentage of allotted funds breakdown: Fall – 40%; Spring – 40%; and Summer 20%. See [Funding Limitations and Restrictions](#) for more details.
  - b. To allow sufficient time to process required paperwork, the date that your early registration is due should be at least two weeks after the date the committee returns its recommendation. Proposals submitted with less than a two 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 three 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.

#### **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 & bed tax by presenting a PBSC [tax exempt certificate](#) to the hotel at the time of check-in. 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. Please allow sufficient time for the travel office to processing a check request.
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 expense report. "Just checking in with the office" is not a valid reason to incur a phone or internet cost.
4. Mandatory resort parking fees. Every once in a while there will be a hotel that charges a mandatory resort parking fee. Please try to research this in advance and include in your initial SPD proposal.

#### **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**

**NEW** - The funding allocated for SPD (academic affairs only) will be divided into three separate portions for events that require travel and non-travel activities. Approved SPD requests for Fall event/travel dates (August – December) will receive 40% of the allotted amount, Spring (January – April) will receive 40% and Summer (May – July) will receive the remaining 20%. Once that term's allotted funds have reached its cap, no more proposals will be reviewed for that term. It is advisable to submit your SPD request early to increase your chances of receiving funding. You may submit for example, your February SPD proposal in November or at any time prior to your event as long as all the information is available and funding has not reached its cap for that term. Any term that has funds not expended will be carried over.

1. Travel by faculty / instructors and/or academic staff for the purpose of program and professional growth is funded by S&PD funds.  
  
Travel that is required to maintain academic program accreditation and/or certification and/or attendance at State of Florida meetings of the Council on Instructional Affairs (CIA) or any of its sub-councils (i.e. OESC) must be provided for in campus budgets.
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. If an individual membership is a requirement for conference attendance, then the traveler will be responsible for the fee.
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 four people may be funded to attend the same in-state conference or activity; a maximum of two 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.