

Palm Beach State College

Board Policy

TITLE	Travel Authorization and Travel Expense	NUMBER 6Hx-18-4.331
LEGAL AUTHORITY	F.S. 112.061; F.S. 1001.65; F.S. ; F.S. 1001.64	PAGE 1 of 2
DATE ADOPTED/AMENDED	Readopted 2/27/1975; Amended 10/26/1976, 4/14/1977, 9/22/1977, 7/26/1979, 9/15/1982, 8/8/1990, 8/11/2015	Procedure FIN-ACP-005

Policy:

The purpose of this policy is to provide direction for employees and others who undertake travel on behalf of Palm Beach State College.

1. Scope and Purpose: The President or designee is authorized to establish procedures and guidelines governing the travel of board members, employees, employees traveling with students, and other authorized persons on official College business and covering the payment of costs associated with such travel, as provided in *Florida Statutes*, Chapter 112.061.

The Vice President, Administration and Business Services shall have the responsibility of oversight and to implement procedures to carry out this policy and any investigations into any alleged violations of this policy. Implementation of this policy is prescribed in Finance Procedure FIN-ACP-005, Travel Authorization and Expenses.

2. Authorization for Travel:
 - a. Travel must be approved by the President or designee. Travelers are not to make commitments to travel or to incur travel expenses without first obtaining the appropriate approval. Travel expenses shall be limited to those necessarily incurred in the performance of College activity.
 - b. A statement signed using acceptable methods by the traveler and the traveler's supervisor indicating that the travel is for official College business along with the purpose of the trip must be submitted by the traveler.
3. Travel Related Expenses:
 - a. The College shall minimize the amount of travel expenses paid or reimbursed by ensuring that each travel arrangement, including meals, lodging,

- transportation, and incidental expenses, is the most cost-effective considering all relevant circumstances.
- b. Travelers are to choose the most practical and economical mode of transportation, and are to generally travel the most direct route. Consideration is to be given to the total cost to the College, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required.
 - i. Airfare - The College reimburses coach/economy class airline travel. However, classes other than coach may be allowed under exceptional circumstances for medical reasons. Requests for an upgrade must be submitted to the College President or designee for prior approval.
 - ii. Vehicle Rental – The College will reimburse travelers for the rental of compact cars, or the most economical class available for rental if compact cars are not available. The College will reimburse travelers for the rental of a larger size vehicle when there is a substantiated business need documented on the travel authorization and approved by the supervisor.
 - iii. Per Diem and Meal Allowances – The College utilizes the per diem and meal allowance rates adopted in Florida Statute, Section 112.061.
 - c. The College requires that all travel expenditures be reported on a travel voucher form subsequent to the completion of the trip.
 - d. The College may make direct payments to vendors for meals and lodging in situations that result in a cost savings or convenience to the College.
4. Fraudulent Claims: Section 112.061(10), Florida Statutes specifically require that travel reimbursements contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of his or her official duties and the reimbursement be verified by a written declaration that it is true and correct as to every material matter. This statement is viewed as having been signed by an acceptable method by the traveler when the expense report and/or other travel related materials are submitted by the traveler or traveler's authorized travel representative on the traveler's behalf. Any person who willfully makes and subscribes such a claim which is not true or correct, or who willfully aids or assists in the preparation or presentation of a claim which is fraudulent or false, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished accordingly. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.