Purpose:

To provide guidelines for the authorization to travel and reimbursement for PBSC employees, District Board of Trustees, and others traveling on behalf of the College.

Definitions:

Authorization for Travel (Travel Request) - Pursuant to s. 112.061, F. S., A statement signed by the traveler and the traveler’s supervisor indicating that the travel is for official College business along with the purpose of the trip.

Conference: A gathering of persons with a common interest or interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised. Defined in Attorney General Opinion, AGO, 063-95.

Convention: The assembly of representative groups or persons coming together for the accomplishment of a purpose of interest to a larger group or persons. AGO 063-95.

Incidental Expenses: Other reimbursable expenses related to official travel pursuant to Section 69I-42.010, Florida Administrative Code, such as taxi fares, parking fees, tolls, communication expenses and tips.

Mileage: Vicinity mileage is generally mileage between campuses or mileage within 50 miles of the travelers’ headquarters. Day trips, when not in travel status may also use the mileage form. Mileage usually performed on a recurring basis in connection with official College duties. Use Mileage Log and Reimbursement Form.

Most Economical Class of Transportation: The mode of transportation, College owned vehicle, privately owned vehicle, or common carrier having the lowest available fare.
Travel Expense: The usual and ordinary expenditures necessarily incurred by the traveler.

Traveler: An employee, student, public officer, or other authorized person, when performing authorized travel.

Travel Period: A period of time between the time of departure and time of return from travel.

Travel Purpose: A detailed description of the benefit that will accrue to the College as a result of the traveler’s attendance.

Official Headquarters: The employees’ assigned campus.

Per Diem: Daily allowance for expenses incurred while traveling on official College business.

Purchasing Card (P-Card): PBSC issued purchasing card.

➢ Responsibility:

Employees: Responsible for the completion, submission and approval of a Travel Request Form, prior to start of any travel or incurrence of expense. Responsible for utilizing the most economical form of travel when planning the trip, and timely completion and submission of the Travel Reimbursement Form after the trip.

Supervisor: Responsible for reviewing, and if in agreement approving and forwarding approved Travel requests to the Budget Manager. Responsible for ensuring the employee follows Florida Statutes and College travel policy and procedures.

Agency Head (Budget Manager or Delegate): Responsible for authorizing funds and ensuring that the supervisor has authorized the travel and that the most economical mode of transportation is used.

Travel Office: Staff in the Accounting Office that are responsible for monitoring and processing travel to ensure compliance with Florida Statutes and College policy and procedures. Staff also serve as a resource for travel questions.

➢ Procedure Details:
I. **Travel Authorization**

In accordance with Florida Statutes, all travel must be authorized and approved prior to incurring any expense. A PBSC Travel Request Form, is required for each person who will be attending a conference or convention. The form shall be signed by the traveler and their supervisor stating that the travel is to be incurred in connection with official business of the College. The agency head or designated representative (budget manager in most cases) shall not authorize or approve such request in the absence of the appropriate signatures. Ref FAC 6911-42.003; Statute 112.061 (3) (a)

A. Complete the Travel Request Form prior to the start of any travel or incurrence of expense for conferences (including workshops, seminars), conventions, and out-of-state travel (including international).
   1. Provide a summary of the trip details such as the type of travel, the destination, departure location, date, time, and the destination location.
   2. Other Staff Traveling – Generally each person will pay their own expenses; there are instances when one traveler may ride with another or will incur expense on behalf of another for group travel. Indicate reason prior to the trip if the traveler will pay any expense other than their own.
   3. Provide the business purpose for the trip. The justification must describe the benefit that will accrue to the College as a result of the traveler’s attendance. The form cannot be processed without this information.

B. Pre-Payments of Registration and Hotel Costs
   1. **After approval of the travel request**, registration fees for enrollment or attendance at institutes, workshops, conferences, or conventions may be paid in advance by either the traveler using a College issued credit card (P-Card), with the traveler’s personal funds, or by identification on the Travel Request Form. If the hotel does not accept checks and the traveler does not have a College issued P-Card, the traveler will need to personally pay for the hotel and submit the hotel folio for reimbursement. **The P-Card may not be used until the Trip is approved by the Supervisor.**
   2. Checks are issued two weeks in advance of conference date for hotel and must be picked up from the cashier’s office.
   3. Travelers should take advantage of all registration pre-payment discounts.

II. **Sales Tax**

A. PBSC is tax exempt in the State of Florida and travelers should not be charged Florida sales tax. It is the travelers’ responsibility to make certain that sales tax is not charged when traveling in Florida. A copy of the [sales tax exempt certificate](#) can be obtained from the [Purchasing Website](#).
B. If sales tax is charged, the traveler is responsible for obtaining a credit for the sales tax from the merchant, or for reimbursing the College for any sales tax paid by the College.

C. Sales tax levied by states, other than Florida, will be reimbursed.

III. Class of Travel

A. The travel statute identifies three classes of travel:
   1. Class A Travel. Continuous travel of twenty-four hours or more away from official headquarters.
   2. Class B Travel. Continuous travel less than twenty-four hours which involves overnight absence from official headquarters.
   3. Class C Travel. Travel for short trips or day trips where the traveler is not away from official headquarters overnight. – If not in travel status, may be reimbursed with the Mileage Log and Reimbursement Form.

IV. Travel Related Expenses

Plan travel arrangements in advance to ensure that the most economical and efficient methods are utilized. Travel must be by a direct route. If a person travels by an indirect route for his own convenience, any extra cost shall be borne by the traveler and reimbursement for expenses shall be based only on charges that would have incurred by travel using a direct route.

A. Transportation - Travelers may use a common carrier, a College owned vehicle, a privately owned vehicle, or a rented vehicle for transportation.
   1. The traveler must use the most economical travel route and the most economical and efficient travel method keeping in mind the nature of the business; considerations of the time of the travel, cost of transportation and subsistence required; the number of persons making the trip and the amount of material or equipment to be transported.
   2. If a traveler is combining business travel with personal travel, the College will only reimburse the least expensive type of transportation directly related to the business portion of the travel.
   3. Personal vehicle
      a. Travelers using a privately owned vehicle will be reimbursed on a mile-for-mile basis at the rate authorized in Section 112.061, F.S., which is currently $.445 per mile. Miles traveled between the traveler’s residence and official headquarters will not be reimbursed. When two or more travelers are traveling together, mileage reimbursement will be paid only to the owner of the vehicle.
   4. Rental vehicle
a. Travelers should use the state contracted vendor, Enterprise/National, and choose the STATE RECOMMENDED CLASS. If a more expensive class is chosen, a valid business reason for selecting a more expensive class of vehicle must accompany the expense reimbursement form. Alternate rental agencies can be used if Enterprise/National does not have a rental operation at the traveler’s point of destination and an explanation is provided with the expense reimbursement. State Contract Rates are available on the PBSC travel website: Travel-Rates.pdf

1) The state contract rate includes primary insurance and collision damage coverage at no extra charge. Any charges authorized by the traveler for insurance or collision damage will be paid by the traveler.

5. Transportation by Air

a. Once the Travel Authorization is fully approved, the traveler or traveler’s department is responsible for making all travel arrangements. Reservations should be made well in advance to take advantage of any available special fares. Additional costs due to delays by the traveler without a business reason may be required to be paid by the traveler. State the business reason on the travel authorization or expense report.

b. The least expensive airfare available must be used for the dates and times of travel. Departure and return times and dates must be flexible, but should be efficient given the requirements of specific travel. When, for reasons which are in the best interest of the College, the traveler changes flight itinerary after a ticket has been issued and that change results in a higher fare, the traveler must note the specific reasons for the change on the Travel Reimbursement Form and submit for supervisor and budget manager approval.

c. Unused airfare must be reported to the College and used by the traveler for their next travel.

d. The College will pay appropriate airline rates for one (1) baggage fee each way. Additional checked baggage will be reimbursed for business materials required (meeting and convention materials, etc.) when explained on the expense reimbursement form.

e. The items that are generally considered to be of a personal nature and will not be reimbursed unless a documented business or medical reason exists are:

1) early check-in fees,
2) business or first-class upgrades,
3) aisle, window seat, or additional legroom fee, or
4) any type of personal preference that is not a required fee.
a) A seating fee will be considered required if at the time the flight is booked, preferred seating is the only available option which should be documented by attaching a seat assignment to the payment method.

B. Hotel and Meal Reimbursement

1. Authorized travelers shall be reimbursed:
   a. either by the current State approved flat per diem rate of $80 per day which includes incidentals, meals and lodging or
   b. actual expenses and meals at the per diem rate.

2. A traveler choosing actual expenses for Class A or B travel must attach the original hotel folio to their reimbursement form unless the traveler uses a P-Card to pay for the lodging. If a P-Card is used to pay for the lodging, the original hotel folio should be sent to the P-Card reconciler and a copy attached to the Reimbursement of Travel Expense Form. A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of their official headquarters or residence unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the agency head or their designee.

3. PBSC reimburses based on per diem for meal expenses; actual meal cost is not reimbursable for non-students.
   a. Expenses for meals, in accordance with Section 112.061, Florida Statutes, will be allowed for Class A and Class B Travel as delineated in the following table:
      1) Breakfast - $6.00 (Departure before 6:00 a.m. and return after 8:00 a.m.)
      2) Lunch - $11.00 (Departure before 12:00 noon and return after 2:00 p.m.)
      3) Dinner - $19.00 (Departure before 6:00 p.m. and return after 8:00 p.m.)

4. Any meals included in the registration fee are deducted from the meal calculation. Continental breakfast is not considered a meal.

5. In instances where the employee is on Class B travel extending beyond 8 hours and elects to not spend the night resulting in a cost savings to the College, the College may reimburse actual meal costs less any state tax paid from hospitality funds up to the state per diem rate for the meals.

C. Registration Fee

1. The College may pay the registration fee directly to the conference or convention sponsor via P-Card, check, or allow the traveler to include the registration fee in the calculation of their travel costs and reimburse the traveler. Payments for registration should take advantage of any prepayment discounts. A receipt must be attached to the Reimbursement Form.

D. Other Expenses
1. Include cost of incidentals such as parking, taxi, or shuttle service; receipts must be submitted for costs greater than $5.

2. Reasonable tips and gratuities may be reimbursed for actual tips paid to taxi drivers (not to exceed 15% of the fare), actual tips paid for mandatory valet parking (not to exceed $1 per occasion), and actual tips paid for portage of baggage (not to exceed $1 per bag and not to exceed $5 total per incident). Charges for photocopies and communication expenses will only be reimbursed when it is required for official College business.

V. Travel Reimbursement Request
   A. Completed Travel Reimbursement Form within 15 days of trip return.
      1. PBSC reimburses actual expenses for lodging, at single occupancy rate, substantiated by receipted bills, plus a maximum of $36.00 for meals in accordance with Section 112.061, Florida Statutes. Meal Per Diem may be claimed for travelers attending meetings, conventions and conferences, both in-state and out-of-state.
      2. All expenditures incurred as a result of approved travel must be submitted on the Travel Reimbursement Form with those expenses that are pre-paid clearly marked as such.

VI. Non-Employees
   A. A recruitment applicant, or “pre-hire”, for any position at the College approved in advance by Human Resources and the hiring department.
   B. The reimbursement of travel expenses may not be greater than the travel allowances of College employees.
   C. Advance ticketing for consultants, and actors, may be requested only after the standard Agreement for Services and Statement of Work is fully executed.

➢ References:

College Board policies: 6Hx-18-4.331


Finance Procedures:

FIN-ACP-006 Vicinity Travel – Mileage

FIN-ACP-004 Student Travel

Forms: Travel Authorization, Travel Reimbursement, Mileage Log and Reimbursement

Travel Forms
Travel Pocket Guide

http://www.palmbeachstate.edu/finance/Documents/Travel-Pocket-Guide.pdf

State Authority:

Florida Statute 112.061

https://www.flsenate.gov/Laws/Statutes/2012/112.061

Florida Administrative Code 69I-42

https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69I-42

Attorney General Opinions

AGO 2004-38 07/13/2004 State agency's expenditure for first class air travel
AGO 2001-58 08/02/2001 Travel, subsistence limitation for Class C travel
AGO 78-90 06/15/1978 Per diem, complimentary lodging
AGO 76-127 06/03/1976 Travel authorization request form
AGO 76-83 04/08/1976 Travel reimbursement for furnished meals
AGO 76-46 02/26/1976 Sick leave and travel status
AGO 91-19 03/31/1991 Travel expenses, direct payment
AGO 81-53 07/14/1981 Continental breakfast; reimbursement