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**Purpose**

The purpose of this procedure is to govern travel and the payment of costs associated with such travel of Florida State College at Jacksonville (FSCJ) District Board of Trustees members, employees and other authorized persons in accordance with Florida Statute 112.061. All travel should demonstrate a College purpose.

**Procedure**

**A. Pre-Travel Authorizations**

1. In-District Travel - Written pre-travel authorization is not required (Travel to locations in Duval and Nassau counties, other than the traveler’s assigned headquarters).
2. Out of District Travel - Approval for College personnel to attend an out-of-district conference, meeting or other activity for the benefit of the college must be obtained in advance of the travel. Written or online approval by the supervising administrator and budget administrator is required. Travel outside of the United States or Canada requires prior approval by the College President.
3. Sponsored Program Travel (Grant) - Planned travel for Federal or State projects must be specifically provided for in the grant documents, and such travel must fully comply with the provisions contained therein. Travel approval authority lies with the supervising administrator for the project and the employee’s supervising administrator, if different.
4. Recruitment Travel - Written approval by the appropriate supervising administrator, vice president and/or the College President is required.

**B. Classifications of Travel**

1. Class A Travel - Continuous travel of twenty-four (24) hours or more away from headquarters.
2. Class B Travel - Continuous travel of less than twenty-four (24) hours that involves overnight absence from headquarters.
3. Class C Travel - Travel for short or day trips where traveler is not away from his or her headquarters overnight.

**C. Authorized Reimbursements**

1. In addition to authorized transportation expenses, travelers on Class A or B trips shall be provided either of the following for each day of necessary travel at the option of the traveler:
  - a. Eighty dollars (\$80.00) per diem for meals/lodging. When the travel day is less than twenty-



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four (24) hours, the per diem rate is divided into quarters, with each quarter reimbursable at twenty dollars (\$20.00). A quarter will only be reimbursed if it consists of at least three (3) hours, which will be reimbursed at the full quarterly rate.

- i. Midnight to 6:00 a.m. = one quarter
  - ii. 6:00 a.m. to 12 noon = one quarter
  - iii. 12 noon to 6:00 p.m. = one quarter
  - iv. 6:00 p.m. to midnight = one quarter
- b. If actual expenses exceed eighty dollars (\$80.00), actual lodging expenses at a double occupancy rate plus meal allowances. Meal allowances for travel are: breakfast, six dollars (\$6); lunch, eleven dollars (\$11); dinner, nineteen dollars (\$19).
  - c. Travelers are expected to schedule travel to minimize time away from the office while effectively completing the purpose of the travel. This may include travel in the early morning or evening, though travelers would not typically be expected to travel between 10 p.m. and 6 a.m. Exceptions to these guidelines should be approved by the traveler's supervisor before booking the travel. Additional hotel nights and associated meal reimbursements taken for the convenience of the traveler without approval of the supervisor are not eligible for reimbursement.
2. Meals for Class C will be reimbursed when travel extends beyond the college's two county service district, and when requested by the traveler. Per IRS regulations, reimbursements for Class C meals will be included in employee's taxable income.
  3. A traveler's physical well-being is of utmost importance and the College will work with the traveler on arrangements to delay the meeting, extend travel dates or revise arrangements for returning home when illness strikes. Within reason, unexpected travel costs in these circumstances will be covered by the College. Medical costs associated with the illness are the responsibility of the traveler. When two or more travelers are sharing accommodations, the College will cover the expense to separate the travelers when one has an ailment that is not conducive to sharing accommodation with another college traveler.
  4. Mileage will be reimbursed at the rate authorized by Florida State Statutes. The rate is currently \$0.445 per mile. Rental or FSCJ fleet cars may be used when the total cost including gas is less than the cost of mileage. Employees may charge rental car charges to a P-Card. Use of rental or FSCJ fleet cars when the total cost of the rental exceeds mileage must be approved by the College President or a Vice President.
  5. Incidental costs, which include actual and necessary fees for attending events to enhance the public purpose of the agency, and which are not covered in other fees, are reimbursable. Some examples of Incidental Costs include:
    - a. Registration fees
    - b. Baggage Fees on commercial aircraft. Travelers should minimize baggage fees where possible by combining items and using carry-on cases. Fees vary by airline, and the traveler should



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incorporate expected baggage fees in the computation of the most economical flight. The typical traveler should check no more than one bag unless there are extenuating circumstances (i.e., lengthy travel or presentation materials). Overweight charges will not be reimbursed unless necessary for the purpose of travel and approved by the College President or a Vice President.

- c. Fees for expedited boarding or seat assignments are typically not authorized and reimbursement must be approved by the College President or a Vice President.
- d. Taxi, bus or train fares (receipts required if over twenty-five dollars [\$25]).
- e. Ferry, bridge, tunnel and road tolls (receipts required if over twenty-five dollars [\$25])\*.
- f. Parking fee (receipts required if over twenty-five dollars [\$25])\*.
- g. Communications and internet connectivity expenses incurred for College business. Communication expenses to contact the traveler's family or other non-college purposes are not eligible for reimbursement. Internet connection expenses should only be incurred when necessary for College business. The traveler should avoid expensive connections such as during flights and at hotels unless the connection is highly important and time sensitive.
- h. Actual laundry, dry cleaning and pressing expenses when College travel extends beyond seven (7) days.
- i. Other incidental travel expenses will be reimbursed if approved by a vice president or designee, in addition to the supervising and budget administrators.

\*For those travelers who use SUNPASS to pay tolls or airport parking, a copy of the charges from the traveler's account matching travel voucher dates can constitute a receipt.

- 6. Reasonable tips and gratuities are reimbursable per the following (receipts are required for amounts over twenty-five dollars [\$25]):
  - a. Actual tips paid to taxi drivers (or rideshare) up to fifteen percent (15%) of the fare.
  - b. Actual amount paid for mandatory valet parking tips which shall not exceed two dollars (\$2) per occasion, and which was incurred in the performance of College business.
  - c. Actual portage charges paid which shall not exceed five dollars (\$5) per check-in or check-out.
  - d. Other reasonable tips paid as necessary and prudent for a business person receiving services where a tip is customarily paid.
- 7. Lodging is typically not allowed for in-district travel and will only be reimbursed in this instance when deemed necessary in extenuating circumstances. In-district lodging must be approved in advance by the appropriate Vice President.
- 8. Advance payments for lodging, airline tickets, rental cars and registration fees may be made by the College using a College procurement card or a College check.

### D. Non-Authorized Reimbursements

- 1. No reimbursement will be issued for any meals or lodging included in a registration fee paid by

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the College unless the traveler is in the process of traveling to or from the event at the time of the meal. For meetings that include a registration fee, an agenda must be provided with the reimbursement form to substantiate meals provided.

2. No reimbursement will be paid to a traveler to attend a meeting when the only purpose of attendance is to receive an award.
3. No reimbursement will be paid to a traveler for activities related to or involving travel to a “terrorist state” under any circumstances. A “terrorist state” is defined as any state, country or nation designated by the United States Department of State as a state sponsor of terrorism.
4. The traveler should make a reasonable effort to utilize the College’s tax exempt status at the hotel, preferably by using a College P-Card.

#### E. Economy of Travel

1. All unnecessary travel shall be avoided.
2. When traveling out-of-district, the most economical mode of transportation available to the traveler, at the time of scheduling, must be used. An employee choosing a mode of transportation other than the most economical cannot be reimbursed more than the full cost of the most economical mode and must request leave for any additional time out of the office. In making this determination, the following factors should be considered:
  - a. The time of the traveler;
  - b. The impact on the productivity of the traveler;
  - c. Cost of transportation;
  - d. Per diem or meal and lodging expense required; and
  - e. The number of persons making the trip.
3. Necessary travel should be planned to seek the most economical means of travel available to the traveler(s) that is practical and safe to accomplish. The items in the following list should be considered when attempting to economize travel.
  - a. When several employees or students are traveling to the same destination, car-pooling is encouraged to the extent practical. The use of a College vehicle is also encouraged if one is available.
  - b. When traveling by car to a destination, the traveler should determine if it wouldn’t be more cost effective to seek a form of public transportation rather than to drive and seek reimbursement for mileage. In some cases, it may be more economical to rent a car utilizing the State of Florida contract with a car rental provider. Contact the Purchasing department for information related to the car rental state contract.

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- c. Airline tickets should be purchased fourteen (14) days in advance of the travel whenever possible.
- d. Employees are encouraged to book fares without travel agent charges. A travel agency surcharge may be paid only as long as the charge is deemed reasonable.

## F. Calculation and Documentation of Reimbursement

1. To receive reimbursement for meals, the travel must involve absence during the entire periods indicated:
  - a. Breakfast: Before 6 a.m. and extending beyond 8 a.m.
  - b. Lunch: Before 12 noon and extending beyond 2 p.m.
  - c. Dinner: Before 6 p.m. and extending beyond 8 p.m.

Meals will be reimbursed at the rates allowed in Florida State Statutes.

### 2. Calculating Mileage Reimbursement

- a. Mileage incurred for travel using the employee's personal car will be reimbursed at \$0.445 per mile.
- b. The mileage is determined from the current College mileage chart found at the back of this procedure, the [Florida Department of Transportation \(DOT\) website](#), actual odometer readings or by documentation from a point-to-point computer website such as MapQuest. The traveler should note which source was used in calculating mileage on their reimbursement request.
- c. No traveler is allowed mileage reimbursement when gratuitously transported by another person, or when transported by another traveler who is entitled to mileage or transportation expense reimbursement.
- d. For out-of-district and out-of-state travel, individuals who leave from their home and do not come to their office on the day of departure will be reimbursed for their mileage from their home. Similarly, individuals who return directly to their home and do not come to the office on the day of return will be reimbursed for mileage to their home. In either of these cases, the miles reimbursed may not exceed the miles actually driven.
- e. Mileage incurred as a result of the traveler using an indirect route for the convenience of the traveler is not reimbursable. At times, however, mileage for travel by a usually traveled route may be in excess of the mileage on the DOT mileage chart, or the College mileage chart. In these cases, the traveler should include the additional mileage as vicinity mileage on the reimbursement request. If it appears that the additional mileage is excessive, explanation of the additional mileage should be provided on the reimbursement request.

### 3. Lodging expenses incurred at a commercial lodging facility are reimbursable, at the double occupancy rate, when supported by an itemized bill or receipt.

- a. It is the traveler's responsibility to notify the hotel or motel that the College is a tax-exempt organization. Copies of the College's tax-exempt certificate may be obtained from



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either the Purchasing or Accounts Payable departments. Sales tax should be removed when charges are paid by the College's procurement card or a College check. Either of these two payment methods constitutes a direct College payment, rendering the transaction tax-exempt. If the vendor will not remove the sales tax, the traveler may claim reimbursement for the tax, but should both notify the College Purchasing Department of the vendor's refusal to honor the College's tax-exempt status and note refusal on hotel receipt. If payment is made by the traveler's personal credit card, or the College-sponsored American Express card, the payment method is considered an indirect College payment. The traveler should still request sales tax removal, even though the vendor is not required to do so. The traveler will be reimbursed for the sales tax that is charged.

4. For commercial carrier travel (airline, train, bus, etc.), passenger itineraries must be attached and should clearly show billing information for reimbursement to be made. At a minimum, the itinerary should show the name of the traveler, the dates of travel, origin and destination of travel, class of travel, amount and method of payment. If a credit card was used, the traveler should note whether the card was the traveler's personal credit card, or the College's procurement card on the passenger itinerary.
5. The [In-District Travel Reimbursement Request Log](#) is used when travel expenses consist solely of in-district mileage reimbursement, tolls and parking fees. The departure and destination points, mileage incurred, parking fees and purpose of the trip are entered and accumulated on the log. This log should not be submitted for reimbursement less frequently than quarterly.
6. The traveler must prepare a disbursement request following the procedural steps defined in the College's PeopleSoft instructions for all travel.
7. A separate [Line of Duty form](#) should be completed when there are no College expenses associated with travel. This form should be completed and retained by the traveler.



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### G. In-District Mileage Chart

<b>FLORIDA STATE COLLEGE AT JACKSONVILLE IN-DISTRICT ROUND TRIP MILEAGE CHART</b>							
DESTINATION	DTC AO/UR	KENT	NORTH	SOUTH	DWC	NASSAU	CECIL
<b>DTC/AO/URC</b>	*	10	18	24	26	46	38
<b>Kent</b>	10	*	28	42	30	54	24
<b>North</b>	18	28	*	50	42	40	46
<b>South</b>	24	42	50	*	16	60	66
<b>DWC</b>	26	30	42	16	*	70	54
<b>Nassau</b>	46	54	40	60	70	*	78
<b>Cecil</b>	38	24	46	66	54	78	*
<b>Andrew Jackson High School</b>	4	14	16	28	30	44	42
<b>Bishop Kenny High School</b>	6	12	26	20	18	54	40
<b>Duval County School Board</b>	10	20	28	22	24	56	48
<b>Ed White High School</b>	18	7	26	50	46	62	18
<b>Englewood High School</b>	14	20	32	18	12	60	46
<b>Fernandina Beach High</b>	70	78	66	88	98	28	102
<b>Fletcher High School</b>	34	52	58	15	30	70	80
<b>Jacksonville International</b>	28	36	16	45	54	30	56
<b>Lee High School</b>	8	3	24	32	26	52	32
<b>Northwestern High School</b>	8	16	12	32	32	44	44
<b>Paxon Senior High School</b>	9	8	19	50	31	52	32
<b>Raines High School</b>	11	18	13	36	35	42	40
<b>Ribault High School</b>	12	20	10	36	36	42	38
<b>Sandalwood High School</b>	22	30	46	5	17	58	56
<b>Terry Parker High School</b>	13	24	32	20	20	52	50
<b>West Nassau High School</b>	40	46	26	66	76	28	60

REFERENCES: F.S. 112.061, 112.062, 112.29, 1001.64, 1001.65, 1005.08

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