

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3400

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PROCEDURE TITLE: Travel Reimbursement for the District Board of Trustees, the President, College Employees and Other Authorized Persons

STATUTORY REFERENCE: FLORIDA STATUTE 112.061

BASED ON POLICY: III-1 College Business Affairs

EFFECTIVE DATE: 2/20/76

LAST REVISION DATE: 1/12/10

LAST REVIEW DATE: 1/12/10

I. PURPOSE

To provide guidelines for the reimbursement of travel expenses incurred by Miami Dade College personnel, the District Board of Trustees, and others for the performance of a public purpose authorized by law to be performed by the College.

II. PROCEDURE

A. General items affecting both In-District and Out-of-District Travel.

1. Definitions

- a. Travel expense – the usual, ordinary and incidental expenditures necessarily incurred by a traveler
- b. Common carrier – train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm
- c. Travel day – a period of 24 hours consisting of four quarters of six hours each
- d. Travel period – a period of time between the time of departure to and time of return from travel
- e. Class A Travel – continuous travel of 24 hours or more away from base campus, or home
- f. Class B Travel – continuous travel of less than 24 hours which involves overnight absence from base campus, or home

- g. Class C Travel – travel for short or day trips where the traveler is not away from base campus, or home, overnight
- h. In-District Travel – travel performed within the boundaries of the college district (Broward County, Miami-Dade County, and Monroe County north of and including Long Key)
- i. Out-of-District Travel – travel performed outside the boundaries of the college district (Broward County, Miami-Dade County, and Monroe County north of and including Long Key)
- j. Out-of-Country Travel – travel performed outside the United States

2. Certified Claims

All forms utilized for reimbursement of travel shall contain the certification that expenses were actually incurred by the traveler in performance of his or her official duties.

- a. The standard form used for approval and reimbursement of employee travel is the Request for Leave of Absence and Reimbursement Form (hereafter referred to as the Request Form). In accordance with this Procedure, the Request Form applies to Out-of-District travel and travel involving a conference or convention. The form is available on the Human Resources website.
- b. Standard forms used for student travel and advances are outlined in Procedure 3450.

3. Advances

a. Student Activities

Except for unusual circumstances and only with detailed advanced justification, advances for travel expenses are permitted only when staff members and students travel to College-sponsored student activities functions and are paid from athletic or student activity funds, in accordance with Procedure 3450.

b. Other College Staff

Required registration fees for enrollment or attendance at institutes, workshops, conferences, or conventions may be paid by the College prior to the beginning date of the individual's travel.

4. Insurance

Each individual authorized by an area head or designee to travel by private vehicle shall certify on the Monthly Mileage Reimbursement Request Form, that he or she has appropriate automobile liability insurance. Minimum limits are \$10,000/\$20,000 public liability and \$5,000 property damage. The form is

available on the Business Affairs website.

5. Sales Tax

a. Sales tax incurred by authorized persons traveling for the College is a reimbursable expenditure. An example is sales tax on hotel rooms. Sales tax levied by states will be reimbursed to the traveler when proper documentation, such as an itemized hotel bill, is presented with the Request Form. The traveler should attempt to have all forms of taxes in Florida excluded from hotel bills by proceeding as follows:

(1) Advise the hotel that he/she is a representative of the College.

(2) Present the College's Sales Tax Exemption Certificate to the hotel, and request that no charge be made for sales or resort taxes. The exemption certificate is available on the Business Affairs website.

b. Travelers should ensure that Florida sales tax is not charged by vendors when using the Miami Dade College Purchasing Card (hereafter referred to as Purchasing Card). Since the Purchasing Card is in the name of the employee and Miami Dade College, Florida sales tax is exempt. The College Sales Tax Exemption Number, 85-8012557334C-1, is printed on the face of the Purchasing Card.

6. Lost Receipts

If required receipts are lost, those expenditures so affected are not reimbursable, unless official duplicate receipts or other approved certifications are submitted.

7. Conferences and Conventions

A copy of a program or agenda itemizing registration fees must be attached to the Request Form.

8. Travel Period

Expenses will be reimbursed only for those days which are specifically included in the approved leave days on the Request Form, including Saturdays, Sundays, and holidays as well as regular weekdays.

9. Statutory Guidelines

Procedures for the reimbursement of authorized travel expenses are established in accordance with Section 112.061, Florida Statutes. Accordingly, College Procedure is subject to change pursuant to changes in statutory guidelines set forth in this Section.

10. Chart of Accounts Assigned to Travel

a. To ensure proper recording of travel expenditures in accordance with the

Accounting Manual for Florida's College System, the following General Ledger Codes have been assigned since the inception of this Procedure, including those retained for historical accounting purposes:

- 60501 – In-District Travel
- 60502 – Out-of-District Travel (and within State of Florida)
- 60503 – Out-of-State Travel
- 60504 – International Travel
- 60505 – Travel – Reimbursable
- 60506 – Student Travel
- 60507 – Non-employee Travel
- 60508 – Employee Recruitment Travel
- 60510 – Travel – Other
- 60511 – Travel – Risk Mgmt Consortium
- 60512 – Travel – IT

B. In-District Travel

1. Definition

In-District travel is usually performed on a recurring basis in connection with official College duties. The employee is reimbursed for use of his or her personal motor vehicle in connection with College business within Miami-Dade, Broward or Monroe Counties north of and including Long Key. Authority for In-District travel will be obtained by the individual from his or her respective area head or designee in advance of any travel performed.

2. Reimbursement

a. Privately-owned Motor Vehicles

The use of privately-owned motor vehicles may be authorized for In-District travel by the area head or designee. Reimbursement at forty-four and a half cents (\$0.445) per mile is allowed for In-District travel performed by authorized personnel. Exclusive of conferences and conventions, expenditures for In-District mileage, tolls, and parking will be submitted on the Monthly Mileage Reimbursement Request Form, General Ledger Code 60501. See Section II.B.4. of this Procedure, entitled Method for Submitting Claim. Reimbursed mileage will usually be calculated on a round trip, base campus to base campus, basis. However, when In-District travel begins and/or ends from home, mileage will be calculated based on the incremental mileage traveled by the employee as a result of the assignment. Accordingly, only mileage above and beyond the distance from home to base campus is eligible for reimbursement when In-District travel begins or ends from home. Personnel must provide documentation to support eligible mileage claimed in this instance. The following Authorized Chart for Inter-Campus Travel represents approved mileage between campuses.

AUTHORIZED MILEAGE CHART FOR INTER-CAMPUS TRAVEL

	TO	TO	TO	TO	TO	TO	TO	TO	TO	TO	TO
FROM	NORTH CAMPUS	KENDALL CAMPUS	WOLFSON CAMPUS	MEDICAL CENTER CAMPUS	HOMESTEAD CAMPUS	INTER-AMERICAN CAMPUS	AVIATION TAMAMI AIRPORT	HIALEAH CAMPUS	MIAMI INT'L AIRPORT	ENTREPRE-NEURIAL CENTER	WEST CENTER CAMPUS
NORTH CAMPUS	--	22	10	8	42	8	29	5	7	5	16
KENDALL CAMPUS	22	--	16	17	20	15	5	15	14	20	12
WOLFSON CAMPUS	10	16	--	2	37	5	21	16	7	5	15
MEDICAL CENTER CAMPUS	8	17	2	--	36	4	22	10	4	3	12
HOMESTEAD CAMPUS	42	20	37	36	--	35	21	34	33	39	29
INTER-AMERICAN CAMPUS	8	15	5	4	35	--	21	13	6	7	13
AVIATION TAMAMI AIRPORT	29	5	21	22	21	21	--	21	20	25	15
HIALEAH CAMPUS	5	15	16	10	34	13	21	--	7	10	8
MIAMI INT'L AIRPORT	7	14	7	4	33	6	20	7	--	6	7
ENTREPRE-NEURIAL CENTER	5	20	5	3	39	7	25	10	6	--	13
WEST CENTER CAMPUS	16	12	15	12	29	13	15	8	7	13	--

b. Other Expenses

Other reimbursable expenses include: taxi fares; ferry fares; bridge, road and tunnel tolls; and storage or parking fees. Receipts are required for each individual taxi fare when the combined total of all fares exceeds twenty five dollars (\$25.00). For any other individual item, receipts are required when that individual item exceeds five (\$5.00). When pre-paid, or electronic tolls, are incurred, a monthly activity report, toll calculator report or similar documentation from the administrator of the electronic toll system may be provided in lieu of receipts or other documentation. (See Section II.C.3.d. of this Procedure)

3. Meals

- a. Meal allowances do not apply to In-District travel of College employees, however, a meal allowance at a rate of \$36.00 per day (\$6.00 breakfast; \$11.00 lunch; \$19.00 dinner) is authorized during In-District travel for students who participate in approved student-activity or athletic events.

4. Method for Submitting Claim

- a. In-District travel (mileage, parking fees, tolls) exclusive of travel involving conferences and conventions is to be recorded on the Monthly Mileage Reimbursement Request Form) in accordance with instructions found on the form. A separate Request Form must be completed by the traveler and approved by the appropriate area head or designee for each month in which eligible expenses were incurred. When the total expenses for the month are \$100.00 or less, reimbursement will be issued at the Campus Bursar's Office via established petty cash procedures outlined in Procedure 3270. When the total expenses for the month exceed \$100.00, the form will be submitted with a Disbursement Request to Accounts Payable for payment processing. Unless precluded by extenuating circumstances, requests for reimbursement of expenses must be submitted within 10 working days following the month in which eligible expenses were incurred. When extenuating circumstances preclude timely submission, the reimbursement request should be submitted with a memorandum of explanation. The Monthly Mileage Reimbursement Request Form is available on the Business Affairs website.
- b. For In-District travel involving conferences and conventions, advance authorization must be obtained from the Campus President/Vice Provost/Director, or designee, by means of an approved Request Form (available on the Human Resources website). After approval of the travel and upon return, reimbursement may be claimed for mileage, tolls, parking, registration fees, and other allowable expenses incurred in connection with the conference or convention. All expenses for local conferences and conventions will be submitted to Accounts Payable with a Disbursement Request and charged to the In-District Travel General

Ledger Code, 60501. Upon returning from authorized In-District travel involving a conference or convention, the traveler must, within 10 working days, submit claim for reimbursement of expenses on the same Request Form which approved the temporary duty absence. When extenuating circumstances preclude timely submission, the reimbursement request should be submitted with a memorandum of explanation.

C. Out-of-District Travel

1. Definition

Out-of-District travel is performed outside of Miami-Dade, Broward or Monroe Counties, north of and including Long Key. Advance authorization must be obtained from the Campus President/Vice Provost/Director, or designee, by means of an approved Request Form. Additionally, all trips involving travel outside of the country must have advance approval of the College President.

2. Transportation Out-of-District

a. All travel will be by a usually-traveled route, to and from the approved destination. In cases where a person travels by an indirect route for his or her own convenience, any extra costs will be borne by the traveler, and reimbursement for expenses will be based only on such charges as would have been incurred by a typically-traveled route.

b. The most economical method of travel will be utilized for each trip, keeping in mind the following conditions:

- (1) The nature of the business;
- (2) The most efficient and economical means of travel (considering time of the travel, cost of transportation and per diem or subsistence required); and
- (3) The number of persons making the trip, and the amount of material or equipment to be transported.

c. Transportation by air, when traveling on official business, should generally be booked through the authorized travel agency for the College. Under certain circumstances, however, airline tickets may be booked by the traveler using commonly used Internet services. Travelers should not make any binding reservation, regardless of booking method used, without prior approval from his or her area head or designee, as documented by an approved Request Form.

- (1) Airline Tickets Secured by Travel Agency

- i. Airline tickets obtained through the authorized travel agency must be secured through the use of the AIRLINE TICKET RELEASE FORM (hereafter referred to as ATR Form). Instructions on how to make reservations and distribution of copies may be found on the back of the ATR Form. The ATR Form is available on the Business Affairs website.
- ii. Each ATR Form should include only one passenger's name, except in the case of students traveling. When more than one student is traveling under the same account number and with the same itinerary (i.e., student activities events, athletic teams), one ATR Form should be submitted with a list of student names attached.
- iii. College-paid airline tickets may be requested for full-time or part-time College personnel; students participating in athletics or student activities events; persons called upon to contribute services as an advisor or consultant; and candidates for an executive or professional position at the College.iv. Airline tickets will generally not be requested or issued to College personnel whose air travel expenses are expected to be reimbursed to the traveler by some organization other than Miami Dade College, other than in exceptional circumstances as authorized by the College President or designee.
- v. Requests for travel (Request Form) must be processed well in advance of travel dates to ensure availability of a College-furnished airline ticket. In the case of student travel, a Travel Advance and Expenses for Student Services Monies Form, must be approved in advance of the trip, even if the travel does not involve a cash advance. See Procedure 3450 for requirements of student-related travel and advances.
- vi. Airline tickets can be requested and issued only for those days which are specifically included on the approved leave days on the Request Form. This includes Saturdays, Sundays, and holidays as well as regular weekdays.

If a traveler is combining business travel with personal travel, the College will only reimburse the least expensive round trip airfare. In this instance, the traveler must incur the cost of the airfare and request a reimbursement from the College for the business portion of the trip. The College will reimburse the traveler for the business portion of the trip upon receipt of the required documentation.

- vii. Reservations should be made well in advance in order to take advantage of any available special fares (super-savers, excursions, etc.). However, multiple changes in reservations are strongly discouraged.

- viii. Necessary changes in airline reservations are to be handled by the authorized travel agency.
- ix. All unused airline tickets, either full or partial cancellation, will be handled by the authorized travel agency.
- x. Airline tickets will be secured via electronic ticketing procedures established for the selected airline.
- xi. Airline tickets booked through the authorized travel agency will be charged to the College's air travel charge account. The College will receive monthly billing statements for all air travel procured through the authorized travel agency. On a monthly basis, Central Accounting will process journal entries to transfer individual ticket charges to the departmental accounts/Quals as indicated on approved ATR forms forwarded to the travel agency by the originating department.

(2) Airline Tickets – Alternate Procedures

- i. While securing airline tickets through the travel agency is preferred, experienced travelers and competent Internet users may elect to self-book air travel, provided that guidelines established herein are strictly adhered to.
- ii. Flights are to be reviewed online at established websites to assure that the best possible information is used when selecting flights.
- iii. This alternative provides no agent support in the event of cancelled, changed, or overbooked flights and limits options to the College as it relates to changes on non-refundable tickets. Accordingly, employees that are not comfortable with this methodology and the potential risks involved are advised to secure airline tickets through the services of the authorized travel agency.
- iv. Travelers selecting to self-book air travel must document flight options available at the time of purchase, as follows:
 - (a) All airlines must be included in search Websites for airlines that do not list flights on traditional travel sites, such as Southwest Airlines, should be also be searched when travel itineraries provide that alternative.
 - (b) Pricing for flights departing from airports in Miami-Dade and Broward Counties (i.e. MIA and FLL) must be reviewed, and similarly, vicinity airports should be considered when selecting destinations

- (c) Selection must be based on “lowest priced flights” within time frames of no less than “Within 4 hours”
 - (d) Departure and return times and dates must be flexible, but should be efficient given the requirements of specific travel
 - (e) Preferred number of connections should be set at one (1), so as to not eliminate potential alternatives
 - (f) Optional fees, such as travel or flight insurance, should not be selected.
- v. The applicability of additional fees for checked baggage should be determined prior to the purchase of airline tickets. The College is generally not responsible for baggage fees associated with personal items of the traveler. However, with written approval by the area head or designee prior to travel, fees for checked baggage will be reimbursed for business materials required (meeting and convention materials, etc.) as well as personal luggage required for multi-day travel.
- vi. Documentation highlighting recommended flight(s) must be attached and forwarded with a completed Request Form to the area head or designee for approval prior to ticketing. It is imperative that this process be completed as soon as possible so as to lock-in flights and rates available. To facilitate this process, facsimile approvals may be accepted.
- vii. Airline tickets will be secured via electronic ticketing procedures established for the selected airline. The traveler must ensure that tickets are issued in his or her name, particularly when someone other than the traveler completes the reservation process.
- viii. Ticketing fees in excess of the rate required by the authorized travel agency (currently \$25), are not reimbursable and will be the responsibility of the traveler, if incurred. In many cases, it is more cost effective to use a travel search site to identify and document the most cost effective flights, and then use the selected airline’s website to book the ticket.
- ix. Payment may be made with a personal credit card, Corporate American Express, or the Miami Dade College Purchasing Card. Traveler must retain receipt or other proof of payment upon completion of this process; reimbursements will not be processed without this documentation.
- (a) Traveler will submit approved Request Form and documentation of online selection and payment process with their monthly Purchasing Card Reconciliation form. When the Purchasing Card is not utilized, and employee

requests reimbursement, this information will accompany Disbursement Request submitted to Accounts Payable.

- d. All College personnel are required to request the least expensive airfare available for the dates and times of travel when making airline reservations.
 - (1) When a lesser class rate is not available, first class travel may be used. A justification for first class travel must be documented and approved by the area head or designee prior to ticketing.
 - (2) The traveler will book all reservations at the lowest available fare considering reasonable departure/arrival times and routes. If the traveler chooses an alternate flight, which results in a higher cost of the ticket, the reasons for that choice must be in writing and approved by the area head or designee. Failure to comply with this requirement will result in a delay of reimbursement until the requirement is met.
 - (3) 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 reasons for the change must be in writing and attached to the same standard Request Form which approved the temporary duty leave.
- e. Payment for the use of privately-owned vehicles for official travel in lieu of public-owned vehicles or common carrier will be authorized by the area head or designee as follows:
 - (1) When travel is by privately-owned vehicle, the traveler will be entitled to the lesser of: a mileage allowance at the rate of 44.5 cents (\$0.445) per mile; or the common carrier air fare plus airport parking or public transportation cost from the campus to and from the airport, and taxi fare to and from the airport at point of destination, to be decided by the area head or designee. Reimbursement for expenditures related to the operation, maintenance and ownership of a vehicle will not be allowed.
 - (2) All mileage will be shown from point of origin to point of destination, and when possible, will be computed on the basis of the official Department of Transportation map. Vicinity map mileage necessary for conduct of official business is allowable and will be shown as a separate item on the expense voucher.
 - (3) When it is necessary to rent a vehicle at point of destination, car rental agencies contracted by the College must be used when possible. This provision does not prohibit the use of vehicles provided by other companies that have lower net rates including insurance and fuel, or rental from other agencies if no vehicles are available from the authorized agencies. Currently, the College has

secured pricing through a State of Florida contract for travel within the State of Florida. Additional information on rental agreements is available on the Business Affairs website. Additional expenditures, such as additional car rental insurance and navigational devices, are not reimbursable and will be the responsibility of the traveler, if incurred.

- f. Upon returning from authorized travel, the traveler must:
- (1) Within ten (10) working days, unless precluded by extenuating circumstances, submit claim for the reimbursement of expenses on the same Request Form, which approved the temporary duty absence. The traveler and area head or designee must sign the Request Form in attestation of travel expenses incurred upon completion of travel. Reimbursement will not be approved for expenses incurred prior to the beginning date or after the ending date of temporary duty as authorized in the original leave request. When extenuating circumstances preclude timely submission, the reimbursement request should be submitted with a memorandum of explanation.
 - i. All expenditures incurred as a result of approved travel must be indicated in the Actual Expenses Column of the Request Form. Those expenditures directly paid to vendors, before or during the assigned travel, through the use of a Miami Dade College Purchasing Card or Disbursement Request will be listed parenthetically. These amounts do not represent personal out-of-pocket expenses of the traveler and may not be claimed for reimbursement.
 - ii. The traveler should diligently review the trip itinerary and retained receipts to ensure proper identification of personal out-of-pocket expenses claimed for reimbursement versus those directly paid by the College or charged to the Purchasing Card.
 - (2) Attach the completed Request form and required receipts to a properly executed Disbursement Request and forward it to Accounts Payable for payment processing. Reimbursement requests will be reviewed for accuracy and compliance with established procedures, and edited, accordingly, prior to payment.
 - i. Original receipts must be submitted to Accounts Payable when traveler is requesting reimbursement for personal out-of-pocket expenses. Photocopies will be accepted only if the traveler and area head, or designee, certify that the expenditure was incurred by the traveler and not previously submitted for reimbursement.

- g. Travel reimbursement will be issued by Central Accounting payable to the employee.
- h. When expenses incurred while on official travel are charged to the Miami Dade College Purchasing Card, a copy of the approved Request Form must accompany the monthly Reconciliation Report form and other documentation forwarded to Purchasing.
 - (1) Original receipts must be submitted to Purchasing for expenses incurred and charged to the Miami Dade College Purchasing Card while traveling.

3. Per Diem or Lodging Plus Meals, and Other Expenses

Per Diem is authorized for Class A and Class B travel as defined in Section 112.061, Florida Statutes (i.e. Out-of-District, overnight travel). Either per diem or actual lodging plus meals may be claimed, but the two methods of reimbursement may not be mixed for any one trip. Meals may not exceed \$36/day for reimbursement purposes.

a. Non-Conference, Non-Convention Rate (Per Diem)

Eighty dollars (\$80) per day will be allowed for expenses when travel involves the performance of a public purpose authorized by law to be performed by the College. If fractions of a 24-hour period are involved and the traveler opts for the eighty dollar (\$80) per diem reimbursement, then \$20.00 for each six-hour period or fraction thereof will be allowed.

b. Conference or Convention Rate (Lodging Plus Meals)

The terms "conferences" or "conventions" as used in Procedure 3400 have been identified in the Florida Attorney General's Opinion 063-95. Justification for attending a conference or convention must be included on the traveler's Request Form prior to approval by the Campus President, Vice Provost/Director, or designee. The justification must describe the benefit that will accrue to the College as a result of the traveler's attendance.

Actual expenses for lodging, at single occupancy rate, substantiated by receipted bills, plus a maximum of \$36.00 for meals, (see section c. and d. below), may be claimed in lieu of per diem for persons attending conventions and conferences, both in-state and out-of-state.

Hotel bills must be validated indicating that payment has been made by the traveler. The bill may be made out to Miami Dade College for sales tax exemption, but not forwarded to the College for payment.

c. Expenses for meals will be allowed for Out-of-District trips in accordance with the following table:

- Breakfast - \$ 6.00 (When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.)
- Lunch - \$ 11.00 (When travel begins before 12:00 noon and extends beyond 2:00 p.m.)
- Dinner - \$19.00 (When travel begins before 6:00 p.m. and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignment).

d. Other Reimbursable Expenses:

- (1) Taxi fare: Receipts are required for each individual taxi fare when the combined total of all fares, per approved leave, exceeds twenty five dollars (\$25.00).
- (2) Ferry rates; bridge, road and tunnel tolls; and storage or parking fees: Receipts are required for any individual item when that individual item, per approved leave, exceeds five dollars (\$5.00). When pre-paid, or electronic tolls, are incurred, a monthly activity report, toll calculator report or similar documentation from the administrator of the electronic toll system may be provided in lieu of receipts or other documentation.
- (3) Communication expense: Receipts are required for any item, per approved leave, which exceeds five dollars (\$5.00). Internet connectivity and other additional communication fees are reimbursable subject to prior approval of the area head or designee. Receipts are required for reimbursement of all such items.
- (4) Registration fees (convention, conference, workshop, or institute, which will serve a direct purpose for the College): A registration fee not paid prior to travel is reimbursable only when a receipt is presented. A copy of the program or agenda of the convention or conference itemizing registration fees and any meals or lodging included in the registration fee shall be attached to the Request Form. Any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in Section II.3.c. of this Procedure.
- (5) Special Events: Reimbursement will be made for expenses associated with attendance at special meal or banquet functions when those functions are associated with a convention, conference, workshop, or institute. The amount reimbursed may exceed the normal reimbursement amount for that meal. Events which are predominately social in nature are excluded.

e. Non-reimbursable Expenses:

As a general rule, expenditures for which no clear business purpose exists, and appear to be personal in nature, are not reimbursable to the traveler.

Examples that are typically not reimbursable include, but are not limited to, the following:

- (1) Gratuities paid by a traveler
- (2) Purchases of alcohol, entertainment, or room service
- (3) Rental of navigational devices (i.e. GPS)
- (4) Car rental insurance in addition to what is provided for in existing car rental agreements
- (5) Travel or flight insurance
- (6) Fees assessed for checked baggage not authorized in advance per the covenants of II.C.2.c.(1)v. of this Procedure.

D. International Travel


1. All Out-of-Country travel must be pre-approved by the College President. Expenditures will be charged to the International Travel General Ledger Code, 60504.
2. When personal out-of-pocket expenses are incurred in a foreign currency, the traveler must convert these amounts to the United States Dollar. Corresponding reimbursement requests should include documentation of the exchange rate at the time of travel. Printouts from established websites that provide currency conversion calculations may be forwarded for this requirement, or preferably, use of a U.S. credit card rather than cash will generally provide for automatic currency conversion from the credit card statement.

E. Travel for Non-employees

1. Travel expenses for non-employees may be paid for certain authorized persons who are neither Florida public officers nor College employees. Expenditures must be approved in advance by the College President or designee. Authorized person(s) may include the following:
 - a. Students participating in College-sponsored student activities or athletic functions
 - b. Persons designated by the College President or designee to incur travel expenses in the performance of their official duties
 - c. Persons called upon to contribute services as an advisor, consultant, or actor
 - d. A candidate for an executive or professional position at the College

2. For advisors, consultants, or actors; or other non-employees designated to incur travel expenses, the Agreement for Services form or travel voucher must reflect a complete explanation and justification of the travel expenses.
3. For employment candidates, the Request for Approval – Candidate Travel Reimbursement form must itemize estimated travel expenses prior to obtaining approval signatures. The reimbursement of travel expenses may not be greater than the travel allowances of State employees, and will be approved and paid under the following circumstances:
 - a. The candidate is interviewing for a professional position as an administrator or faculty member.
 - b. The candidate was recruited through a nationwide search.
 - c. The candidate is traveling from a location that is over 100 miles from the interview location.
 - d. The candidate has participated in a telephone interview screening process.
 - e. The candidate is not disqualified from consideration due to improper credentials, background check information, or other misrepresentation.
 - f. The candidate accepts the position if offered, or is not offered the position.
4. Non-employees are expected to pay their own expenses and request reimbursement from the College. However, with sufficient lead-time and at the request of the College President or designee, the College may book airline reservations and issue tickets. Travel expenditures incurred by the College will be charged to the Non-employee Travel General Ledger Code, 60507, or the Employee Recruitment General Ledger Code, 60508.
5. Advance ticketing for advisors, consultants, actors, or candidates for executive or professional positions may be requested **ONLY AFTER** the Agreement for Services or Request for Approval – Candidate Travel Reimbursement form has been signed by the contractor or candidate, and designated personnel of the College. Alternate procedures established for the procurement of airline tickets via travel websites, and described in Section II.C.c.(2) of this Procedure, may not be used when securing airline tickets for non-employees of the College. Accordingly, all airline tickets for non-employees will be booked by the authorized travel agency.
 - a. For pre-ticketing, the initiating department is responsible for contacting the authorized travel agency to arrange and book a flight itinerary. When the itinerary is confirmed, the initiating department will prepare and have signed the standard ATR Form and forward it along with the Agreement for Services or Request for Approval – Candidate Travel Reimbursement form for final approval at the Campus or District level. Upon approval, the initiating department will forward the ATR Form to the travel agency as authorization to complete the ticketing process.

- b. Airline tickets will be secured via electronic ticketing procedures established for the selected airline.
- c. Airline tickets booked through the authorized travel agency will be charged to the College’s air travel charge account, currently administered by Continental Airlines. The College will receive monthly billing statements for all air travel procured through the authorized travel agency. On a monthly basis, Central Accounting will process journal entries to transfer individual ticket charges to the departmental accounts/Quals as indicated on approved ATR forms forwarded to the travel agency by the originating department.
- d. Tickets for individuals under Agreement for Services contracts should be charged to the Non-Employee Travel General Ledger Code, 60507; and tickets for individuals under Request for Approval – Candidate Travel Reimbursement form should be charged to the Employee Recruitment General Ledger Code, 60508.

	
	1/12/2010
PRESIDENT	DATE