
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: TRAVEL AUTHORIZATION AND
EXPENSE REIMBURSEMENT

NUMBER: PRO 6-25

REFERENCE: Florida Statute 112.061
Board Rule 2.20

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I. PURPOSE

To establish procedures and identity forms related to authorized travel for official or professional College business on behalf of Lake-Sumter State College in accordance with *Florida Statutes 112.061*.

II. PROCEDURE

a. Pre-Authorization

1. Except for Athletic Department games, all (faculty, staff, board member, student, consultant, recruit) travel outside Lake and Sumter counties must be approved in advance.
2. A *Travel Authorization Request* form must be properly completed, and all necessary approvals must be obtained prior to any travel outside Lake and Sumter counties.
 - i. All travel must have the appropriate Vice President's signature.
 - ii. Out-of-state and foreign travel will also require the President's signature.
 - iii. Estimated and/or actual expenses totaling \$1,000 or more also require the President's signature.
3. Non-employee groups (LSSC students or grant program participants) will be approved for travel by a group travel form that lists the travelers, confirms LSSC release of liability and includes the LSSC sponsor/advisor's signature.

b. Reimbursable Costs

All costs must be by most economical means for LSSC. To reduce out-of-pocket expenses to employees, effort should be made to make payments with an LSSC credit card or check. A purchase order requisition should be completed when a rental or charter vehicle will be needed. Employees will not be reimbursed until travel is completed.

LSSC is exempt from Florida sales tax, and therefore cannot pay, or reimburse travelers for, any Florida sales taxes.

Traveler (or his/her designee) must research and compare estimated cost of all possible modes of transportation prior to the trip.

If the most economical means of travel are not used, a valid medical or business purpose must be documented on the travel forms. Otherwise, LSSC will only reimburse traveler up to the estimated amount of the most economical means. Examples of expenses that will not be reimbursed without a valid purpose include, but are not limited to: additional or overweight baggage fees, upgrades, valet parking, lodging for additional nights, travel plan change fees, means of transportation that are not most economical (i.e. flying vs. driving), or any other expense incurred solely for the traveler's convenience.

1. Registration

- i. Traveler should take advantage of all available discounts whenever possible.
- ii. Registration fees should be paid in advance with an LSSC credit card, or via *Direct Pay* form. If a *Direct Pay* form is being completed, the registration information and a copy of the approved Travel Authorization form should be attached.
- iii. If traveler must pay registration, proof of payment and registration information must accompany the *Out-of-District Travel* form upon return.

2. Lodging, Meals, and Per Diem

- i. Lodging – actual expense
 - a) Should be as suggested with the event registration at the group rate, if possible, or at a nearby hotel at a similar or lesser rate.
 - b) Have LSSC issue a check via *Direct Pay* form with the hotel reservation confirmation, and a copy of the approved *Travel Authorization* form attached. Always provide a copy of LSSC's sales tax exemption certificate when presenting payment.
 - c) Traveler should obtain a paid receipt (hotel folio) showing \$0.00 balance and attach to the *Out-of-District Travel* form with reimbursement information, even if lodging was not prepaid by LSSC.
 - d) Additional nights solely for traveler's convenience will not be covered without a valid documented medical or business purpose.
 - If traveler can leave home at 6:00 AM or later and arrive at the destination by event start time, the night before the event will not be covered by LSSC.
 - If traveler can leave at event end time and arrive home by 8:00 PM, the night after the event will not be covered by LSSC.
- ii. Meals – allowance
 - a) The current Florida Statute allowance for breakfast, lunch and/or dinner will be given depending on departure and return times.
 - b) Meal allowances will be provided for overnight travel only.
 - c) There will be no allowance for meals provided at the event or hotel.
 - d) There is no allowance for between meal snacks.

- iii. Per Diem
 - a) Traveler may elect to receive the current per diem allowance per Florida Statute, in lieu of lodging expenses and meal allowances.
 - b) The traveler shall be reimbursed one-fourth the current Florida Statute rate of per diem for each quarter, or fraction thereof, of the travel day.
3. Transportation
 - i. All travel shall be by LSSC vehicle, when available, or by common carrier (rentals, charters) except where it can be clearly shown that it is more economical to warrant use of privately-owned vehicles. Travelers should utilize complimentary shuttles at hotels or events, when available.
 - ii. Privately-Owned vehicles
 - a) Reimbursement will be for mileage only at the current Florida Statute rate. There will be no reimbursement for fuel costs. Travelers should carpool when possible.
 - b) Mileage will be paid based on the shortest or quickest route provided by an internet mapping service, unless listed on the LSSC mileage chart.
 - c) Home commute
 - Traveler's regular commute to work is not a reimbursable business expense. If traveler starts or ends business travel at home, and he/she will also be expected at the office the same day, home commute miles shall be deducted from the total miles of the trip.
 - Home commute miles must also be deducted if it is traveler's regular workday and he/she worked at his/her regular workplace any portion of the regular workday.
 - d) Vicinity miles
 - Vicinity miles refers to necessary travel after traveler has arrived at the destination, such as driving to a restaurant for a meal not provided at the event or hotel.
 - Miles must be shown separately and explained.
 - iii. LSSC vehicle
 - a) The LSSC fuel card must be used. The card should be checked out from the purchasing department prior to the trip, and returned upon travel completion.
 - b) Upon return, traveler shall submit a *Direct Pay* form for the fuel card company with receipt(s) and a copy of the approved Travel Authorization Request form attached.
 - iv. Common carrier (plane, taxi, bus, shuttle)
 - a) Receipt required for reimbursement.
 - b) Receipt should be attached to the *Out-of-District Travel* form upon return.
 - c) If flying to the destination is a possibility, traveler (or his/her designee) must compare each mode of transportation, and provide backup documentation with the *Travel Authorization Request* form to show the estimated cost of each. Comparison should include:
 - Rental vehicle and estimated fuel cost.
 - Airfare and other necessary transportation (i.e. taxi to/from airport).

- d) If airfare and other necessary travel proves to be the most economical, flight arrangements should be made using an LSSC credit card, or via *Direct Pay* form.
 - v. Charter
 - a) Generate Purchase Order in advance and have vendor invoice LSSC.
 - b) Submit *Receiving Report* upon return with copy of *Travel Request* form attached.
 - vi. Rental vehicles
 - a) Generate Purchase Order in advance and have vendor invoice LSSC.
 - b) The LSSC fuel card must be used. The card should be checked out prior to the trip, and returned upon travel completion.
 - c) Upon return, traveler should submit a *Receiving Report* for the fuel card company with receipt(s) and copy of the approved *Travel Authorization Request* form attached.
 - d) Traveler should also submit a *Receiving Report* form for the rental vehicle company, with the receipt and a copy of the approved *Travel Authorization Request Form* attached.
4. Incidental
- i. Tolls – receipt required.
 - a) If using LSSC vehicle or rental vehicle, check-out LSSC SunPass transponder.
 - ii. Parking – must be most economical (i.e. self-parking), receipt required.
 - iii. Tips – must be specified on *Out-of-District Travel* form:
 - a) Baggage help: \$1 per bag.
 - b) Taxi: 15% of fare.
 - c) Valet (if self-parking not available, or valid reason is documented): \$1 per trip.
 - iv. Pre-approved merchandise purchases for LSSC, receipt required.

III. TRAVEL ADVANCE

a. Eighty percent of Actual/Estimated Costs

A percentage of the cost which haven't or won't be prepaid by LSSC can be provided to the traveler in advance of the trip. Submit to Financial Services a completed *Direct Pay* form for the approved actual or estimated traveler expenses, payable to the traveler, signed by the President, with a copy of the properly completed *Travel Authorization Request* form attached-charge receivable account 13909. The traveler will be liable for any amount of the advance that is not justified by receipts which must be attached to the original *Travel Authorization Request* form when submitted upon return.

b. Meal Money

1. For non-employee groups (LSSC students or grant program participants) an advance can be requested via *Direct Pay* form for specific meals, at the Florida Statute rate, for a specified number of individuals. A copy of the *Travel Authorization Request* form completed by the employee heading the event must be attached to the *Direct Pay* form. A list signed by those individuals that received the meal allowance must accompany the original *Travel Authorization Request* form upon return. Employees going on the same trip must complete

their own *travel* forms and obtain their reimbursements upon return.

2. Meal money for athletes participating in away games is to be handled with Athletic Department forms.

IV. CANCELLATIONS

- a. When LSSC has prepaid any portion of the trip, Financial Services must be notified immediately of a trip's cancellation to be able to:
 1. Post a receivable and, if necessary, invoice the vendor.
 2. Have refund sent directly to Accounts Payable.
 3. Reconcile any uncollected funds.

V. TRAVELER REIMBURSEMENT

- a. For travel out-of-district, out-of-state, or foreign travel, complete the *Out-Of-District Travel* form with required documentation attached. See noted requirements on the form. Submit to Accounts Payable no later than 5 workdays after return from travel
- b. For travel within Lake or Sumter counties, complete the *In-District Travel* form, and submit, with all required documentation attached, within 5 workdays after month-end.
- c. **Fraudulent Claims:**
Any person who requests reimbursement that is not true or correct in every matter or who willfully aids or advises in the preparation of another's fraudulent claim, shall be liable for the amount of the excess claim and subject to dismissal from LSSC.