



# Broward College Travel Tips

o Sub-bullets apply to SPD Travel Proposals

## Before leaving on your trip:

- An approved TDA is required for all travel and must be submitted to Accounts Payable (A/P). Do not put your SSN on the form, use your PID.
  - o SPD: submit to HR - Professional Development & Training (PD&T), WHC - Bldg. 31/605 for signature/verification. If travel arrangement costs exceed award letter figures, contact PD&T immediately at ext. 7339.
- A cost center number is required on the TDA form.
  - o SPD: use cost center # assigned on your award letter
- Out-of-state travel requires President's approval / signature.
  - o SPD: pre-approved by President's representative (VPHR) prior to award letter
- Advanced funds are available to all travelers.
- Advanced funds requested on a TDA must be received by A/P 4 weeks before travel date.
  - o SPD: send to PD&T 5 weeks in advance
- If the College will be sending a check as payment for registration, the TDA must be received by A/P at least 4 weeks before conference date. It is the responsibility of the traveler to provide A/P with all the information needed to pre-pay a registration including; all vendor information, which also may require the traveler to initiate an "Add a Vendor Form" If is a new vendor, please fax your Add a Vendor Form to Procurement Fax# 7330. Accounts Payable no longer adds new vendors to CID.
  - o SPD: send TDA to PD&T 5 weeks in advance. Add a vendor – same as above
- Level 1 ( Provost's or VP's) approval is required on all TDA forms.
  - o SPD: requires supervisory approval through Level 1
- It is the traveler responsibility to obtain all required signatures prior to Accounts Payable receiving the TDA. This process sometimes takes longer than expected, please be cognizant of this when submitting your paperwork.
  - o SPD: factor in additional time for processing through PD&T
- Tri-county (Broward, Palm Beach, and Miami-Dade County) overnight stay requires Department Head approval in advance of travel.
- Meals reimbursements within the Tri-county area require an overnight stay.
- Use a BC Avis card when renting a car. BC Avis cards are available for all travelers at your Campus Provost's office or the Accounts Payable Department.
- Please do not utilize a purchase order to process employee's travel.

- Please do not create a disbursement request for travel advance funds. Accounts Payable will create a travel advance disbursement once all approved forms are received.
- Travelers can track the disbursement for advance funds on the approval path by the direct command **CM DM VI or CM DM DD**. **Enter Disbursement number, begin with fiscal year, press Enter, press F5 to view the approval path.**

**When returning from your trip:**

- Travel reimbursements must be submitted within 2 weeks of returning from your trip.
  - **SPD: send to PD&T within 1 week after you return**
- Copies of conference agenda's are **REQUIRED** to determine your meal allowance.
- Original receipts are **REQUIRED** for all travel expenses (i.e. airfare, hotel, rental car, registration, parking, taxi, tolls etc.) Receipts smaller than 8 ½ x 11 must be taped on 8 ½ x 11 piece of paper and photocopied to allow ease of imaging.
- Use Map Quest to determine your mileage. Attach the MapQuest printout to your travel reimbursement. For inter-campus travel, use the BC mileage chart located in the college website, under the Accounts Payable section.
- Travel time starts from the moment you leave your home or work location and ends the moment you return to your home or work location.
- If you traveled out of the country, please convert all foreign currency into the correct dollar amount prior submitting your travel reimbursement to A/P.
- It is the traveler responsibility to obtain all required signatures prior to Accounts Payable receiving the request for Travel Reimbursement. This process sometimes takes longer than expected, please be cognizant of this when submitting your paperwork.
  - **SPD: factor in additional time for processing through PD&T**
- The traveler is responsible for ensuring A/P receives all travel paperwork. Incomplete paperwork may be returned to the traveler.
  - **SPD: paperwork must be complete for PD&T to submit to A/P**
- You can submit travel questions to [TRAVELHELP@BROWARD.EDU](mailto:TRAVELHELP@BROWARD.EDU)

**Paying for your trip:**

- An approved TDA is required before you may pay for your trip.
- Remember to present a BC tax exempt certificate with your BC American Express Corp Card when staying in a Florida hotel. You will not be reimbursed for sales tax for hotel stays within the State of Florida. A copy of the tax exempt certificate can be found on the Accounts Payable webpage: [www.broward.edu/faculty-staff/acctspayable/FLExemption2005-2010.pdf](http://www.broward.edu/faculty-staff/acctspayable/FLExemption2005-2010.pdf)

The P-Card may be used for the following expenditures for both national and international travel:

- Airfare
- Registration Fees

- Hotel Rooms
- Other authorized expenses (phone calls, tolls, parking, emergency car)

#### **Airfare:**

- An approved TDA must be obtained *prior* to purchasing the airline ticket.
  - SPD: if airline reservation differs from SPD award, contact PD&T at ext. 7339
- Only coach class tickets may be purchased, the college will not reimburse for a higher class of travel.
- The President must approve all international travel *prior* to the purchase of the ticket.
  - SPD: President's approval obtained prior to award letter
- Ensure that the dates and destinations of the purchased ticket correspond with the approved TDA
- In general the college does not reimburse for traveler's insurance
- Please note that BC will only reimburse cancelled airfare purchased on a case by case basis.

#### **Registration Fees:**

- Registration fees may be charged on the p-card for the traveler, regardless of cardholder.
- The traveler must provide Accounts Payable with the original registration form and a copy of the conference agenda.
  - SPD: route original registration form and agenda through PD&T

#### **Hotel Rooms:**

- The p-card may only be used for single occupancy rooms.
- Travelers must request and use the sales tax exemption for hotels in Florida.
- Personal expenses *may not* be charged to the p-card, even if the traveler intends to reimburse the College. The traveler must request that the hotel separate the personal charges and be prepared to pay for personal expenses at check-out with personal funds.

#### **Other Authorized Expenses:**

- Business related phone calls and internet access.
- Tolls, Parking
- Emergency car repair on BC owned vehicles only.

#### **Unauthorized P-Card Travel Expenses:**

- Travelers *may not* combine business and personal trip expenses using the p-card.
- Additional fees for entertainment or meals *are not* allowed on the p-card.
- Taxi fare
- Personal phone calls
- Alcohol
- Room service

#### **Additional Information for Travelers When Using P-Cards**

- The traveler is required to initiate a disbursement request to Bank of America for any P-card travel expenses.
- Attach a copy of the disbursement requests to your travel voucher showing payment to Bank of America with receipt reflecting the travel expense.