



Broward
Community
College

Procedure Manual

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Authority to Incur Traveling Expenses

All travel must be authorized and approved in advance by the designated cost center administrator from which the funds will be paid. In addition, all travel requires the approval of the appropriate vice president. Travel by vice president administrators is to be approved by the president. All out-of-state travel must be approved by the president.

Only authorized persons may receive payment for expenses incurred in travel during the performance of official college business.

An authorized person is a board member, president, faculty member, college employee, person called upon by the college to contribute time and service as a consultant or advisor, or person who is a candidate for an administrative or management position.

Anyone receiving reimbursement for traveling expenses from an agency other than the college while on professional leave with pay shall be eligible for reimbursement from the college only to the extent the traveling expenses are not reimbursed by the agency.

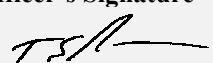

Forms to Use for Payment of Traveling Expenses

Travel Voucher Forms. The comptroller shall develop a uniform travel voucher form which shall be used by all college personnel and authorized persons when submitting travel expense statements for approval and payment. No travel expense statement shall be approved for payment, unless completed on a college form. There are three types of travel vouchers:

1. Form *Request for T.D.A./Estimated Travel Cost (ACC-13)*

For the purpose of authorizing:

- travel
- advance funds
- pre-payment of registration fee

Recommending Officer's Signature 	Date 10/01/97	President's Signature 	Date 10/01/97
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- airline tickets
- authorizing a rental car

2. Form *Travel Voucher/Out-of-County (ACC-5)*

For the purpose of requesting reimbursement for traveling expenses and/or to report completion of a trip.

3. Form *Travel Voucher/In-County (ACC-14)*

For the purpose of requesting reimbursement for in-county travel.

All requests for *Temporary Duty Assignment (T.D.A.)*, for which reimbursement is expected up to the allowable amounts, must be communicated to the college accounting/travel section through the use of the above forms.

Expenses covered for travelers shall be limited to those necessarily incurred by them in the performance of official college business. A completed *Travel Voucher/Out of County* form (ACC-5) should be submitted to the college accounting/travel section within 10 duty days after completion of travel. Instructions for completing a travel voucher are on the reverse side of the (ACC-5).

Corporate Card

All employees approved to travel on college business shall obtain an American Express corporate card or Diner’s Club corporate card. If an employee does not possess a college corporate card they should contact the accounting/travel section. The college corporate card will be used to pay for airline tickets with the college’s contracted travel service and hotel/motel costs. Within the state of Florida the traveler can avoid paying sales and hotel tax by providing a copy of the Florida Sales Tax Certificate upon checking in to the hotel. In addition, the college corporate card should be used for any payments related to travel, such as registration. The Diner’s Club corporate card will allow cash advances and will be used in lieu of college issued advance travel funds.



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Official Headquarters

For the purpose of requesting traveling expense, the beginning point of travel is the designated official headquarters of employees or authorized persons.

The official headquarters of an employee is the specific cost center or location (campus or center) at which the person's attendance and time reports are maintained and reported.

Personnel who are assigned duties for the convenience of the college at two or more locations will be reimbursed for one-way travel between the locations in accordance with an official mileage chart, unless required to return to official headquarters on the same day.

If the traveler is required to travel to a temporary duty assignment before or after duty hours, travel may begin at home provided it is not in conjunction with out-of-county travel or reporting to a normal duty assignment.

Transportation

All travel arrangements are the responsibility of the traveler and must be by a usually traveled route. In case a person travels by an indirect route for that person's convenience any extra costs shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The cost center administrator shall designate the most economical method of travel for each trip, keeping in mind the following conditions:

- Nature of the business
- Traveler's time
- Cost of transportation and per diem or actual expenses required
- Number of persons making the trip
- Amount of equipment or material to be transported.



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Airline Tickets

Air transportation shall be procured from the travel agency under contract with the college. Contact the accounting/travel section if assistance is required. If the traveler has a corporate card, the following is a process for assisting in determining travel arrangements and costs:

1. The traveler is required to complete *Request for T.D.A./Estimate Travel Cost* form (ACC-13) and obtain trip approval.
2. Phone the travel agency for flight and fare information.
3. After air arrangements have been finalized the traveler should use their college corporate card to pay for their airline tickets.
4. The travel agency will deliver airline tickets to the appropriate campus location.
5. To request reimbursement for travel expenses, including ticket, and/or to report completion of trip, the *Travel Voucher/Out-of-County* form (ACC-5) should be submitted.

If the college corporate card is not available follow the instructions below:

1. Complete *Request for T.D.A./Estimated Travel Cost* form (ACC-13) and obtain trip approval. After trip has been approved forward original copy to the accounting/travel section. Upon receipt of the approved ACC-13, the accounting/travel section will authorize the issuance of air ticket.
2. Phone the travel agency for flight and fare information.
3. The travel agency will deliver airline tickets to the appropriate campus location.
4. Upon receipt of airline tickets the traveler will forward to accounting a signed copy of itinerary authorizing payment.



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Persons who do not procure tickets through the travel agency under contact with the college may not be reimbursed.

Privately-Owned Vehicle. The use of privately-owned vehicles for travel in lieu of commercial transportation, such as airlines, rental cars, etc., may be authorized by the cost center administrator if commercial transportation is not available or if it is more economical to use a privately-owned vehicle. Whenever travel is by privately-owned vehicle, the traveler shall be entitled to the established mileage rate, unless the privately-owned vehicle was driven for the convenience of the traveler. If the privately-owned vehicle is driven for the convenience of the traveler, the traveler shall be reimbursed at the lesser cost to the college, commercial transportation versus mileage. Time of departure and return for per diem reimbursement will be based on commercial transportation time.

Process to Determine Reimbursement for Commercial Transportation. The cost for travel reimbursement is based on support documentation which must be attached to the ACC-5 form. The airline ticket cost and flight information showing the date and hour of departure and return which would have been used should be attached to the ACC-5 form. For example: Delta flight #409, May 5, 1995, leaving Fort Lauderdale at 4:30 p.m.; returning on Delta flight #249, May 10, 1995 arriving Fort Lauderdale at 10:00 p.m. Airfare cost is \$350. Travelers transportation cost can not exceed the commercial transportation cost based on your cost projections.

Rental Cars. In accordance with established guidelines the cost center administrator may authorize travel by rental car, if it is the most efficient and economical means of travel. In the event the college's auto rental card is not used, the traveler shall only be reimbursed the amount the college would have paid through the use of the auto rental card. To obtain an auto rental card, contact the appropriate auto rental cardholder. Each vice president/ provost has been issued an auto rental card which may be used by any traveler in his/her respective area of the college. If the cardholder is unable to release the card, the vice president/provost may contact the accounting/travel section and have a card issued.

After travel is completed, prepare the *Travel Voucher/Out-of-County* form, attach a copy of the car rental bill to the form, and submit it to college accounting/travel section for processing.



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College Vehicle. When a college vehicle is used, the traveler can not be reimbursed for mileage. However, a college gasoline credit card is available for the purchase of gas, oil, and other necessary auto expenses through the Central Campus physical plant department.

Foreign Country Travel. A traveler who is traveling in foreign countries may be allowed travel expenses as specified in the Federal Publication *Standardized Regulations - Government Civilians, Foreign Areas*. Contact the accounting/travel section of the comptroller's department for further information.

Registration Fees

Authorized registration fee may be paid with the college corporate card when accepted by the provider.

Reimbursement. Repayment of registration fees charged in conjunction with official business for attending a function has to be authorized. However, any meals included in the registration fee will be deducted from the travel expense reimbursement in accordance with allowances provided above for meals.

Pre-Registration Fees. The following procedures should be used for requesting pre-payment of registration fees:

1. The traveler must prepare a *Request for T.D.A./Estimated Travel Cost*, obtain appropriate approval, and submit the form to the accounting/travel section at least 10 duty days prior to the registration due date. The original registration form should be completed and attached to the *T.D.A.*
2. Except when paid by your college corporate card, the traveler will be notified by the accounting/travel section of all paid registration fees.
3. If trip cancellation becomes necessary, notify the accounting/travel section immediately to withhold payment on any requested pre-payment(s) fees. Unused refundable airline tickets must be returned to the travel agency. Non-refundable airline tickets shall be submitted to the accounting travel/section. Any expense related to a canceled trip must be approved in writing by the appropriate Level 1 administrator; stating the circumstances that will authorize the College to accept this expense without



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receiving the service(s). This authorization must be submitted to the Accounting Travel/Section for processing, along with a statement detailing the circumstances that authorize the college to accept the expense without receiving the service(s).

Unsubstantiated reimbursed expenses will be withheld from the employee's paycheck.

[Link to Policy 6Hx2-6.21](#)