
INSTRUCTIONS

COMMON CARRIER:

All purchases of tickets for plane, train, or bus transportation shall be made through the College's travel agency. For information call the Accounting Travel Section 761-7437.

MILEAGE:

Reimbursable mileage shall be based on State Road Department mileage charts for travel within the State. Mileage for out-of-state travel requires prior Level I approval. Reimbursement will be based upon most economical means of transportation. RATE: Effective 07/01/2006 \$0.445

TRAVEL REIMBURSEMENTS RATES:

Out of State (must be approved by College President):

- a. Actual expenses for lodging at the single occupancy rate.
- b. Current meal allowance rate.

In State Travel:

- a. \$80.00 per day per diem OR
- b. Actual expenses for lodging at the single occupancy rate, plus current meal allowance rates.

NOTE: (No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity.)

MEALS EXPENSE:

Meals will be reimbursed only for out-of-county and/or out-of-state travel involving an overnight stay. Reimbursement is subject to the following rates and conditions:

- Breakfast:** \$6.00 (when travel begins before 6 a.m. and extends beyond 8 a.m.)
Lunch: \$11.00 (when travel begins before 12 Noon and extends beyond 2 p.m.)
Dinner: \$19.00 (when travel begins before 6 p.m. and extends beyond 8 p.m.)
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ACCOUNTING FOR PREPAID ITEMS AND ADVANCES - RECEIPTS:

Complete all appropriate sections of travel voucher for reimbursable expenses. Complete the section of travel voucher "Accounting for Prepaid Items and Advances" giving detailed information in spaces provided.

Receipts must be provided as follows:

- a. **Lodging** - for the authorized travel less any costs for spouse or children.
 - b. **Registration** - meals or travel costs, included in registration are to be deducted from reimbursable claim for per diem or meals.
 - c. **Commercial Transportation** - copy of ticket.
 - d. **Taxicab or Limousine Fare** - actual bill less gratuity.
 - e. **Parking Fees/Tolls** - actual bill less any gratuity.
 - f. **Rental Car** - with prior authorization of the College President.
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STUDENT TRAVEL:

Students will be reimbursed in the following manner:

Sponsors will list the names of students in the groups, the duration of the trip, and number of meals in the period of the trip. Receipted expenditures for meals for the group and for lodging will be reimbursed within statutory limitations. See Board Policy 6Hx2-6.35 for Rates of Reimbursement.

No traveler shall be allowed mileage or transportation expenses when gratuitously transported by another person or is transported by another person who is entitled to mileage or transportation.

Completed travel vouchers with proper signatures should be submitted to the Accounting Department within five (5) days after returning from travel.

For additional information may be obtained from the Accounting Travel Section - Downtown Campus 761-7437.

TRAVEL REFERENCE:

Board Policy & Procedure (6Hx2-6.35)



TRAVEL VOUCHER/OUT OF COUNTY

Name: _____ Social Security # _____

Cost Center Name: _____ Cost Center # _____

Mailing Address: _____ College Phone Number _____

Purpose of Travel: _____

Transportation to: _____ From: _____

Return to: _____ Request for T.D.A. Approved: Yes No

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

PLEASE COMPLETE APPLICABLE INFORMATION	AMOUNT
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Fare if traveling by common carrier (Authorization # _____) _____

Number of miles if driving own car _____ @ \$.445 per mile (based on State Road Dept. mileage chart for travel within the state) _____

Vicinity mileage (if appropriate) _____

Dates of Meeting: _____

Per Diem (Qtrs _____ x \$20.00) _____

*Hotel (if not claiming per diem) _____

Meals (if not per diem) : Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____

*Taxi _____ *Limo _____ *Bus _____ *Tolls _____

*Parking _____ *Rental Car _____

*Registration Fee (ATTACH PAMPHLET, BROCHURE, ETC.) _____

Miscellaneous (SPECIFY) _____

Other _____

A. SUBTOTAL (total cost of travel) _____

ACCOUNTING FOR PREPAID ITEMS & ADVANCES:

Common Carrier (i.e. Prepaid Airline Tickets) _____

Registration Fees Prepaid BCC CK# _____

Advanced Funds _____

B. TOTAL PREPAID ITEMS AND ADVANCES _____

C. TOTAL TRAVEL EXPENSES LESS TOTAL PREPAID ITEMS AND ADVANCES _____
 Amount Due Traveler: (Line A greater than Line B) _____

*Receipts Required Amount Due College: (Line B greater than Line A) _____
 (\$5.00 LIMIT W/O RECEIPT)

CERTIFICATION OF TRAVELER:

"I hereby certify or affirm that above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties of the agency; any meals or lodging included in a or duties ;attendance at a conference or convention was directly related to official duties of the agency; any meals or lodging included in a or convention registration fee have been deducted from this travel claim and that I have not received and /or will not receive compensation for any portion of the time absent and/or reimbursement for traveling expenses claimed from any source, other than Broward Community College, and that this claim is true and correct in every way and conforms in every respect with the requirements of Board policies related to traveling expenses."

PAYEE SIGNATURE _____ DATE _____

CERTIFICATION BY APPROVING COLLEGE ADMINSTRATOR:

"Pursuant to Board policies related to traveling expenses, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the College and was performed for the purposes(s) stated above."

NAME: _____ TITLE: _____ DATE: _____

FOR ACCOUNTING ONLY

SOCIAL SECURITY NO.	ENCUMBRANCE NUMBER	COST CENTER NO.	G.L. CODE	TRANS CODE	LIQUIDATE ENCUMB.	PAY AMOUNT
TOTAL PAY						

DATE _____ PROCESSED BY _____ TITLE _____