



## BC Travel Tips

### *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.
- A cost center number is required on the TDA form.
- Out-of-state travel requires President's approval / signature.
- Advanced funds are available to all travelers.
- Advanced funds requested on a TDA must be received by A/P 4 weeks before travel date.
- 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.
- Level 1 ( Provost's or VP's) approval is required on all TDA forms.
- 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.
- 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.
- 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. Please ensure to attach the original receipt to the photocopy.
- 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.
- The traveler is responsible for ensuring A/P receives all travel paperwork. Incomplete paperwork may be returned to the traveler.
- 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)

### **Airfare:**

- An approved T.D.A. must be obtained *prior* to purchasing the airline ticket.
- 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.
- Ensure that the dates and destinations of the purchased ticket correspond with the approved T.D.A.
- 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:**

- The traveler must provide Accounts Payable with the original registration form and a copy of the conference agenda.

**Hotel Rooms:**

- Travelers must request and use the sales tax exemption for hotels in Florida.
- 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 Travel Expenses:**

- Travelers *may not* combine business and personal trip expenses. .
- Additional fees for entertainment or meals *are not* allowed.
- Personal phone calls
- Alcohol
- Room service