

Procedure Manual



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I. PURPOSE

To provide guidelines for the reimbursement of travel expenses incurred by Broward College employees, the District Board of Trustees, and others for the performance of a public purpose authorized by law to be performed by the College.

II. PROCEDURE

A. Statutory Guidelines

Procedures for the reimbursement of authorized travel expenses are established in accordance with Section 112.061, Florida Statutes, or as amended. Language in this College Procedure guided by Florida Statutes is subject to change pursuant to changes in statutory guidelines.

B. Definitions

1. Travel expense – the usual, ordinary and incidental expenditures necessarily incurred by a traveler.
2. Common carrier – train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
3. Travel day – a period of 24 hours consisting of four quarters of six hours each.
4. Travel period – a period of time between the time of departure to and time of return from travel.
5. Travel Card – Broward College obligated travel purchasing card.
6. In-County (Tri-County Travel) – travel performed within the boundaries of the tri-county area (Broward County, Miami-Dade County, and Palm Beach County).
7. Out-of-County Travel – travel performed outside the boundaries of the tri-county area (Broward County, Miami-Dade County, and Palm Beach County).
8. Out-of-Country Travel (International Travel) – travel performed outside the United States.
9. Conference or Convention Rate – The terms “conferences” or “conventions” have been identified in the Florida Attorney General’s Opinion 063-95. Justification for attending a conference or convention must be detailed on the traveler’s Spend Authorization prior to submission. The justification must describe the benefit that will accrue to the College as a result of the traveler’s attendance.

C. Certified Claims

1. By submitting a Workday Spend Authorization and subsequently an Expense Report, the traveler agrees that all expenses incurred by the traveler will be for the performance of his or her official duties.
2. By submitting an Expense Report for Mileage Reimbursement or approved travel involving a private vehicle, each individual authorized to travel by private vehicle certifies that he/she has appropriate automobile insurance on the vehicle used in the College related travel.

D. Travel Overview

1. The standard method used for approval of employee travel is the Spend Authorization request. In accordance with this Procedure, Spend Authorization applies to Out-of-County/Country travel, International travel and travel involving a conference or convention.
2. The method used for reimbursement of employee travel and verification of Travel Card charges is the Expense Report.

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3. In accordance with this procedure, an expense report can be used to report In-County Travel, Out-of-County/Country Travel, and International Travel.
4. Pre-Payments
 - a) Cash Advances
Cash advances have been eliminated due to the implementation of the Travel Card Program. In the event of rare or unusual circumstances, a cash advance will only be permitted with detailed advance justification in writing and approved by the College CFO, or Sr. VP for Administration.
 - b) Pre-payment of Registration Fees
After Spend Authorization approval, registration fees for enrollment or attendance at institutes, workshops, conferences, or conventions may be paid in advance by traveler using a College issued Travel Card, or by the traveler with their own personal credit card, prior to the beginning date of the individual's travel. In rare instances, when Travel Card or personal credit card is not an option, traveler may submit a request to Accounts Payable for a Supplier Invoice for the pre-payment of registration fees.
5. Sales Tax
 - a) Broward College is tax exempt in the State of Florida and travelers should not be charged Florida sales tax. It is the travelers' responsibility to make sure sales tax is not charged when travelling in the State of Florida. The College Sales Tax Exemption Number is 85-8012557374C.
A copy of the sales tax exempt certificate can be obtained at the following website: <https://connect.broward.edu/departments/admin/procurement/Reference%20Information/Florida%20State%20Sales%20Tax%20%20Exemption%20Certificate%202020.pdf>
 - b) The traveler should attempt to have all forms of taxes in Florida excluded from hotel bills by proceeding as follows:
 - (1) Advise the hotel that he/she is a representative of the College.
 - (2) Present the College's Sales Tax Exemption Certificate to the hotel, and request that no charge be made for sales or resort taxes. The exemption certificate is available on the Finance website.
 - c) Travelers are responsible for obtaining a credit for the sales tax from the merchant, or for reimbursing the College for any sales tax charges for which the merchant will not provide a credit. When completing the expense report, non-credited sales tax charges, cardholder must select Unauthorized Expense. The use of this expense item will eventually generate an invoice from the College's Credit and Collections department with instructions on how to reimburse the College. The traveler should also attempt to have all forms of taxes excluded from other travel related service suppliers based in Florida.
 - d) Sales tax incurred by authorized persons traveling outside the State of Florida for the College is a reimbursable expenditure, (e.g. sales tax on hotel rooms). Sales tax levied by States, other than Florida, will be reimbursed to the traveler when proper documentation, such as an itemized hotel bill, is presented with the Expense Report.

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6. **Lost Receipts**

If required receipts are lost, those expenditures so affected ARE NOT reimbursable, unless official duplicate receipts are obtained and submitted, or a “Missing Receipt Documentation” form is completed, approved and submitted. The Missing Receipt Documentation form can be downloaded from the Procurement website. Too frequent use of the “Missing Receipt Documentation” form as determined by the College’s Controller may result in the suspension of the employee’s Travel Card.

7. **Conferences and Conventions**

A copy of a document itemizing registration fees must be scanned and attached to the Spend Authorization for approval and to the Expense Report after travel is completed. If the conference or convention has meals included, a copy of the agenda/program delineating meals covered by registration fee should also be scanned and attached to the Spend Authorization and Expense Report.

8. **Travel Period**

Expenses will be reimbursed only for those days which are specifically noted on the Spend Authorization, including Saturdays, Sundays, and holidays as well as regular weekdays. If extenuating circumstances occur, and travel has to be extended, supervisor and/or cost center manager must approve the extension and the expenses associated with the extension.

9. **Ledger Account Assigned to Travel**

The Workday system will record travel expenditures for all travel to the Ledger Code 60500, including Employee Mileage, Employee Travel for In-State and Out-of-State Travel, International Travel, Student Travel, Contingent Worker Travel, Applicant Travel, and Travel Other.

E. Employee Mileage Reimbursement

1. A Spend Authorization should be submitted for Employee Mileage Reimbursement associated with travel to a non-Broward College sponsored event, conference, or activity, in advance of any travel performed.

- a) If there are any fees associated with the travel, the fees must be included on the Spend Authorization request.
- b) The use of privately-owned motor vehicles is authorized for employee In-State travel. Per Statute, the current rate for reimbursement is forty-four and a half cents (\$0.445) per mile and is allowed for authorized employee travel.
- c) Mileage reimbursement for this type of approved travel will be calculated on a round trip basis as the lesser mileage calculation from either the traveler’s home campus to the event/conference/activity location, or from the traveler’s home residence to the event/conference/activity location.

2. Employee mileage reimbursement is usually performed on a recurring basis in connection with official College duties. The employee is reimbursed for use of his or her personal motor vehicle in connection with College business within Broward County, Miami-Dade County, or Palm Beach County.

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- a) The use of privately-owned motor vehicles is authorized for employee In-State Travel. Per Statute, the current rate for reimbursement is forty-four and a half cents (\$0.445) per mile, and is allowed for authorized employee travel.
 - b) Exclusive of conferences and conventions, expenditures for in-county mileage, tolls, and parking shall be submitted in Workday through the Expense Report transaction, and charged to Employee Mileage under business purpose.
 - c) Reimbursed mileage will usually be calculated on a round trip, from-to campus to campus. However, when in-county travel begins and/or ends from home, mileage will be calculated based on the incremental mileage traveled by the employee as a result of the assignment. Accordingly, only mileage above and beyond the distance from the employee's home residence to home campus is eligible for reimbursement when in-county travel begins or ends from home. Employees must provide documentation to support eligible mileage claimed in this instance.
 - d) Other reimbursable expenses include: car rentals with the college's official car rental company, or approved exception taxi fares; ferry fares; train fares; bridges, road and tunnel tolls; and storage or parking fees. For any individual item, receipts are required. When pre-paid, or electronic tolls, are incurred, a monthly activity report, toll calculator report or similar documentation from the administrator of the electronic toll system may be provided in lieu of receipts or other documentation.
 - e) Meal allowances for tri-county travel
 - (1) Meal allowances do not apply to Employee Mileage Reimbursements for the tri-county area (Broward County, Miami-Dade County and Palm Beach County).
 - (2) A meal allowance at a rate of \$36.00 per day (\$6.00 breakfast; \$11.00 lunch; \$19.00 dinner) is authorized during tri-county travel for students who participate in approved student-activity (per Student Life College Procedure A6Hx2-5.13B) or athletic events (per Intercollegiate Athletics College Procedure (A6Hx2-5.06).
3. Method for Submitting Reimbursement
- a) Employee Mileage Reimbursements (mileage, parking fees, tolls), exclusive of travel involving conferences and conventions, is to be submitted through the Expense Report in Workday for payment processing. A separate line on the Expense Report must be completed by the traveler for each submission in which eligible expenses were incurred. Unless precluded by extenuating circumstances, Expense Reports should be submitted bi-weekly, monthly or quarterly, depending on volume of travel.
 - b) For Employee Mileage Reimbursements involving conferences and conventions, advance authorization should be obtained from the Supervisor, or designee, by means of a Spend Authorization request.
 - (1) Registration can be paid in advance by Accounts Payable with a Supplier Invoice, with the traveler's Travel-Card, or by the traveler with their own personal funds.
 - (2) Upon return, reimbursement may be claimed for mileage, tolls, parking, registration fees (if paid by individual), and other allowable expenses incurred in connection with the conference or convention.

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- (3) All expenses for local conferences and conventions must be submitted via Expense Report in Workday, and in accordance with Fiscal Year Deadlines.

F. Out of County Travel

1. Spend Authorization – Travelers are responsible for submitting a Spend Authorization in Workday for travel related expenses. Travelers are also responsible for getting timely approvals of both Spend Authorizations and Expense Reports. On occasion, an employee may have to travel with little notice, but the employee should seek approvals as soon as reasonably possible under the circumstances.
2. Payment for Travel
 - a) Travel Card
 - (1) The Travel Card program was implemented to:
 - (a) Reduce the amount of employee’s out of pocket expenses when traveling on behalf of Broward College.
 - (b) Provide flexibility and convenience, including the ability to make online travel purchases/reservations at secure sites.
 - (c) Avoid Florida sales tax charges, as the cards are imprinted with the College’s tax exemption number.
 - (d) Mitigate the need for travel advances.
 - (e) Provide travelers or departmental personnel with 24/7 online access which provides near real time reporting from Bank of America ‘WORKS’ program for their transactions.
 - (2) The Travel Card should be requested well in advance of traveler’s first travel Spend Authorization.
 - (3) It is the goal of the College to provide these benefits, while maintaining accountability and avoiding unnecessary processing time, waste or misuse. All purchases made with the Broward College Travel Card must comply with established Broward College policies, including the Travel Policy (6Hx2-6.21), Procurement Requirements Policy and Procedure (6Hx2-6.34/A6Hx2-6.34) and all applicable Florida Statutes. The Travel Card is for Broward College business purposes only. NO personal charges are allowed with the Travel Card. Doing so is considered misuse. Misuse of card privileges or violation of any requirement set forth herein may result in suspension or termination of Travel Card privileges, or disciplinary action up to and including termination.
 - (4) For more information regarding the Travel Card program, please see the Travel Card Program manual, which can be found on the Procurement Department’s internal website
 - (5) Travel Cardholder should submit Expense Report within 15 days from when the notification is received and charges are reflected in the Expense Report area in Workday. Please note the following:
 - (a) All expenditures incurred by the Traveler as a result of approved travel must be submitted via Expense Report.

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- (b) Travel cardholders must attach the completed required receipts to a properly executed Expense Report and submit in Workday for payment processing. If the receipt is not available, Traveler must complete the 'Missing Receipt Documentation' Form, itemize the item(s) purchased and/or service(s) rendered along with a clear and complete business purpose. Expense Reports will be reviewed for accuracy and compliance with established procedures, and sent back if editing is required, prior to processing.
- (c) Travel cardholders and appropriate Campus/District Administrators will be notified by Accounts Payable if card holder has not met the original 15 day deadline. Multiple delinquency notifications may result in the following:
 - (i) First notice – cardholder has 15 days to submit Expense Report transactions in Workday and submit receipts through an attachment.
 - (ii) Second consecutive notice – Accounts Payable will notify the Travel Card Administrator and the Travel Card will be suspended without additional notification until Expense Report is submitted in Workday and receipts are attached. **Any approved business-related travel occurring during the period when the card is suspended will be paid by the traveler and will not be reimbursed until all delinquent Expense Reports have been completed.**
 - (iii) Third consecutive notice – Accounts Payable will notify the Travel Card Administrator and the Travel Card will be cancelled and cardholder will not be reimbursed for any travel expenses, until all delinquent Expense Reports are submitted and approved. The cardholder will also be required to apply for a new Travel Card and re-take the Travel Card Training, after all delinquent Expense Reports are submitted and approved. **If cardholder does not comply with the third notice requirements, expenses charged to the college Travel Card will be reflected as an “unauthorized expense” and as a result of the action, the delinquent amount will be deducted from the cardholder’s subsequent payroll check. If the cardholder is no longer employed with the college, the delinquent amount will be turned over to the Credit and Collections department.**
 - (iv) Three (3) non-consecutive notices in a Fiscal Year – Accounts Payable will notify the Travel Card Administrator and the Travel Card will be suspended and cardholder must arrange a face-to-face training with the Travel Card Administrator. **Any approved business-related travel occurring during the period when the card is suspended will be paid by the traveler and will not be**

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reimbursed until all delinquent Expense Reports have been completed;

- (v) Four (4) non-consecutive notices in a Fiscal Year – Accounts Payable will notify the Travel Card Administrator and the Travel Card will be canceled and cardholder will not be reimbursed for any travel expenses, until all delinquent Expense Reports are submitted and approved. The cardholder will also be required to apply for a new Travel Card and re-take the Travel Card Training, after all delinquent Expense Reports are submitted and approved. **If cardholder does not comply with the fourth non-consecutive requirements, expenses charged to the college Travel Card will be reflected as an “unauthorized expense” and as a result of the action, the delinquent amount will be deducted from the cardholder’s subsequent payroll check. If the cardholder is no longer employed with the college, the delinquent amount will be turned over to the Credit and Collections department.**
- (vi) Workday allows you to attach your Spend Authorization to more than one expense reports associated with the Spend Authorization. If you have an approved Spend Authorization and have made advanced travel purchases with your Travel Card (registration, airfare, hotel deposits, etc.), and are reviewing your travel card transactions to create an expense report, you should attach the associated Spend Authorization to the expense report. Once the travel is completed, you should select FINAL Expense Report for Spend Authorization when completing the expense report and attach the associated Spend Authorization. Any outstanding Travel Card charges should be submitted on an expense report, within 15 days from when the notification is received and charges are reflected in the Expense Report area in Workday.
- (vii) Personal funds - If a traveler chooses not to use the College Travel Card and decides to pay for their travel expenses with their own personal credit card the traveler will be responsible for any sales taxes charges when traveling in the State of Florida. Travel reimbursements for expenses incurred by the traveler with their own funds must be submitted with an Expense Report through Workday, and should be completed by the last business day in the month after travel was completed. The traveler should diligently review the trip itinerary and retain receipts to ensure proper identification of personal out-of-pocket expenses claimed for reimbursement versus those directly paid by the College or charged to the Travel Card.

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3. Transportation

- a) The most economical method of transportation will be utilized for each trip, keeping in mind the following conditions:
 - (1) The nature of the business;
 - (2) The most efficient and economical means of transportation (considering time of the travel, cost of transportation and subsistence required);
 - (3) The number of persons making the trip; and
 - (4) The amount of material or equipment to be transported.
- b) Transportation by air
 Travelers should follow requirements below when making flight reservations. Unless impractical, travelers should not make any binding reservation, regardless of booking method used, without a Spend Authorization. Travelers should self-book air travel, provided that requirements established herein are strictly adhered to:
 - (1) Spend Authorization should be submitted well in advance of travel dates to ensure availability of a College funded airline ticket.
 - (2) The traveler should book all reservations at the lowest available fare considering reasonable departure/arrival times and routes. If the traveler chooses an alternate flight, which results in a higher cost of the ticket, the traveler should amend their Spend Authorization with the reasons for the alternate flight.
 - (3) Flights are to be reviewed online at established websites to assure that the best possible information is used when selecting flights. Selection should be based on "lowest priced flights."
 - (4) Pricing for flights departing from other local airports (i.e. MIA, PBI) should also be reviewed, and similarly, vicinity airports should be considered when selecting destinations. Reservations should be made well in advance in order to take advantage of any available special fares (super-savers, excursions, etc.).
 - (5) All College employees are required to request the least expensive airfare available for the dates and times of travel when making airline reservations. Departure and return times and dates should be flexible, but should be efficient given the requirements of specific travel. When, for reasons which are in the best interest of the College, the traveler changes flight itinerary after a ticket has been issued and that change results in a higher fare, the traveler should amend their Spend Authorization noting the specific reasons for the change, and submit the amended Spend Authorization for approval by the supervisor and cost center manager or designee.
 - (a) Preferred number of connections should be set at one (1), so as to not eliminate potential alternatives.
 - (b) Optional fees, such as travel or flight insurance, must not be selected. If travel or flight insurance fees are selected, then the traveler will not be reimbursed (if paid with personal funds) or will have to reimburse the college (if paid with the Travel Card).

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- (c) Spend Authorizations for college-paid airline tickets may be requested for full-time or part-time College employees, Advisors/Chaperones travelling with students participating in athletics or student activities events, and Contingent Workers. Applicants, or pre-hires, will be reimbursed through the Expense Report process.
- (d) Documentation highlighting recommended flight(s) must be attached and submitted with the Spend Authorization to the appropriate administrative channels for approval.. It is imperative that this process be completed as soon as possible in order to lock-in flights and rates available.
- (e) Airline tickets will generally not be reimbursed for College employees whose air travel expenses are expected to be funded by some organization other than Broward College, other than in exceptional circumstances as authorized by the Sr. VP for Administration.
- (f) Airline tickets should be booked only for those days which are specifically included on the approved days on the Spend Authorization. This includes Saturdays, Sundays, and holidays as well as regular weekdays.
 - (i) If a traveler is combining business travel with personal travel, the College will only reimburse the least expensive round trip airfare. In most instances, the traveler should personally incur the cost of the airfare and request a reimbursement from the College for the business portion of the trip. The College will reimburse the traveler for the business portion of the trip upon submission of an Expense Report with appropriate documentation scanned and attached to the Expense Report. If the traveler mistakenly uses the Travel Card for personal travel expenses, the traveler must reimburse the College for the personal travel expenses as unauthorized expenses through the Expense Report.
 - (g) Multiple changes in reservations are strongly discouraged.
 - (h) Unused airfare should be reported to the College and used by the traveler for their next travel, or traveler should attempt to get a refund for the College. If the refund is not granted, the traveler should provide documentation to Accounts Payable.
 - (i) The College will pay appropriate airline rates for one (1) baggage fee. However, with written approval by the cost center manager, or designee. Fees for additional checked baggage will be reimbursed for business materials required (meeting and convention materials, etc.) as well as the one (1) baggage fee required for multi-day travel.
- c) Transportation by vehicle
 - (1) Payment for the use of privately-owned vehicles for official travel in lieu of public-owned vehicles or common carrier is as follows:

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- (a) When travel is by privately-owned vehicle, the traveler will be entitled to the mileage allowance at the current rate of \$0.445 per mile (or as defined by Section 112.061, Florida Statutes, or as amended). Reimbursement for expenditures related to the operation, maintenance and ownership of a vehicle will not be allowed.
- (b) All mileage will be shown from point of origin to point of destination, and when possible, will be computed on the basis of a commonly accepted internet mapping tool (i.e. MapQuest, Google maps, etc.). Mileage reimbursement will be calculated on a round trip basis from the lesser mileage calculation from either the traveler’s home campus to the out of county travel location, or from the traveler’s home residence to the out of county travel location.
- (2) When it is necessary to rent a vehicle at point of destination, traveler should book the rental car with the College’s official car rental company, which provides STATE RECOMMENDED CLASS rental rates secured through a State of Florida contract for travel within the State of Florida. Alternate rental agencies can be used if the College’s official car rental company does not have a rental operation at the traveler’s point of destination. Additional expenditures, such as additional car rental insurance may not be reimbursable and may be the responsibility of the traveler, if incurred. Expenditures for navigational devices is not a reimbursable expense.
- (3) When it is necessary to rent a van, the maximum occupancy of the van is 12 people. Traveler should book the van with the College’s official car rental company, which provides STATE RECOMMENDED CLASS rental rates secured through a State of Florida contract for travel within the State of Florida. Alternate rental agencies can be used if the College’s official car rental company does not have a rental operation at the traveler’s point of destination. Additional expenditures, such as additional car rental insurance may not be reimbursable and may be the responsibility of the traveler, if incurred. Expenditures for navigational devices is not a reimbursable expense. If a larger vehicle is necessary, you must work with the Procurement Department and secure the vehicle through the requisition/purchase order process in advance of the travel.
- 4. Expense Report
 - a) All expenditures incurred as a result of approved travel must be submitted via Expense Report in Workday and should be tied to the previously approved Spend Authorization, to close out the travel.
 - b) By the last business day of the month of the statement on which the travel expenses are reflected, the traveler should:
 - (1) Submit final Expense Report for reimbursement to close out the travel.
Workday allows you to attach your Spend Authorization to all expense reports associated with the Spend Authorization. If you have an approved Spend

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Authorization and have made advanced travel purchases with your Travel Card (registration, airfare, hotel deposits, etc.), and are creating an expense report, you should attach your Spend Authorization to the associated expense report. Once the travel is completed, any outstanding Travel Card charges should be submitted on an expense report, within 15 days after Workday notification. When completing the expense report, you should select FINAL Expense Report for Spend Authorization and attach the associated Spend Authorization.

- (2) Diligently review the trip itinerary and retain receipts to ensure proper identification of personal out-of-pocket expenses claimed for reimbursement versus those directly paid by the College or charged to the Travel Card.
- (3) Attach the completed required receipts to a properly executed Expense Report and submit in Workday for payment processing. Expense Reports will be reviewed for accuracy and compliance with established procedures, and sent back if editing is required, prior to processing.
- (4) Travelers and appropriate Campus/District Administrators may be notified by Accounts Payable if traveler has not met the 15 day deadline. Multiple delinquency notifications may result in the actions previously detailed in Section II. F. 2. a) (5) (c) of this procedure.
- (5) Actual expenses for lodging, at single occupancy rate, must be substantiated by receipted bills, plus a maximum of \$36.00 for meals in accordance with Section 112.061, Florida Statutes, or as amended. Meals, as delineated in section c) below, may be claimed for travelers attending meetings, conventions and conferences, both in-state and out-of-state. Expenses for meals, in accordance with Section 112.061, Florida Statutes, or as amended, will be allowed for Out-of-County trips as delineated in the following table:

Breakfast	\$6.00 (When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.)
Lunch	\$11.00 (When travel begins before 12:00 noon and extends beyond 2:00 p.m.)
Dinner	\$19.00 (When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)

Any meals included in the registration fee should be deducted from the meal calculation on the spend authorization and expense report.

- c) Other Reimbursable Expenses:
 - (1) Taxi fare.
 - (2) Ferry rates; train rates; bridge, road and tunnel tolls; and parking fees.
 - (3) When pre-paid, or electronic tolls, are incurred, a monthly activity report, toll calculator report or similar documentation from the administrator of the electronic toll system may be provided in lieu of receipts or other documentation.

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- (4) Communication expense: Internet connectivity and other additional communication fees are reimbursable subject to prior approval through the spend authorization or expense report. Receipts are required for reimbursement of all such items.
- (5) Registration fees (convention, conference, workshop, or institute, which will serve a direct purpose for the College); a registration fee not paid prior to travel is reimbursable only when a receipt is scanned and attached to Expense Report. A copy of a document of the convention or conference itemizing registration fees must be scanned and attached and any meals or lodging included in the registration fee shall be detailed on the Expense Report. Any meals or lodging included in the registration fee will be deducted in accordance with the allowances, provided under Florida Statute, Section 112.061.
- (6) Special Events: Reimbursement will be made for expenses associated with attendance at special meal or banquet functions when those functions are associated with a convention, conference, workshop, or institute. The amount reimbursed may exceed the normal reimbursement amount for that meal. Events which are predominately social in nature are excluded.
- d) Non-reimbursable Expenses:
 - (1) As a general rule, expenditures for which no clear business purpose exists, and appear to be personal in nature, are not reimbursable to the traveler.
 - (2) Examples that are typically not reimbursable include, but are not limited to, the following:
 - (a) Cash gratuities will not be reimbursed. Only gratuities, not more than 20% of the initial charge, indicated on the paid receipt will be reimbursed.
 - (b) Purchases of alcohol or alcohol products, entertainment, or room service.
 - (c) Rental of navigational devices (i.e. GPS).
 - (d) Car rental services from agencies other than the College's official car rental company, unless the College's official car rental company is unavailable at destination (the exception should be well documented).
 - (e) Car rental insurance in addition to what is provided for in existing car rental agreement, unless the College's official car rental operation is unavailable at destination (the exception should be well documented).
 - (f) Travel or flight insurance.
 - (g) Baggage fees are only reimbursable for up to one bag, unless prior approval has been received [see previous Section II. F. 3. b) (5) (i)].
 - (h) Unofficial or personal travel expenses.
 - (i) Charges with grant funds must meet the restrictions of the grant.
 - (j) Expenses paid by organizations other than Broward College.
 - (i) If employee reimbursed directly:

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- (a) Spend Authorization: Include a document from the third party indicating what expenses, and the associated values, for which they will be reimbursing the employee.
- (b) Expense Report: When reimbursement checks are made payable to the employee, employee must endorse the check to the college by signing employee name on the back with the words “Payable to Broward College”, and hand deliver the check to the Accounts Payable department at 6400 NW 6th Way, Fort Lauderdale, FL 33309.
- (ii) If agency pays college directly:
 - (a) Spend Authorization: Include a document from the third party indicating what expenses, and the associated values, for which they will be reimbursing the College.
 - (b) Expense Report: An expense report must be completed if the College Travel Card is used even when expense(s) will be reimbursed to the College by an outside organization. Complete the College expense report first when charges appear in Workday. When requesting reimbursement from the outside organization, checks are to be made payable to the College and mailed to the Accounts Payable Department at 6400 NW 6th Way, Fort Lauderdale, FL 33309. Reference on the check should be made to traveler’s name and the corresponding expense.
 - (c) It is the responsibility of the employee to ensure that the third party reimburses the College.

G. International Travel (Out-of-Country Travel)

1. All Out-of-Country travel should be submitted via a Spend Authorization in Workday, and be approved by the traveler’s administrative line with final approval by the College President, or designee.
2. Payment for International Travel follows the same procedure as those outlined in Section II. F., except for the following:
 - a) When personal out-of-pocket expenses that qualify for reimbursement are incurred in a foreign currency, the traveler must convert these amounts to the United States Dollar. Corresponding Expense Reports should include documentation of the exchange rate at the time of travel. Printouts from established websites that provide currency conversion calculations may be forwarded for this requirement, or preferably, use of a U.S. credit card rather than cash will generally provide for automatic currency conversion from the credit card statement.
 - b) Per diem for international travel is used instead of hotel and meal reimbursements. The only reimbursable incidental travel expense, in addition to the international per diem, is ground transportation. The rates that are used for calculating the per diem are the

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published rates provided by the U.S. Department of State identified by the country and post name visited, within the published period, at the following website:
<http://aoprals.state.gov>.

- c) When the country visited requires a visa, the traveler will apply for the visa, and submit an Expense Report with receipts for reimbursement for the cost of the visa, bank fees for a cashier's check to pay for the visa (if applicable), and the cost of the required 2x2 photographs.

H. Travel for Non-employees

1. Travel expenses for non-employees may be paid for certain authorized persons who are neither Florida public officers nor College employees. Expenditures should be approved in advance by the appropriate authorizer (Dean/AVP/Campus President/VP/Sr. VP/College President) and HR. Authorized person(s) may include the following:

- a) Students participating in College-sponsored student activities (as authorized under Student Life Procedure A6Hx2-5.13B) or athletic functions (as authorized under Intercollegiate Athletics Procedure A6Hx2-5.06).
- b) Per Section II. F. 3. b) (5) (c), a Spend Authorization should be submitted prior to travel arrangements being made.
- c) In lieu of travel advance, the employee traveling with the students needs to request a Broward College Travel Card and ensure the profile of "Travel with Students" is selected along with the travel frequency limit. If the employee who is traveling with the students already has a Travel Card, but not the "Travel with Student" profile, the employee needs to submit an "Update Existing Account" Travel Card application to add the profile.
- d) By selecting or adding the "Travel with Students" profile, the amount of funds approved with the Spend Authorization associated with the travel can be set up as limits on the employee's Travel Card. Additionally, food related Merchant Category Codes will be added to the Travel Card and the total amount of funds requested for meal purchases will be set as a limit on the card. Note the following:
 - (1) The amount requested for meals will be inclusive of any gratuities associated with the meal purchase.
 - (2) Once the meal limit is reached on the Travel Card, no further meal purchases can be charged. Any additional expenses for meals after the limit is reached should be borne by the employee traveling with the students.
- e) Persons designated by the College President, or designee, to incur travel expenses in the performance of their official duties.
- f) Persons called upon to contribute services as an advisor, consultant, or actor.
- g) For non-employees, such as advisors, consultants, or actors, etc., designated to incur travel expenses, the Agreement for Services with Scope of Work should reflect a complete explanation and justification of the travel expenses, with receipts.
- h) A recruitment applicant, or "pre-hire", for any position at the College approved in advance by Human Resources and hiring department.

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2. The Expense Report process in Workday should be used to reimburse travel expenses for recruitment “pre-hire” applicants. The reimbursement of travel expenses may not be greater than the travel allowances of State employees, must cite F.S. 112.061, for reimbursement, and be approved and paid under the following circumstances:
 - a) The hiring department receives approval from their immediate line administrator, and Human Resources (HR).
 - b) The recruitment applicant is interviewing for an advertised position.
 - c) The recruitment applicant was recruited through a formal recruitment process.
 - d) The recruitment applicant is traveling from a location that is over 100 miles from the interview location.
 - e) The recruitment applicant has participated in an on-campus interview screening process.
 - f) The recruitment applicant selects the most economical means for travel, in consultation with HR Recruitment.
 - g) The Department has to create the recruitment applicant’s pre-hire status in Workday through the “Create Pre-Hire Request.” Once the recruitment applicant is in Workday, the department should submit an Expense Report and select “travel related to recruitment” to reimburse approved recruitment applicants, and scan associated receipts as back up.

3. Non-employees are expected to pay their own expenses and request reimbursement from the College. However, with sufficient lead-time and at the request of the appropriate authorizer (Dean/AVP/Campus President/VP/Sr. VP/College President) and HR (if applicable), the College may book airline reservations and hotel accommodations on their behalf. Travel expenditures incurred by the College will be charged to the authorizer’s worktags. Travel related to recruitment pre-hires will be charged to the worktags provided and approved by the HR department.

Advance ticketing for non-employees, including but not limited to consultants and actors, may be requested **ONLY AFTER** the standard Agreement for Services and Statement of Work is fully executed. A Spend Authorization should be completed before charges are incurred and a fully executed copy of the agreement must be attached to the Spend Authorization. Charges for individuals under standard Agreement for Services should be entered in Workday by the cardholder under Create Expense Report and charged to the appropriate department worktags. Expense Report deadline requirements as outlined in section II. F. 2. a. (5) of this procedure apply to non-employee charges.

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