



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: TRAVEL BY AUTHORIZED PERSONNEL	Number: 6.16	Page: 1 of 3
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 112.061, 1001.64 FAC 69I-42.006	Board Adoption/Revision Approval Dates: 9/3/80, 2/1/84, 10/19/88, 11/24/93, 10/22/02, 12/13/05, 10/24/06, 11/27/07	

The President or the President’s designee is authorized to establish procedures governing travel of Board members, employees, and other authorized persons and the reimbursement of costs associated with travel. Employees and authorized persons traveling on official business shall receive no advance expense monies. Exceptions must be approved by the President. Traveling expenses, which will be reimbursed, are confined to those expenses essential to the transacting of official business.

TRANSPORTATION

Transportation may include fares, toll charges, parking and expenses incidental to transportation, including baggage transfer, cab fares, bus service, parking storage and gas.

All travel should be by the most economical route.

Should a person travel by an indirect route for personal convenience, the extra expense will be borne by that person, and the extra time involved shall be considered vacation or personal leave.

All travel shall be by common carrier (train, bus, commercial airline or rental car) except where it is more economical or advantageous to use a privately owned vehicle.

Only College employees, including student employees, will be permitted to drive college owned, rented or leased vehicles.

DEFINITIONS

Class A Travel – Continuous travel of 24 hours or more away from the College.

Class B Travel – Continuous travel of less than 24 hours which involves overnight absence from the College.

Class C Travel – Travel for short or day trips where the traveler is not away from the College overnight.

In-District Travel – Travel within the College district of Citrus, Levy and Marion Counties.

REIMBURSEMENT

Meals: Meal reimbursement shall be at current state-approved rate and determined by the following schedule:



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1. Breakfast – when travel begins before 6 a.m. and extends beyond 8 a.m.
2. Lunch – when travel begins before 12 noon and extends beyond 2 p.m.
3. Dinner – when travel begins before 6 p.m. and extends beyond 8 p.m.

Class C travel may receive meal subsistence at the current state-approved rate provided the official business is outside the College's district (Citrus, Levy, and Marion Counties). No allowance shall be made for meals when travel is confined to the College's district. Per State Administrative Rule, Class C meal allowance is defined as taxable income by the Internal Revenue Service and is subject to withholding of income and social security taxes. It is required to be reported as wages on the traveler's W-2 form.

When a meal is included as part of a registration fee for an activity, conference, convention, seminar, etc., no reimbursement will be authorized. When meals are provided as part of a program, the employee will not be reimbursed unless they have a special dietary requirement. If the employee falls under this exception, they need to include a brief statement that they paid for their special meal out-of-pocket because of a special dietary requirement. The exceptions are paid at the Statute amount.

Mileage: Mileage reimbursement shall be at the current state-approved rate.

Personal Vehicles – Reimbursement shall be computed on the basis of the current map of the Department of Transportation with mileage shown from the origin point to the destination point.

College Vehicles – The odometer reading at the beginning and end of trip will determine the amount charged to a division or department for travel expense.

In-District Travel – The President or the President's designee may authorize in-district mileage allowances for persons traveling routinely on college business. This may include both credit and non-credit instructors, in addition to those employees who, as a regular part of their duties, visit high schools, civic clubs and businesses, or assist with off-campus registrations. Travel mileage will not be paid for regular full-time instructors to travel to Ocala for purposes of instruction.

College employees shall not be paid for mileage from home to place of employment or from place of employment to home.

It shall be the responsibility of the Chief Academic Officer or the Campus Vice President of the Citrus County Campus to certify that she/he was unable to secure through the Human Resources Office the services of a qualified instructor who resides at or near the point of instruction. Such



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certification shall be submitted in writing to the President and approved prior to the employment of the part-time instructor. A copy of this approval shall be filed in the Human Resources Office and attached to the travel request.

Full-time instructors on the Ocala Campus who volunteer to divide their teaching loads between the Ocala and Citrus Campuses may be provided a mileage reimbursement allowance.

Joint Travel – Joint travel by College personnel in a single vehicle is required whenever feasible. Mileage may be divided or prorated if shared with an individual from another institution or public agency.

Lodging: Lodging reimbursement shall be the actual expense for single occupancy or half for double occupancy.

Long Distance and Fax: Charges for fax and long distance calls on official business will be allowed, provided a statement is furnished showing the name of the party called, point of origin of the call and the date, time and charges for each call or fax.

STUDENT TRAVEL

All authorized student travel will be budgeted and charged to the student activities budget unless otherwise noted by the Business Office. Sponsors of student groups shall go through approved formalities in processing this travel, including requests for advance payment and filing with appropriate offices the list of names of students traveling. Meal allowances for student travel will be at the discretion of the College.