



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Travel by Authorized Personnel	
Page 1 of 2	Implementing Procedure For Policy # 6.16
Date Approved: 08/31/10	Division: Personnel

The district that comprises the College of Central Florida is Citrus, Levy, and Marion Counties.

Travel Approvals

Approval for travel to attend a convention or conference, to represent the College at a business or professional meeting, to transact official business of the College, or to carry out professional responsibilities is attained by forwarding through regular channels for approval the "Travel Approval and Reimbursement Request" form.

All travel requests and expenses shall be approved prior to any commitment.

No commitments, bookings, reservation, registration fees, rental car agreements, etc are allowable until confirmation is received that the Travel Approval and Reimbursement Request form have been fully approved and budgeted funds are available.

Person authorized to travel:

1. Any employee of the College of Central Florida
2. Students of the College of Central Florida
3. Members of the District Board of Trustees
4. Others as authorized by the District Board of Trustees, the President or designee.

All persons traveling must complete and submit a CF Travel Approval and Reimbursement Request form.

The Travel Approval and Reimbursement Request (TARR) form is accessible through CF's Intranet (see travel section of office reference handbook for specific instructions) and is designed to be completed electronically. Specific instructions for completing the form are addressed with the form.

TRAVEL REIMBURSEMENT IS PERMITTED FOR

1. Tourist flight or other common carrier. Travel shall be reimbursed via the most efficient and economical means. Airlines or other common carrier tickets shall not be booked until confirmation is received that travel is approved and budgeted funds are available.
2. Hotel/motel bills; taxi and limousine fare; ferry, bridge, road and tunnel tolls, storage and parking fees, and communication expenses not to include reimbursement for personal cellular phone charges. Receipts are required.
3. The use of a personal automobile, requiring joint travel by personnel in a single vehicle whenever feasible, using state map mileage and vicinity mileage related to the specific

purpose of the trip. Reimbursement shall be at the rate established by the District Board of Trustees within the limits prescribed by Florida Statutes.

4. Travel reimbursement is not permitted for state sales tax, valet service, special entertainment, tips, or any item of a personal nature.
5. The registration fee of a convention, conference, or meeting may be allowed if an official receipt is attached to the request for reimbursement. A registration fee may be pre-paid when submitted on an approved general requisition form or paid with a procurement card after travel has been approved.
6. When a meal or meals is included as a part of the registration fee or conference program, the meal allowance authorized will be deducted from the total reimbursement.

In-District Travel:

1. In-District travel is defined within Citrus, Levy, and Marion counties.
2. Records of each trip on college business must be maintained by each employee authorized to claim local mileage allowance. An accurate report must be filed periodically and within the fiscal year in which the travel was commenced on the "Travel In-District" form. An employee required to use his or her personal automobile for college business is authorized to claim local mileage.
3. Reimbursement for local mileage allowance shall be paid in accordance with the limits prescribed by college policy 6.16.
4. The employee's immediate supervisor or supervisor's designee shall approve the in-district mileage request.
5. Student Travel:
 - a. All authorized student travel will be budget and charged to the appropriate budget. Travel for advisors accompanying any such group will be charged to the same budget.

PLEASE REFER TO COLLEGE POLICY MANUAL RULE 6.16, TRAVEL BY AUTHORIZED PERSONNEL, FOR ADDITIONAL INFORMATION.

Vice President, Administration and Finance

Date

Approved by President

Date