Travel
Hillsborough Community College
Travel

Presented by
Accounts Payable Section
Finance Department
July 2010
OBJECTIVES

In-District Travel
  Administrative Procedures
  Forms
Out-of-District Travel
  Administrative Procedures
  Forms
Out-of-Country Travel
FAQ
Links
IN-DISTRICT TRAVEL
In-District

PURPOSE:
To provide procedures for In-District Travel Reimbursement

PROCEDURE:

Reimbursement for In-District Travel is for one-day trips taken within Hillsborough County or to immediately adjoining counties (Pasco, Pinellas, Manatee, and Polk).

Report expenses on the In-District Travel Expense Form, 0-0-021 (3/27/01). This form must be received by the Accounts Payable Section of the Accounting Department no later than 10 business days following the month of travel. Report each month’s expenses on its own form.

Amounts $25.00 or less are reimbursed by the Bursar’s Office. Amounts above $25.00 are reimbursed by the Accounts Payable Section.

No receipt is required for an expense of $10.00 or less.

Reimbursable expenses are:
1) registration fees paid out-of-pocket; (Provide receipt)
2) parking, shuttle, taxi, and tolls; (no receipt needed when $10.00 or less )
3) mileage based on the number of miles to and from the assigned work site. Use the mileage chart on the back of In-District Travel Expense Form; for any point not referenced, use the most direct route and report total actual miles. See Attachment A for current rate.
4) meals when the purpose of the travel is in adjoining counties. See Attachment A for current rate.
IN-DISTRICT TRAVEL

• Expenses are reimbursable for the following:
• 1) Registration fees paid out-of-pocket (provide receipt).
• 2) Parking, shuttle, taxi and tolls (no receipt needed if each separate expense is $10.00 or less).
• 3) Mileage is based on the number of miles to and from the assigned work site. Use the mileage chart on the back of the In-District Travel Expense Form. For any point not referenced, use the most direct route and report total actual miles (attach a copy of an online Web mapping service showing mileage).

The mileage rate is $.445 per mile.
IN-DISTRICT TRAVEL EXPENSE FORM
HILLSBOROUGH COMMUNITY COLLEGE

Use for one-day trips within Hillsborough, Pasco, Pinellas, Manatee and Polk Counties

<table>
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<th>FROM</th>
<th>TO</th>
<th>PURPOSE</th>
<th>TOTAL MILES</th>
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</table>

I certify this is a true and accurate statement of expenses incurred by me while on official business for Hillsborough Community College on the dates indicated and for the purpose shown.

Employee Signature & Date

Supervisor Signature & Date

Forward to Budget Division within 10 business days following the month when the travel occurred, with receipts attached.

Use Mileage Chart on back of this form.

Employee Name (Print)
Department
Campus
Date Submitted to Budget

Total Miles
Miscellaneous Expenses
Total Amount Due
Account

Send Check to:
Campus
Home
Pick Up

Note: Check will be sent to the Home address if not shown otherwise above.

Mileage Rate $ .445 per mile
Page 1 of 2
Form: 0-5-021 (09/29/06)
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</table>

Use this chart for mileage between points referenced above.
Make sure the supervisor has signed and dated the form.

Attach a copy of an online web mapping service for travel routes, not listed on the "Mileage Chart".

Submit travel form with receipts to the Budget Office within 10 days following the month when the travel occurred. (Hillsborough County or an adjacent county (Pinellas, Pasco, Hernando, Manatee, or Polk).

Travel is considered in-district if the location is within the

REMEMBER
OUT-OF-DISTRICT TRAVEL
Did you know ........

- Per diem is not allowed when meals are provided as part of the conference registration.

- When travel expenses are not incurred or are paid for by another agency or individual, colleges may still require that the travel authorization form be filled out.
PURPOSE

This procedure establishes guidelines for Out-of-District Travel Reimbursement. Out-of-District travel is defined as travel outside the boundaries of Hillsborough, Pasco, Pinellas, Manatee or Polk counties, or where the travel involves more than one day.

PROCEDURE

Payment Of Travel Expenses

Travel expenses can be paid with an advance of funds before the trip (advance) and then as a final reimbursement after the trip or they can be paid in a final reimbursement after the trip. The traveler is not required to obtain an advance, but he/she is required to reconcile and make final settlement of all expenses after the trip. The traveler will only be reimbursed for official College business travel.

Completing Required Forms

The “Before the Trip” section of the Travel Form (0-0-017, dated 3/27/01) is to be completed prior to the trip. Complete Line 11 if an advance is requested.

A request for an advance should be supported with documentation to support all amounts being advanced. If an advance is to be paid directly to the vendor (e.g., a hotel, registration), then a check request is also required. If an advance is to be paid directly to the traveler, then no check request is needed.

An agenda used to support the allowance for meals should be provided with the Travel Form.

The Travel Form and all supporting documentation must be submitted to the Budget section of the Accounting Department ten (10) business days prior to the trip date. The Budget section will review the account numbers (fund, department, sub-account, location numbers) provided on the Travel Form to ensure availability of funds. A travel advance for a future trip will not be processed if there are outstanding travels from past trips which have not been reconciled and returned to the College. This also includes any travels which have been reconciled and returned and a refund due to the College has not been paid.

Appropriate approvals are required before the trip is to be taken and must be shown on the spaces provided on the travel forms. The traveler cannot approve his/her own travel.
Out-of-country travel must be approved by the College President prior to the trip being taken.

The Travel Form and all supporting documents should be reconciled and returned to the Accounts Payable section of the Accounting Department within ten (10) business days after the travel is completed. This is accomplished by completing the "After the Trip" section of the Travel Form and providing all required receipts.

In case of refunds to the College, excess advanced amounts are to be promptly returned to the Bursar Office and the original Bursar’s receipt received by the traveler sent to the Accounts Payable Section. To return these funds, the traveler needs to provide the appropriate account numbers to the Bursar Office at the time of payment. The account numbers consist of the fund, department, subaccount and location numbers as shown on the initial Travel Form used by the traveler.

No receipt is required for an expense of $10.00 or less. No reimbursement will be made for tips, gratuities or alcoholic beverages. No reimbursement will be made for registration fees for purely social functions (i.e., a social function that is outside of the appropriate registration fee). Also, no reimbursement will be made for a fee for a spouse.

**Reimbursable Expenses**

1. Mileage

   Mileage is based on the actual number of miles to and from the traveler’s assigned work site. This includes travel outside of regular office hours. (Yahoo.com can be used to verify the number of miles.)

2. Airfare

   Airfare can be billed directly to the College or to the traveler. If the College is to be billed, the person making the reservation should immediately contact the College’s Travel Accountant who will then approve payment. Reservations should not be made until the travel forms have been approved and the Budget Section has verified that funds are available. If the traveler is to be billed, then payment will be made directly to the traveler when the original receipt is received by Accounts Payable.

3. Rental Car/Bus

   Rental car expense and bus expense will be reimbursed upon receipt of an original receipt.

4. Lodging

   Lodging will be reimbursed upon receipt of an original detailed hotel receipt.
1. Registration

Registration will be reimbursed upon receipt of an original receipt.

2. Meals

Meals are based upon actual dates and times of day the traveler departs and returns. No receipts are necessary.

3. Tolls/Parking/Shuttle/Taxi

No receipt is necessary for tolls, parking, shuttle, or taxi expense under $10.00.

Other Information

1. Per-Diem Reimbursement

Per-Diem reimbursement means that a flat rate is reimbursed to the traveler in lieu of actual expenses for lodging and meals; no receipts are necessary. This type of reimbursement is available for both domestic and foreign travel. Domestic Per-Diem is for travel within the continental United States (48 contiguous States and the District of Columbia), excluding in-district travel (i.e., within Hillsborough, Pasco, Pinellas, Manatee, and Polk Counties). The Foreign Per-Diem is for travel outside the continental United States.

2. Corporate Travel Card

A corporate travel card can be issued by a credit card company to staff members who frequently travel for the purpose of charging official college travel expenses. Payment of charges to the credit card company is the responsibility of the individual cardholder. Balances accumulated on individual cards must be paid in full upon receipt of a monthly statement from the credit card company. Submission of the traveler’s travel forms to the Accounts Payable Section within ten days after the trip will normally provide reimbursement in sufficient time for payment of the credit card statement.

The card may be used only for official travel expenses. If you charge a greater amount than permitted by Florida Statutes you will only be reimbursed by the College for the official amount.

3. Tax Exemption Status

To help ensure lodging expenses are exempt from Florida taxes, submit a Check Request in the name of the hotel and a check will be made payable to that hotel. The
Corporate Travel Card can also be used to pay for your lodging. A copy of the College's Tax Exempt Certificate must be presented to the hotel at the time of payment. This certificate is available from the Accounting Department. Hotels outside the State of Florida generally do not accept the College's exempt status and therefore charge tax.

History: Formerly 5.003 A
OUT-OF-DISTRICT TRAVEL EXPENSE FORM
HILLSBOROUGH COMMUNITY COLLEGE

BEFORE THE TRIP

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Estimated Expenses</th>
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</thead>
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<tr>
<td>Common Carrier</td>
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<tr>
<td>Lodging</td>
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<td>Registration</td>
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<td>Meals</td>
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<td>Tolls</td>
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<td>Parking</td>
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<tr>
<td>Shuttle/Taxi</td>
<td>$</td>
</tr>
</tbody>
</table>

Sub Total $  

Less: Advance Request $  

Balance $  

16) Complete Actual Expenses Column

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<thead>
<tr>
<th>Type of Expense</th>
<th>Actual Expenses</th>
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<tbody>
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<td>Parking</td>
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<tr>
<td>Shuttle/Taxi</td>
<td>$</td>
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</tbody>
</table>

Sub Total $  

Less: Advance Paid $  

Amount Due to College $  

Amount Due to Traveler $  

10) Complete Estimated Expenses  
11) Complete Advance Request  
12) Send "Advance" Check to:  
   Home _________  
   Campus _________  
   Pick Up _________  
   Vendor _________  

13) Supervisor Approval/Date  
14) Additional Approval  
   (FSPD and/or Authorization Dollar Level)  

15) College President (When Required)  

17) Actual Depart Date/Time  
18) Actual Return Date/Time  
19) Send "Final" Check to:  
   Home _________  
   Campus _________  
   Pick Up _________  

10) Complete Estimated Expenses  
11) Complete Advance Request  
12) Send "Advance" Check to:  
   Home _________  
   Campus _________  
   Pick Up _________  
   Vendor _________  

13) Supervisor Approval/Date  
14) Additional Approval  
   (FSPD and/or Authorization Dollar Level)  

15) College President (When Required)  

20) I certify this is a true and accurate statement of expenses incurred by me while on official business for Hillsborough Community College on the dates shown and for the purpose shown.

Traveler's Signature/Date

ACCOUNTING USE

Vendor# _________  
Voucher # _________  
Check # _________  

Form: 0-0-017(3/27/C)
BEFORE THE TRIP

• Confirm necessity of the trip with immediate supervisor

• Check with Budget Officer to confirm funds are available in the account you wish to charge

• Complete a travel request form which is the "Before the Trip" portion of the travel form and attach:
  • Must attach a copy of the meeting agenda
  • Web mapping service (such as mapquest) if driving
  • Airline reservation
  • Hotel reservation

• Submit the form to the Budgeting Department at GWS DAC no later than 10 days prior to the trip
Per Diem Reimbursements

- *Florida Statutes 112, Section 6*
- Per diem rate is $80.00 for *domestic* travel
- *Florida Statutes 112, Section 3*
- Foreign travel can be reimbursed at the current rates specified in the federal publication “Standardized Regulations (Govt. Civilians, Foreign Areas)”

www.state.gov/www/perdiems
http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0112/Sec061.htm
OUT-OF-DISTRICT TRAVEL EXPENSE FORM
HILLSBOROUGH COMMUNITY COLLEGE

BEFORE THE TRIP

<table>
<thead>
<tr>
<th>Type of Expense</th>
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<td>Mileage</td>
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<tr>
<td>Shuttle/Taxi</td>
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</tr>
</tbody>
</table>

1) Traveler's Name (Print)  
2) Street Address  
3) City/State/Zip  
4) Campus  
5) Destination  
6) Fund/Dept/Account/Location  
7) Estimated Depart Date/Time  
8) Estimated Return Date/Time  
9)  

10) Complete Estimated Expenses  
11) Complete Advance Request  
12) Send "Advance" Check to:  
   Home  
   Campus  
   Pick Up  
   Vendor  

13) Supervisor Approval/Date  
14) Additional Approval  
   (SPD and/or Authorization Dollar Level)  
15) College President (When Required)
**Travel Procedures**

There are 2 travel forms, one for In-District Travel and one for Out-of-District Travel/Out-of-Country Travel. These forms may be obtained from HCC's website located at [http://www.hccfl.edu/dao/admin-and-finance/departments/finance/departments/travel.aspx](http://www.hccfl.edu/dao/admin-and-finance/departments/finance/departments/travel.aspx). HCC employees may obtain an advance for travel expenses, or obtain a pcard from purchasing to be used for travel expenses such as lodging, common carrier, and hotel or a combination of the two. Meals can't be paid using a pcard.

- Travel expenses such as registration or hotel stay may be pre-paid before the travel event via a Check Request. If a check request is completed, attach a copy of the HCC Check Request & associated reservation/quote/invoice to the travel packet when submitting to the Budget Department.
- Meal reimbursement calculations: pay close attention to the travel event/meeting agenda’s listing of any provided meals along with the traveler’s departure/arrival times when calculating the meal reimbursement amount [refer to Attachment A]. Meal allowance will not be provided if the meal is provided at the event/meeting.
- When completing each type of travel reimbursement, make sure to use the correct account code:
  - In-District: 60501
  - Out-of-District: 60502
  - Out-of-State: 60503
  - International: 60504
  - Non-Employee: 60507

**Traveler Information**

The traveler is required to complete a travel authorization form and submit it to the Budgeting Department 10 days prior to the trip when traveling Out-of-District or Out-of-the Country for the College regardless of the fund source of the travel. Out-of-Country travel must be approved by the College President prior to the trip being taken. Reservations should not be made until travel has been approved. A meeting agenda /program that includes the location, dates and times of the conference/workshop as well as the meals and any lodging being provided needs to be attached to the "Travel Authorization Request" form. No reimbursement shall be made for tips, gratuities, or alcoholic beverages. Indicate traveler's name, address, campus location, destination, departmental account number to be charged, estimated time of departure and return date, and purpose of the travel. The purpose of the travel should include the name of the conference/workshop and why the traveler is attending. Student groups must follow the travel procedures as detailed in the Student Activities Handbook.
Estimated Costs – (indicate on the form beside each expense if it is to be paid by a p-card, check, or advance.

1. In accordance with Florida Statute 112.061, a traveler shall be entitled to a mileage allowance at a rate of $.445 per mile. Mileage is based on the number of miles to and from the traveler’s assigned work site. Travel is calculated using the most direct route.

2. Indicate if there is travel by common carrier such as airfare.

3. Enter the estimated cost of lodging. Make sure that you obtain a copy of the College’s Tax Exempt Certificate from the attached link and present it to the hotel at the time of registration or payment. Hotels outside the state of Florida generally do not accept the College’s exempt status and therefore may charge tax.


4. Meals should be estimated based on the following:

   Breakfast - $6 when travel begins before 6 a.m. and extends beyond 8 a.m.
   Lunch - $11 when travel begins before 12 noon and extends beyond 2 p.m.
   Dinner - $19 when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment.

   Do Not include meals included in the convention/workshop.

5. Indicate the costs for rental car, bus, shuttle, taxi and parking.

6. Indicate the account number to be charged for travel expenses. If travel is not being paid by the College, indicate who is paying for College related travel.

7. The traveler and the traveler’s supervisor are required to sign the request for travel form. Out-of-Country travel must be approved by the College President prior to the trip being taken.

8. If the final costs of travel exceed the estimated cost the supervisor must initial and date the form acknowledging that the total cost exceeded the previously approved cost.

9. If payment is made by p-card a copy of the receipt must be submitted with the completed travel package.

   Traveler has 10 days from the end of the trip to complete and submit the travel package to Accounts Payable.

   If a receipt is not provided the maximum amount of reimbursement for that item is $10.
TAX EXEMPT CERTIFICATE

• Be sure to take a copy of the tax exempt certificate with you. The College is not required to pay sales tax at hotels in Florida, and you will not be reimbursed for sales tax that is charged.

• Most hotels outside of the state of Florida will not accept the certificate although it is best to ask.

• A copy of the form can be obtained from purchasing’s website:
http://www.hccfl.edu/media/25074/hcc%20tax%20exemption%20certificate%20(exp.%2012-31-2012).pdf
Consumer's Certificate of Exemption
Issued Pursuant to Chapter 212, Florida Statutes

85-8012557506C-8
12/18/2007
12/31/2012

This certifies that
HILLSBOROUGH COMMUNITY COLLEGE
12 COLUMBIA DR
TAMPA, FL 33606-3594

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

Important Information for Exempt Organizations

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.033, Florida Administrative Code (FAC).

2. Your Consumer's Certificate of Exemption is to be used solely by your organization for your organization's customary non-profit activities.

3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.

4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.071, FAC).

5. It is a criminal offense to "fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.

6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.
AFTER THE TRIP

• Complete a travel request form which is the "After the Trip" portion of the travel form and attach:
  • Must attach a copy of the meeting agenda
  • Web mapping service (such as mapquest) if driving
  • Original receipts

• Ensure that funds are available in the account you wish to charge

• Submit the form to the Budgeting Department at GWS DAC no later than 10 business days after the trip
OUT-OF-DISTRICT TRAVEL EXPENSE FORM
HILLSBOROUGH COMMUNITY COLLEGE

AFTER THE TRIP

18) Complete Actual Expenses Column

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Actual Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>$</td>
</tr>
<tr>
<td>Common Carrier</td>
<td>$</td>
</tr>
<tr>
<td>Lodging</td>
<td>$</td>
</tr>
<tr>
<td>Registration</td>
<td>$</td>
</tr>
<tr>
<td>Meals</td>
<td>$</td>
</tr>
<tr>
<td>Toile</td>
<td>$</td>
</tr>
<tr>
<td>Parking</td>
<td>$</td>
</tr>
<tr>
<td>Shuttle/Taxi</td>
<td>$</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$</td>
</tr>
</tbody>
</table>

19) Send "Final" Check to:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Pick Up</td>
<td></td>
</tr>
</tbody>
</table>

Amount Due to College $  
Amount Due to Traveler $  

20) I certify this is a true and accurate statement of expenses incurred by me while on official business for Hillsborough Community College on the dates shown and for the purpose shown.

Traveler's Signature/Date

BUDGET USE

ACCOUNTING USE

Form: 0-0-017(3/27/C

Vendor#  
Voucher #  
Check #
Travel Check List

Before trip (To Budgeting 10 business days prior to departing):

- Travel Form—filled out completely and signed by all appropriate parties (i.e., Supervisors, Deans, VP and Presidents)
- Please note if paid with P-Card

Attach:
- — Registration Form(s)
- — Hotel confirmation information
- — Rental Car confirmation information
- — Agenda
- — Maps (i.e., MapQuest)
- — FSPD Form (if funds are from FSPD account)

After Trip (Reconciliation within 10 days of returning):

- Travel Form—Fill out completely
- Please note if paid with P-Card

Attach:
- — Sign form after the trip
- — Actual depart/return dates and times filled in
- — Agenda
- — Receipts (including Plane Tickets)
- — Maps (i.e., MapQuest)

Attach: All receipts, registration, airfare, car rental, lodging, meals, parking/shuttle/taxi/tolls (no receipt needed for less than $10.00)
FREQUENTLY Asked Questions
How long do I have to turn in my receipts?
What happens if the form is not turned in on time?

In-District and Out-of-District travel forms must be forwarded within 10 business days following the month when the travel occurred or by June 30th of the current fiscal year, whichever comes first.

Travel received by the Budget Office 30 days following the month when the travel occurred may not be reimbursed.
When can I claim meal expenses if I do not spend the night away from home?

- In a group setting such as a student field trip or athletic competition, meals are considered a normal business expense and can be reimbursed.
Out-of-District Travel
When am I entitled to meal reimbursement?

Meals:
- Florida Statutes, Chapter 112, F.S., Section 6:

  - Breakfast  $6.00—when travel begins before 6 a.m., and extends beyond 8 a.m.
  - Lunch     $11.00—when travel begins before 12 p.m. and extends beyond 2 p.m.
  - Dinner    $19.00—when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment.
Who should approve my travel?

Approval Levels:

$.01-$10,000.00    Directors, Deans, Managers, Officers, & Supervisors

$10,000.01-$25,000.00  Campus Presidents, Vice Presidents

Over $25,000.00    College President
Where can I get answers to travel questions?

- Mike Ermeling, Financial Services Manager
- Administrative procedures
- District office travel website
- Reference Guide for Budget & Accounting Services
HELPFUL LINKS

Travel Procedures
http://www.hccfl.edu/dao/president/administrative-procedures.aspx

Travel Website

Florida Statutes
http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Index&Title_Request=XVI#TitleXVI

Purchasing Card
More Links

International Travel
www.state.gov/www/perdiems
(Foreign Per Diem Rates) allows for a selection of rates by year and month.

www.state.gov/www/perdiems/2000
(Section 925, Supplement to Standardized Regulations Government Civilians, Foreign Areas), shows detail as to the year/month

www.state.gov/www/perdiems/breakdown.html
Federal Trade Regulations, shows further breakdown of meals and incidentals
Now let the travel begin . . .