

# Travel Reimbursement Procedures

**Prior to travel:** a **Temporary Duty Form** must be entered on the School Stream Forms System, approved by administrator and superintendent for the day(s) of travel. Account coding must be entered on the TD Form.

- Once the approved Temporary Duty form is received, have the person who is traveling sign the form.

**After travel:**

1. **Submit a Travel Reimbursement Form** on the School Stream Forms System approved by administrator, superintendent and signed by traveler. Account coding must be entered on the Travel Reimbursement Form.

\* **Overnight Stay:** The destination must be a 50 mile radius (map mileage, not including vicinity mileage) or more away from headquarters or home, whichever is closest, before a traveler can stay overnight. ANY DEVIATION FROM THESE RULES MUST BE APPROVED IN ADVANCE.

\* **One Day Travel:** Class C travel is short or day trips in which the traveler is not away from his/her official headquarters overnight. Class C allowances have been reviewed by the State Legislature and are currently NOT to be reimbursed to travelers. Florida Statutes 112.061 (15) - moneys appropriated from the State Treasury may not be used to pay per diem or subsistence related to Class C travel.

\* **Driving, Parking, and Tolls:** you will be reimbursed for the mileage at the approved Department of Education rate which is currently **44.5** cents per mile. The mileage will be determined by the Florida Department of Transportation Official Highway Mileage (<http://www3.dot.state.fl.us/mileage/default.asp>) Mileage is based on the distance from your place of employment or home, whichever is closest to your destination. Map quest or any other web site can be used by attaching print out to reimbursement form for back-up. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher. You will be reimbursed for travel to and from the airport. If you are dropped off at the airport, you will only receive mileage reimbursement for the trips for which you are in the car.

\* **Per Diem:** You will be reimbursed at either a flat per diem of **\$80.00/day** (if the trip is more than 24 hours) plus one-fourth of the per diem rate for each quarter of a day or fraction thereof, or, the approved rate for meals plus the cost of lodging. If you are being reimbursed for meals plus lodging, the rate are as follows:

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.

\* **Receipts:** To receive the indicated reimbursement, you must submit your original receipts for everything except meals. This means you must submit the last page of your airline ticket, and the following receipts: rental car, gas (if not using personal car), lodging, toll tickets, and taxi.

\* **Airline Flights:** It is the responsibility of the traveler to utilize the most economical method of travel. Air travel must be coach. If a first class accommodation is necessary when traveling by airline, an explanation must be included with the expense voucher. If a health problem is the reason, a doctor's statement must be submitted. If first class cannot be justified, coach rate will be reimbursed.

**\* Taxis and Rental Cars:** If you need the services of a taxi, you will be reimbursed for the cost. Rental cars may only be used if you can demonstrate that the cost of the rental car and parking is cheaper than using a taxi. If it is cheaper to use a rental car, you must request state contract or government rate, Class B, medium or compact size car. If a large car is used, you must explain the reason in order to be reimbursed the amount. Otherwise, reimbursement for a compact rate will be made. ANY DEVIATION FROM THESE RULES MUST BE APPROVED IN ADVANCE.

**\* Request for Advanced Payments:** Purchase Orders with attached official registration and/or hotel single room rate cost documentation must be received 30 days in advance of the meeting dates to receive prepayment for lodging. Purchase Orders should state tax exempt status. ANY DEVIATION MUST BE APPROVED IN ADVANCE.

2. **Submit a Purchased Order** for the traveler in the Skyward software.
3. **Traveler to sign** the approved Travel Reimbursement Form.
4. **Receive purchase order in the Skyward System** after receiving the approved Purchased Order.
5. **Forward the following** to Accounts Payable for payment processing:
  - Signed approved Temporary Duty form
  - Signed approved Travel Reimbursement form with PO number written on it (Travel Reimbursement form dates must coincide with the Temporary Duty form dates)
  - All original receipts: This means you must submit the last page of your airline ticket, and the following receipts: rental car, gas (if not using personal car), lodging, toll tickets, and taxi.
  - **Copy of the agenda or some kind of conference documentation attached to the travel reimbursement and the hotel bill (if on separate PO's).**