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TRAVEL	04-1001	1 OF 6
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-4.23 Travel and Per Diem		April 24, 2024



Purpose

The purpose of this procedure is to govern travel and the payment of costs associated with such travel of Florida State College at Jacksonville (FSCJ) District Board of Trustees (DBOT) members, employees and other authorized persons in accordance with Florida Statute 112.061. All travel should demonstrate a College purpose.

Procedure

A. Pre-Travel Authorizations

1. In-District Travel - Written pre-travel authorization is not required (Travel to locations in Duval and Nassau counties, other than the traveler’s assigned headquarters).
2. Out of District Travel - Approval for College personnel to attend an out-of-district conference, meeting or other activity for the benefit of the college must be obtained in advance of the travel. Written or online approval by the supervising administrator and budget administrator is required. Travel outside of the United States or Canada requires prior approval by the College President.
3. Sponsored Program Travel (Grant) - Planned travel for Federal or State projects must be specifically provided for in the grant documents, and such travel must fully comply with the provisions contained therein. Travel approval authority lies with the supervising administrator for the project and the employee’s supervising administrator, if different.
4. Recruitment Travel - Written approval by the appropriate supervising administrator, vice president and/or the College President is required.

B. Classifications of Travel

1. Class A Travel - Continuous travel of twenty-four (24) hours or more away from headquarters.
2. Class B Travel - Continuous travel of less than twenty-four (24) hours that involves overnight absence from headquarters.
3. Class C Travel - Travel for short or day trips where traveler is not away from his or her headquarters overnight.

C. Authorized Reimbursements

1. Meal allowances will be as follows:
 - a. Meal allowances for travel are: breakfast, six dollars (\$6); lunch, eleven dollars (\$11); dinner, nineteen dollars (\$19), per Florida State Statue.



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- b. Meals for Class C will be reimbursed when travel extends beyond the college's two (2) county service district, and when requested by the traveler. Per IRS regulations, reimbursements for Class C meals will be included in employee's taxable income.
 - c. During all Classes of travel, no employee meals may be purchased with College funds, including on P-Card. Employees must purchase all meals with personal funds and submit for reimbursement of per diem amounts after returning from travel. No actual costs of employee meals will be reimbursed. This includes all employees traveling with students or with student athletes.
2. Travelers are expected to schedule travel to minimize time away from the office while effectively completing the purpose of the travel. This may include travel in the early morning or evening, though travelers would not typically be expected to travel between 10 p.m. and 6 a.m. Exceptions to these guidelines should be approved by the traveler's supervisor before booking the travel. Additional hotel nights and associated meal reimbursements taken for the convenience of the traveler without approval of the supervisor are not eligible for reimbursement.
 3. A traveler's physical well-being is of utmost importance and the College will work with the traveler on arrangements to delay the meeting, extend travel dates or revise arrangements for returning home when illness strikes. Within reason, unexpected travel costs in these circumstances will be covered by the College. Medical costs associated with the illness are the responsibility of the traveler. When two or more travelers are sharing accommodations, the College will cover the expense to separate the travelers when one has an ailment that is not conducive to sharing accommodation with another college traveler.
 4. Mileage will be reimbursed at the rate authorized by Florida State Statutes. The rate is currently \$0.445 per mile. Rental or FSCJ fleet cars may be used. Employees may charge rental car charges to a P-Card.
 5. Incidental costs, which include actual and necessary fees for attending events to enhance the public purpose of the College, and which are not covered in other fees, are reimbursable. Some examples of Incidental Costs include:
 - a. Registration fees
 - b. Baggage Fees on commercial aircraft. Travelers should minimize baggage fees where possible by combining items and using carry-on cases. Fees vary by airline, and the traveler should incorporate expected baggage fees in the computation of the most economical flight. The typical traveler should check no more than one (1) bag unless there are extenuating circumstances (i.e., lengthy travel or presentation materials). Overweight charges will not be reimbursed unless necessary for the purpose of travel and approved by the College President or a Vice President.
 - c. Fees for expedited boarding or seat assignments are typically not authorized and reimbursement must be approved by the College President or a Vice President.

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- d. Taxi, bus, shuttle, rideshare, or train fares (receipts required if over twenty-five dollars [\$25]).
 - e. Ferry, bridge, tunnel and road tolls (receipts required if over twenty-five dollars [\$25]).*
 - f. Parking fee (receipts required if over twenty-five dollars [\$25]).* Valet Parking is not eligible for reimbursement unless Valet Parking is mandatory.
 - g. Communications and internet connectivity expenses incurred for College business. Communication expenses to contact the traveler's family or other non-college purposes are not eligible for reimbursement. Internet connection expenses should only be incurred when necessary for College business. The traveler should avoid expensive connections such as during flights and at hotels unless the connection is highly important and time sensitive.
 - h. Other incidental travel expenses will be reimbursed if approved by a vice president or designee, in addition to the supervising and budget administrators.
- *For those travelers who use SUNPASS to pay tolls or airport parking, a copy of the charges from the traveler's account matching travel voucher dates can constitute a receipt.
- 6. Reasonable tips and gratuities are reimbursable per the following (receipts are required for amounts over twenty-five dollars [\$25]):
 - a. Actual tips paid to taxi drivers (or rideshare).
 - b. Actual amount paid for mandatory valet parking tips which was incurred in the performance of College business.
 - c. Actual portage charges paid.
 - d. Other reasonable tips paid as necessary and prudent for a business person receiving services where a tip is customarily paid.
 - 7. Lodging is typically not allowed for in-district travel and will only be reimbursed when deemed necessary in extenuating circumstances. In-district lodging must be approved in advance by the appropriate Vice President.
 - 8. Advance payments for lodging, airline tickets, rental cars and registration fees may be made using a College procurement card or a College check.
 - a. A Travel Authorization must be completed and approved for each traveling employee before any travel-related purchases may occur.

D. Non-Authorized Reimbursements

- 1. No reimbursement will be issued for any meals or lodging included in a registration fee paid by the College unless the traveler is in the process of traveling to or from the event at the time of the meal. For meetings that include a registration fee, an agenda must be provided with the reimbursement form to substantiate meals provided.

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2. No reimbursement will be paid to a traveler to attend a meeting when the only purpose of attendance is to receive an award.
3. No reimbursement will be paid to a traveler for activities related to or involving travel to a “terrorist state” under any circumstances. A “terrorist state” is defined as any state, country or nation designated by the United States Department of State as a state sponsor of terrorism.
4. The traveler should make a reasonable effort to utilize the College’s tax-exempt status at the hotel, preferably by using a College P-Card.

E. Economy of Travel

1. All unnecessary travel shall be avoided.
2. When traveling out-of-district, the most economical mode of transportation available to the traveler, at the time of scheduling, must be used. In making this determination, the following factors should be considered:
 - a. The time of the traveler;
 - b. The impact on the productivity of the traveler;
 - c. Cost of transportation;
 - d. Per diem or meal and lodging expense required; and
 - e. The number of persons making the trip.
3. Employees are encouraged to book travel plans directly with provider (Ex. airline or hotel). Employees are discouraged from using a travel agent or an online booking website (Ex. Expedia). Travel agency or online booking website surcharges may be paid only as long as the charge is deemed reasonable.

F. Calculation and Documentation of Reimbursement

1. To receive reimbursement for meals, the travel must involve absence during the entire periods indicated:
 - a. Breakfast: Before 6 a.m. and extending beyond 8 a.m.
 - b. Lunch: Before 12 noon and extending beyond 2 p.m.
 - c. Dinner: Before 6 p.m. and extending beyond 8 p.m.

Meals will be reimbursed at the rates allowed in Florida State Statutes.

2. Calculating Mileage Reimbursement

- a. Mileage incurred for travel using the employee’s personal car will be reimbursed at \$0.445 per mile, in accordance with the limits prescribed by the Florida State Statutes.



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- b. The mileage is determined from the current College mileage chart found at the back of this procedure or by documentation from a website such as MapQuest or Google Maps.
 - c. No traveler is allowed mileage reimbursement when transported by another traveler who is entitled to mileage or transportation expense reimbursement.
 - d. For out-of-district and out-of-state travel, individuals who leave from their home and do not come to their office on the day of departure will be reimbursed for their mileage from their home. Similarly, individuals who return directly to their home and do not come to the office on the day of return will be reimbursed for mileage to their home.
 - e. Mileage incurred as a result of the traveler using an indirect route for the convenience of the traveler is not reimbursable.
3. Lodging expenses incurred at a hotel or motel are reimbursable, at the double occupancy rate, when supported by an itemized bill or receipt.
 - a. It is the traveler's responsibility to notify the hotel or motel that the College is a tax-exempt organization. Copies of the College's tax-exempt certificate may be obtained from the Purchasing department. Sales tax should be removed when charges are paid by the College's procurement card or a College check. Either of these two payment methods constitutes a direct College payment, rendering the transaction tax-exempt. If the vendor will not remove the sales tax, the traveler may claim reimbursement for the tax, but should both notify the College Purchasing Department of the vendor's refusal to honor the College's tax-exempt status and note refusal on hotel receipt. If payment is made by the traveler's personal credit card the payment method is considered an indirect College payment. The traveler will be reimbursed for the sales tax that is charged.
 4. For commercial carrier travel (airline, train, bus, etc.), passenger itineraries must be attached and should clearly show billing information for reimbursement to be made. At a minimum, the itinerary should show the name of the traveler, the dates of travel, origin and destination of travel, class of travel, amount and method of payment. If a credit card was used, the traveler should note whether the card was the traveler's personal credit card, or the College's procurement card on the passenger itinerary.
 5. When travel expenses consist solely of in-district mileage reimbursement, tolls and parking fees, the traveler should submit a log containing the departure and destination points, mileage incurred, parking fees and purpose of the trip. This log should be submitted for reimbursement at a minimum quarterly.
 6. The traveler must prepare an expense report following the procedural steps defined in the College's PeopleSoft instructions for all travel in order to receive reimbursement.



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G. In-District Mileage Chart

FLORIDA STATE COLLEGE AT JACKSONVILLE IN-DISTRICT ROUND TRIP MILEAGE CHART							
DESTINATION	DTC/AO/URC	KENT	NORTH	SOUTH	DWC	NASSAU	CECIL
DTC/AO/URC	*	10	18	24	26	46	38
KENT	10	*	28	42	30	54	24
NORTH	18	28	*	50	42	40	46
SOUTH	24	42	50	*	16	60	66
DWC	26	30	42	16	*	70	54
NASSAU	46	54	40	60	70	*	78
CECIL	38	24	46	66	54	78	*
A. Philip Randolph Career Academies	6	16	14	30	30	42	40
Andrew Jackson High School	4	16	14	26	30	42	42
Atlantic Coast High School	36	40	58	16	9	71	67
Baldwin Middle High School	40	38	50	72	62	69	23
Bridge to Success Academy	12	21	6	35	36	41	45
Darnell-Cookman School of the Medical Arts	2	13	16	28	27	43	37
Douglas Anderson	7	15	26	18	18	54	40
Duval County School Board	10	20	28	22	24	56	48
Edward H. White High School	18	8	26	47	37	60	18
Englewood High School	14	21	32	16	12	60	47
Fernandina Beach High School	70	80	64	80	96	29	102
First Coast High School	27	37	22	35	46	24	60
Fletcher High School	34	54	57	20	30	70	80
Frank H. Peterson Academies	21	10	30	60	44	64	16
Grand Park Center	6	18	18	30	32	47	43
Hilliard High School	63	70	50	88	94	45	80
Jacksonville International Airport	28	36	16	45	54	30	56
Mandarin High School	37	32	60	27	16	84	45
Marine Science Education Center	37	50	83	26	42	68	75
Rutherford School	2	14	18	24	24	46	40
Nassau County School Board	50	60	44	60	80	9	83
Paxon School	10	10	18	40	30	53	32
Raines High School	11	20	14	36	35	48	44
Ribault High School	12	20	10	34	36	42	44
Riverside High School	8	4	24	36	26	51	32
Samuel W. Wolfson School	20	22	36	24	10	63	50
Sandalwood High School	20	31	44	5	17	58	56
Stanton College Prep School	4	14	16	28	27	44	40
Terry Parker High School	14	24	32	20	20	52	50
West Nassau High School	40	46	26	66	76	28	60
Westside High School	24	12	31	55	40	66	16
Yulee High School	60	60	40	30	80	10	80

REFERENCES: F.S. 112.061, 112.062, 112.29, 1001.64, 1001.65, 1005.08

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