

Travel Procedures In-County and Out-of-County

All travel reimbursement shall be in accordance with all applicable laws as defined in the Florida Statutes, regulations, policies and procedures.

It is the responsibility of each traveler to plan travel arrangements in advance, where possible, to ensure that the travel is within budget limits, the most economical and efficient method of transportation is used, and standard accommodations are utilized. If a more expensive route, method of transportation or accommodations is selected for personal convenience, reimbursement will be based on the lesser of the actual total expense incurred and the amount of expense that would have been incurred had the traveler used the most efficient method. The reimbursement voucher must contain a comparative cost analysis statement differentiating the respective costs.

Travel reimbursement forms are on the district web site. Once at the home page, choose Employees; Departments; Finance; Accounts Payable; Forms; Travel. You are required to use the most current updated forms.

Everyone claiming travel reimbursement must have a travel vendor number ("T" Number). If you do not have a "T" number, an application can be found on the district web site. Once at the home page choose Employees; Departments; Purchasing; School/Department Info; Forms; "T" Number application. The purchasing department assigns all vendor numbers. The "T" number is required before reimbursement request can be processed.

All forms must be must be typewritten.

All signatures must be original.

All travel reimbursements should be submitted for payment within the school year in which the expenses were incurred. The only exception will be June.

Travel should be submitted at the end of each month. A maximum of three (3) months will be processed and paid at the time. Should you choose to hold your travel for more than three (3) months, there will be a delay in payment.

Please do not print forms front to back.

Use the abbreviation recognized by the district for departments or schools. A list of abbreviations is attached. If you are unsure spell out the department or school name.

Travel reimbursement request received by the 8th of each month, will be paid by direct deposit on the 22nd of the month along with the extra-curricular payroll run. The explanation of payment will be listed on your on-line paystub as "other compensation". Payment will be made to the same account as your regular payroll.

Forms are to be printed in landscape form only.

Please do not write in the "Accounts Payable Use Only" section.

In-County Travel

An In-County Travel Approval Form is to be completed by each school site or department intending for employees to receive in-county travel reimbursement. The completed form is to be sent to the Human Resources Department within the first 30 days of each school year. Failure to comply will result in a delay of travel reimbursement.

When commuting between the North and South ends of the county, you may choose to travel via Hwy 87 South to Hwy 98, the Garcon Point Toll Bridge, or through Pensacola.

Hwy 87 South to Hwy 98 - use the mileage chart – Site to Site

The Garcon Point Toll Bridge - Place a "Y" in the appropriate box under the "Tolls" column (SunPass/Cash) and use the mileage chart – via Garcon Point. Tolls are reimbursable and will require the original toll receipt(s) or a copy of your SunPass Account Statement.

Pensacola - place a "Y" in the box "via P'cola". No mileage chart is available for commutes through Pensacola as Pensacola is outside of Santa Rosa County.

- 1 Include only one month's travel per form.
- 2 The in-county travel form may be used for reimbursement of travel to Escambia, Okaloosa, and Santa Rosa Counties.
- 3 The Point of Beginning is your assigned work site.
- 4 When applicable, use mileage shown on the In-County Mileage Chart. When traveling to an adjoining county, use the State Mileage Chart. The mileage chart can be found on our web page or <http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>
- 5 Place a "Y" in the "RT" column for a round trip (i.e., from point A to B and back to A).
- 6 Enter only one school/work site in the Point of Beginning and Destination column. Multiple lines may be used for each day if needed (ex: BAC to Canal Street with a mark in the "R/T" column, not BAC to Canal, BAC).
- 7 Travel must be student related or for business related to the operation of the school/work site.
- 8 Fill in applicable budget coding(s). Use appropriate budget line code number (1, 2, 3, or 4 above) for each trip listed.
- 9 When visiting a student at home or a job site, list the student's name and address to which you visited.
- 10 Please complete all requested information to prevent reimbursement delays.
- 11 Mileage to/from the airport should be submitted on your out-of-county reimbursement form.

Out-Of-County Travel

1. Meal reimbursement will be for overnight stays only.
2. All out of state travel must be board approved PRIOR to the date of the trip.
3. The point of origin is the city/town in which your work center is located (not your home). The destination is the city/town in which your meeting (official business) will be taking place. For the return trip, use the above definition in reverse.
4. The auto mileage will be taken from the State of Florida Transportation Mileage Chart. The mileage chart can be found on our web page or <http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>
5. Attach all necessary receipts, including a copy of registration receipt, Aesop entry/temporary duty form, and a meeting agenda/program book. A letter announcing the meeting may be used ONLY if no agenda or program book was made available. If no agenda or program book was made available, please attach a detailed written explanation of the meeting.

6. Be sure to reference the number of your Aesop/Temporary Duty Request Form in the appropriate place on the voucher.
7. Enter all P.O. numbers that were used in relation to the trip. If the School Board Visa was used, please write VISA in the space provided.
8. The name of the person whose budget funds are being expended, if different from your supervisor, must sign in the supervisor's signature position.
9. Be sure that the appropriate budget codes are filled in on the voucher and that sufficient funds are available in the budget line(s) used.
10. Meal Allowance Schedule

Breakfast \$ 6.00 (travel must begin **BEFORE** 6 a.m. and extend **BEYOND** 8 a.m.)
Lunch \$11.00 (travel must begin **BEFORE** 12 noon and extend **BEYOND** 2 p.m.)
Dinner \$19.00 (travel must begin **BEFORE** 6 p.m. and extend **BEYOND** 8 p.m.)

Per Diem includes lodging and meals. If the lodging expenses were paid by the school district, you will need to claim reimbursement based on the meal allowance schedule listed above.

Send the completed travel voucher along with all required attachments to Kathy Powell in the Accounts Payable Department at the Canal Street Office.

Questions may be directed to Kathy Powell at 983 5022 or powellbk@santarosa.k12.fl.us.