

TALLAHASSEE COMMUNITY COLLEGE
 TRAVEL EXPENSES REIMBURSEMENT REQUEST
 (Submit in duplicate to the Business Office)

Date _____ Department Number _____ Travel Number _____

Name _____ SSN _____

Travel performed from point of origin and destination:

Date:	Origin/Destination of Travel:	Time of Departure/Return:
		-am/pm
		-am/pm
		-am/pm
		-am/pm
		-am/pm

Reimbursable Expenses:

Expense	Amount	Remarks	Bus Off Use
Per diem (___ Quarters @ \$ 12.50)	_____	_____	
Official mileage (_____ @ \$.29/mile)	_____	_____	
Vicinity mileage (_____ @ \$.29/mile)	_____	_____	
Rental car (___ days @ \$ 24.18/day)	_____	_____	
Carrier/Airline cost	_____	_____	
Meal(s)	_____	_____	
Lodging/Room cost	_____	_____	
Toll(s)	_____	_____	
Registration	_____	_____	
Other Costs (Parking, taxi, etc...) Specify	_____	_____	
Total Reimbursement	_____		

I hereby certify that this travel claim is true and correct in every material matter that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the policies adopted by the Board of Trustees.

Printed Name _____ Signature _____

Cost Center Administrator _____ Date _____

If reimbursement is more than 10% of the original request, approval must be obtained from the appropriate Vice President or President if necessary.

Vice President/President Approval _____ Date _____

INSTRUCTIONS

Travel Reimbursement Request must be complete before reimbursement payment can be processed.

TYPES OF TRAVEL

Class A Travel: Continuous travel from official headquarters of 24 hours or more.

Class B Travel: Continuous travel of less than 24 hours requiring overnight absence from official headquarters.

Class C Travel: Travel from official headquarters of less than 24 hours not requiring overnight absence from official headquarters.

Meals for Class A & B travel are reimbursed on a per diem basis as follows:

Breakfast - \$ 3.00 (when travel begins before 6 a.m. and extends beyond 8 a.m.)

Lunch - \$ 6.00 (when travel begins before 12 noon and extends beyond 2 p.m.)

Dinner - \$12.00 (when travel begins before 6 p.m. and extends beyond 8 p.m.)

Note: No meal allowances shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity.

COMPUTING REIMBURSEMENT

1. Per Diem (Class A & B travel only)

A day consists of four (4) six-hour quarters. Travel time begins with time of departure within a quarter and ends with the time of return within a quarter. Class B travel of exactly 24 hours is reimbursed for only four (4) quarters. Hour of departure and return must be shown for all travel. When more than two days are shown for a travel period, the days between day of departure and day of return should be shown on the travel form.

2. Mileage

Mileage is based on the Official Florida State Road Department map at the approved rate. When air travel is cheaper than travel by automobile, reimbursement can only be made for the air travel. When conferences, conventions, and meetings, etc. are attended by a number of employees, there should be at least three persons per automobile. The person furnishing transportation should list the names of the persons who traveled with him. The division director should designate the person to coordinate this travel.

3. Other Expenses

Other reimbursable expenses include 1) reasonable taxi fares, 2) road, bridge, and tunnel tolls, 3) storage or parking fees, and 4) convention or conference fees.

Receipts or ticket stubs for all of the above must be attached to the reimbursement request form. If electronic ticketing is utilized for air travel, traveler must obtain a ticket receipt from airline for reimbursement. Programs for conventions and conferences must also be provided, if reimbursement is requested.