

▪ **What is In-District Travel?**

Travel that occurs within Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota counties in the State of Florida.

▪ **What is Out of District Travel?**

Counties outside the “In District Zone, out of state, or foreign travel.

▪ **What is the mileage reimbursement rate?**

\$.445 per mile, the rate set by Florida State Statute, Section 112.061. Your normal commute from home address to home campus is not reimbursable.

▪ **Where can I find a chart of Inter-Campus mileage?**

The Inter-campus mileage chart is located on the Business Services’ Travel Page on SharePoint.

▪ **What is a TAR?**

A TAR is a Travel Authorization Form. Approval and authorization to make the trip, and notification to the immediate supervisor that the individual will be away. Travel on college business must be authorized in advance. **A TAR number must be issued prior to travel.**

▪ **What is a TRV?**

A TRV is a Travel Reimbursement Form. The TRV form should be submitted for reimbursement **within ten (10) working days upon returning from your authorized travel.**

▪ **Is there an allowance for meals?**

Meal allowance rates according to Florida Statute, Chapter 112. Travel must have begun before and ended after meal time listed below:

1. Breakfast \$6.00 (when travel begins before 6am and extends beyond 8am)
2. Lunch \$11.00 (when travel begins before 12pm and extends beyond 2pm)
3. Dinner \$19.00 (when travel begins before 6pm and extends beyond 8pm)

▪ **What do I do if I obtain a TAR or FAR number but later cancel my trip?**

1. If your trip involved airfare, and you utilized AAA you should immediately notify them. If you booked your airfare via your own personal credit card or College issued PCard you are responsible for contacting the provider regarding credits/refunds.
2. Second, you must advise the Travel Specialist – Mark Passmore at [Passmore.Mark@spcollege.edu](mailto:Passmore.Mark@spcollege.edu) by memo or email. Please refer to the specific TAR or FAR number in your correspondence.

▪ **What if purchasing Airline Tickets is necessary?**

The preference is that travel be booked through AAA Corporate Travel. **AAA's toll-free number is 888-369-3170; Concur Support Desk is 877-463-0543.** AAA will hold a ticket for 24 hours while you obtain your TAR or FAR number. Alternatively, you may use your own personal credit card or College-issued PCard (with travel privileges) to book your domestic airfare. Addition information available on SharePoint.

*Please remember that if you are booking your own airfare that per Florida Statues travel shall be the most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required). You must obtain original receipts that include detailed itineraries, pricing and payment information. This information is **required** to process your travel reimbursement.*

▪ ***If I take vacation or any other time of leave immediately before, after or during my scheduled trip, how do I account for this time?***

On the TAR form in the "Additional Comments" section or on the FAR form, just below the "Total Estimated Cost to the College", you will see an area where you can provide this information. Just write in the details explaining the situation (remember prior approval is required).

Example I: David attends a conference in Washington from Tuesday morning through Thursday morning. He wants to stay in Washington another day for personal reasons. David will fill in the text area stating that he will be taking one vacation day (Friday) in conjunction with his conference trip. He will submit a leave request form and attach a copy of the approved form to the TRV he submits after the trip is complete.

David will be responsible for his meals, hotel expenses, etc. for the personal day. When airfare arrangements with the College's authorized travel agency are made, he **must** obtain an airfare quote documenting what the flight would cost had he traveled for the conference only. If the costs were higher, David would have to pay the difference to SPC. If lower, there are no ramifications, but he would note that on the TAR form in the same text box mentioned above.

Example II: Jill attends a three-day conference in Atlanta, which begins at 9:00 am, Wednesday and ends at 4:00pm, Friday. Jill wants to stay the weekend in Atlanta. She will fill in the text area stating that she will be staying in Atlanta for personal reasons, but that leave is not required because it is a weekend. (If Jill's return flight were on Monday at 3:00 pm, she will say that, and will need to submit a leave request and attach a copy of the form with the TRV she submits after the trip is complete.)

Jill will be responsible for her meals, hotel expenses, etc. for her personal days. When she makes the airfare arrangements with the College's authorized travel agency, she **must** obtain an airfare quote documenting what the flight would have cost had she traveled for the conference only. If the cost were higher, Jill would have to pay the difference to the College. If lower, there are no ramifications, but she would note that on the TAR form in the same text box mentioned above.

▪ **What if someone gives me something or offers to pay for all or part of my trip?**

In accordance with Florida Statute §112.313(2) Solicitation or Acceptance of Gifts, “No public officer, employee of an agency, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public official, employee, or candidate would be influenced thereby.” Please contact the **College’s Office of General Counsel** if you have any questions.

▪ **What about Student Travel?**

Advances for student related travel might be made. Submit a check request with the TAR made payable **to the faculty sponsor** for the estimated student expenses only.

When the travel is completed, all advanced funds not expended must be deposited to the proper account at a campus or site Business Office on the first working day after the return from the trip. A list of students who actually traveled must be attached to the TRV. A copy of the appropriate paid receipt must also be sent with the TRV.

The TRV for actual expenses with all required receipts attached should be forwarded to the Travel Specialist within **one week** following the last date of travel.

▪ **Whom do I call if I have any questions about traveling on behalf of the College?**

Mark Passmore, Travel Specialist, 341-3225, <mailto:Passmore.Mark@spcollege.edu>

Kate Wence, A/P Supervisor, 341-3298, <mailto:wence.kate@spcollege.edu>

You will find additional information; guidelines, forms and training videos on the [Business Services’ Travel Page on SharePoint](#).