



THE FLORIDA CENTER
FOR CHILD AND FAMILY DEVELOPMENT

PROCEDURE

Title/Subject: Travel Reimbursement			
Policy #: HR- 104	Page 1 of 3	Adoption Date:	Revision Date: 07/11/07
Approved By:		Title: President/Chief Executive Officer	
Approved By:		Title: Program Vice President/CQI Chairperson	
Distribution Date:			
Authority Reference:			

POLICY STATEMENT

All travel must have prior approval, (if travel is not a part of your job responsibilities), be business related, and must be supported by proper documentation, such as receipts, mileage logs, etc. Requests for reimbursement for all types of travel expenses will be submitted on a Employee Expense Report.

PROCEDURE

All Employee Expense Reports must be submitted within 60 days of being incurred. Expenses older than 60 days require special approval from the President/CEO or Chief Operating Officer prior to payment. Late expense reports may be denied.

Employee expense reports must be signed by the employee and their supervisor to be processed. Signatures assert that all information provided is for necessary expenses for completion of duties, and that the information has been carefully reviewed and validated for accuracy. If an employee's supervisor is unavailable for signature, it must be signed by the Director or Vice-President of employee's program.

Completed Employee Expense Reports must be submitted by 5:00 PM on the non-payday Friday, to the Fiscal Department at 4610 17th Street, in order to be processed for the next paycheck. All reimbursement(s) shall be in the form of a non-taxable payment on the employee's payroll check.

GENERAL GUIDELINES

1. Proper documentation must be attached to the Employee Expense Report. Receipts for tolls, parking, taxis, supplies, etc. must be taped, stapled, or glued to a separate sheet of paper, then attached to the expense report form. Do not staple receipts directly to the expense report unless they are 8 ½ x 11. (note: do not use tape or highlighter over any required writing, as it may render it illegible and therefore invalid and reimbursement may be delayed or denied.)

2. No commuting mileage will be paid for travel to and from an employee's home unless very specific criterion is met. Contact fiscal for detailed instructions if you think your commuting mileage should be reimbursable.

3. Set mileage has been determined. Travel between facilities must use the following mileage calculations:

<u>Between:</u>	<u>Miles</u>
• 17 th Street and 800 Gulf Coast Blvd., Venice	21
• 17 th Street and 2200 Ringling Blvd., SRQ (County/SAMHSA)	4
• 800 Gulf Coast, Venice and 3400 Tamiami, Port Charlotte	25

4. If an employee requires any expenses to be paid in advance of travel, then that payment will be treated as an advance to the employee until such time that the travel occurs. Employee must complete an expense report upon returning, reporting all expenses before deducting the advance payment. Any advance payments received by an employee and not recorded on the expense report shall be deducted from the employee's future paycheck.

5. All reimbursements requested for any mileage, meal allowance, event registration fee, tolls, hotels, vehicle rental, etc, for any seminar or training must be accompanied by such documentation as an agenda or program bulletin referencing the dates, location, and times of the event.

6. Reports can not be estimated for future dates. Do not complete information that has not yet occurred at the time of signature. (i.e.: Do not fill out report on Monday estimating mileage through the end of the week because a supervisor will be unavailable on Friday for approval.) Include any unapproved mileage on the next month's report instead.

Type of Travel Classifications – to adhere to federal and state guidelines, various expenses can only be reimbursed if they are properly identified as to what type of travel incurred. Actual travel time is required information to be able to determine the Class of expense as follows:

- Class A: Continuous absence from Center of 24 hours or more
- Class B: Travel requiring overnight, but less than 24 hours absence from the Center
- Class C: Travel for short "day" trips not requiring overnight absence from the Center

Types of Reimbursable Expenses:

1. Mileage: Employee's mileage will be reimbursed at the approved rate per mile. Current mileage rate is \$.32 per mile unless contract specific rates vary. If an employee is eligible for a different mileage rate, they will be notified by their supervisor.

- MapQuest or similar mileage verification must accompany any one-way mileage request of over 60 miles. (Unless to and from FCCFD offices.)
- Currently only employees of Healthy Families (direct staff), SAMHSA (direct and administrative support), and Early Learning Coalition (screening, inclusion, and EI contract) are eligible for the higher rate of \$.445 per mile as outlined in our state/federal contracts.

- If employee is eligible for both rates, separate expense reports must be submitted for each rate.
- A physical address will be required for travel to any location other than FCCFD facilities.

2. Air Travel: Must be coach class. (Note: All SAMHSA related air travel reimbursement requests must be accompanied by a Boarding Pass or E-Ticket.)

3. Auto Rental: No employee is authorized to rent any vehicle for FCCFD related activity without prior written approval from the President/CEO or Chief Operating Officer.

4. Other Purchases: Expenditures for items such as meeting or educational supplies must be verified with a receipt detailing the items purchased. The use or purpose of the purchase must be indicated. All miscellaneous expenditures must have prior approval. (by whom?)
(Note: FCCFD is exempt from the payment of Florida sales and use taxes on purchases. Employees may obtain a Certificate of Exemption from Fiscal before making any company related purchase. The employee will not be reimbursed for any sales taxes paid.)

5. Fuel: Any fuel purchased by an employee for any company vehicle is reimbursable. A statement explaining why a company gas credit card was not used must also be attached to expense report.

6. Lodging: Available for Class A & B travel only. A statement from the Hotel showing total paid and a zero balance must accompany all requests for lodging expenses. Actual portage charges paid to a maximum of \$5.00 per portage will also be reimbursed.

7. Parking/Tolls: Mandatory parking and toll fees are reimbursable. Valet parking is reimbursable only when mandatory at location of event.

8. Event Registration Fees: Must include a copy of agenda or program detailing what is included in the registration fee. Included meals will be deducted from meal allowance.

9. Taxis/Public Transportation: Receipts are required for all fares. The Center will reimburse up to 15% of fare for a tip. Must include explanation of why public transportation was required.

10. Meal Allowance: No meal allowance receipts are required, however; validation of purpose of travel requiring the allowance is. You must record your travel date and start time and your return date and time. No reimbursement will be made for meals that are provided as part of a conference, training session, meeting, or class, or continental breakfasts provided by a hotel.

Time of travel requirements:

- \$10 – breakfast – travel must begin before 6 AM and continue beyond 9 AM
- \$15 – lunch – travel must begin before 11 AM and continue beyond 2 PM
- \$20 – dinner – travel must begin before 5 PM and continue beyond 8 PM

(state rate is less: \$6-breakfast, \$11-lunch, and \$19-dinner)

Attachments: Employee Expense Report
Instructions for Completion