



Travel Guidelines and Procedures

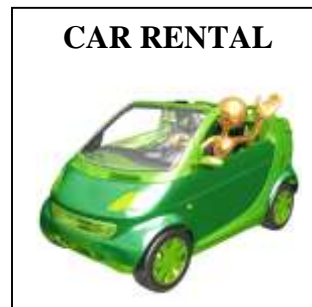


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Travel Policy

Travel expenses are limited to only those expenses necessarily incurred by the traveler in the performance of any public purpose authorized by law to be performed by the School Board.

The School Board recognizes the authority of the Jacksonville City Council for establishing travel regulations for School Board members and employees. Reimbursement of travel expenses of School Board members and employees shall be in accordance with City Ordinances, School Board Policies, State Board of Education Rules, and Florida Statutes.

City Charter: Section 13.11

Statutory Authority: Section 1001.41(2), Florida Statutes

Laws Implemented: Sections 112.061; 1001.39, Florida Statutes

State Board of Education Rule: 6A-1.056

Travel Authorization

Requestor's immediate supervisor and/or other necessary approvals as established.

Persons Eligible to Travel

- Duval County School Board Members
- Superintendent; Board Auditor
- Duval County Public Schools employees

Authorized persons not employed by DCPS who are called to contribute their time and services as consultants or advisors to the District. Detailed explanation must be included or attached to the travel voucher stating benefits to the District (i.e. SACS committee members and non-public school employees).

Contracted consultants travel expenses must be paid via purchase order.

A DCPS employee who is required, as a direct result of employment, to appear as an official witness to testify in any court of the State, or before a hearing officer, hearing examiner, or any board or commission of the State, its agencies, instrumentality's, or political subdivisions, is considered to be on duty during such appearance and is entitled to travel expenses. The employee must remit to the District any witness fees or other expense reimbursement received for such appearance. A complete explanation must be shown on or attached to the travel voucher.

Travelers are required to return home or to their work location the same day for any travel that is within close proximity of the Jacksonville Metropolitan Area.

References: Section 112.061, Florida Statutes; Chapter 3A-42, Florida Administrative Code, Section 13.11, City Charter, and Department of Education Travel Policy.

Responsible Unit(s): Chief Operations Officer

History: Est. 1/09, Rev. 7/15, 7/17

Authority and Purpose

The following procedures are adopted in compliance with City Charter Section 13.11, Section 112.061, Florida Statutes, and Chapter 3A-42, Florida Administrative Code, State Comptroller Memorandums, and the Rules of the Department of Financial Services. They are designed to assist and guide Duval County Public Schools travelers in planning travel, filing and processing travel reimbursements.

Even though these procedures establish guidelines, it is the responsibility of each traveler to comply with Section 112.061(7)(a), Florida Statutes. This statute requires each employee to travel by the most economical means and states in part that all travel must be by a usually traveled route. In case a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.

Procurement Card (P-Card) for Business Travel

All employees are required to use a procurement card (P-Card) for hotel, airfare, car rental expenses, and registration. P-Cards are obtained through Purchasing Services <http://dcps.duvalschools.org/Domain/4449> Procurement Card / P-Card Application or call (904) 858-4859.

For information concerning use of P-Card for travel contact Accounts Payable at (904) 390-2151.

Definitions

Actual Point of Origin: The geographic location where the travel begins.

Approval: Travelers immediate Supervisor, and Federal Project Manager, if using federal funds for travel expense reimbursement.

Authorized Meal Allowance: Amount employee is authorized to spend for meals using the District procurement card (P-card) during approved travel period.

Authorized Person:

1. Duval County School Board members, Superintendent and Board Auditor.
2. Duval County Public School employees as directed by their Supervisor to travel for the benefit of the District.
3. A person other than a public officer or employee who is authorized by the District to incur travel expenses in the performance of official duties.
4. A person who is called upon to contribute time and services as a consultant or advisor.

Class of Travel: Type of travel such as out of county, in county, out of state, or out of the country.

Commitment Item: Type of travel

331 – In County Travel	332 – Out of County Travel
333 – Out of State Travel	334 – Registration

Common Carrier - Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

Comp-rod with: Only applicable if traveler is accompanied by someone else in the same motor vehicle.

Conference: The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the removal of differences or disputes and for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of a department/school or the personnel assigned to the department/school.

Constructive Point of Origin: An employee's constructive point of origin is the place where the majority of the work of the traveler is performed. DCSB employees, who report less than 60% (3 days/wk.) to a defined worksite, shall be considered to have various constructive points of origin. For reimbursement purposes, the constructive point of origin for such employees shall be the first official duty location for the workday.

Convention: The assembly of representative groups or persons coming together for the accomplishment of a purpose of interest to a larger group or persons. A convention does not mean the coming together of a department/school or the personnel assigned to the department/school.

Cost Center: Responsible fund and fund center to be charged for the travel expenses (i.e. 303310000).

Dates From-Through: Dates that travel begins and ends.

Department/School: Cost center where the employee is assigned.

Department Head/Principal: The highest decision making authority of a school or department.

Destination: City and state of travel destination.

Employee: An individual, other than an officer or authorized person as defined, who is filling a regular or full-time authorized position and is responsible to the department head/principal.

Functional Area: State of Florida Red Book class of activity (i.e. 5100 Basic FEFP K-12).

Function classifications indicate the overall purpose or objective of the expenditure. Functions are group related activities aimed at accomplishing a major service or regulatory responsibility. The activities of a local school system are classified into five broad areas: Instruction, Instructional Support, General Support, Community Services, and Non-program Charges (Debt Service and Transfers).

Hour of Departure and Return: Indicate the actual hour of departure and, on the final return trip, the actual hour of return. When applicable, indicate the times during the trip when you leave official travel status (off per diem) and recommence official travel business (on per diem). As a general rule, a traveler shall be permitted up to three hours to commute to and from the airport.

In County Travel: Travel to another destination to conduct official DCPS business within the boundaries of Duval County.

Mode of Travel: How traveler will reach destination. (i.e. air, rental car, personal auto, bus, train).

Most Economical Class of Transportation: The class having the lowest fare which is available.

Most Economical Method of Travel: The mode of transportation (privately owned vehicle, common carrier, etc.) designated by a department head/principal in accordance with criteria prescribed by Section 112.061, Florida Statutes,

“All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The agency head or his or her designee shall designate the most economical method of travel for each trip”.

If travel exceeds 400 miles one way, cost of the travel will only be reimbursed at the cost of the lowest method of travel (usually airfare).

Officer or Public Officer: An individual who, in the performance of his/her official duties, is vested by law with sovereign powers of government and who is either elected by the people or commissioned by the Governor and has jurisdiction extending throughout the state, or any person lawfully serving instead of either of the foregoing two classes of individuals as initial designee or successor.

Out of County: Travel to another destination to conduct official DCPS business outside the boundaries of Duval County.

Out of State: Travel to another destination to conduct official DCPS business outside the state of Florida.

P-card: District issued credit card (procurement card).

Per Diem: Authorized fixed meal rates for travelers.

Personnel Number: Traveler's Duval County Public Schools employee number.

Point of Origin (Constructive): An employee's point of origin is the place where the majority of the work of the traveler is performed. DCSB employees, who report less than 60% (3 day/wk.) to a defined worksite, shall be considered to have various constructive points of origin. For reimbursement purposes, the point of origin for such employees shall be the first official duty location for the workday.

Procurement Card: District issued credit card (P-Card).

Purpose/Benefit to DCPS: Brief explanation of travel purpose and benefit to the district. Acronyms and nonstandard abbreviations for programs or organizational units within an agency should not be used in supporting documentation unless an explanation is written on the travel voucher. Example: JTPA should be Job Training Partnership Act.

Travel Expense: Necessary expenses and actual expenses while traveling; the usual, ordinary and incidental expenditures necessarily incurred by the traveler.

Travel Performed: Locations of where travel was performed. Each location must be listed on the applicable travel reimbursement form, regardless of the duration of travel. Each location visited during the day's travel in which official business was conducted, regardless of the frequency traveled to each city, must be listed.

Travel Period: The period of time between the time of departure and time of return.

Traveler: School Board official, public employee, or authorized person when performing authorized travel.

Traveler's Information

The following procedures are adopted in compliance with City Charter Section 106.701-106.716 and Section 112.061, Florida Statutes and Chapter 3A-42, Florida Administrative Code, State Comptroller Memorandums, and the Rules of the Duval County School Board. They are designed to assist and guide Duval County Public School travelers in planning travel, filing and processing travel reimbursements and travel advances (prepayments).

It is the responsibility of each employee to comply with City Charter Section 106.701-106.716 and Section 112.061(7) (a), Florida Statutes, which are provided within these guidelines. This statute requires each employee to travel by the most economical means and states in part that all travel must be by a usually traveled route. In case a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.

Prior approval **must** be obtained by the traveler's immediate Supervisor, Federal Project Manager if using federal funds, and/or any other pertinent approvals. Failure to do so could result in non-reimbursement for travel expenses.

Additional travel insurance provided by a company is not a covered expense by the District.

Incorrect or unallowable charges on an employee's procurement card (P-card) will require reimbursement to the District.

DEADLINES

In County Travel reimbursements must be submitted to Accounts Payable **no later than 15 business days of the month immediately succeeding the travel**. Travel reimbursement requests received after this deadline may not be accepted and may result in non-reimbursement to the employee.

Out of County/State Travel reimbursements must be submitted to Accounts Payable **no later than 15 calendar days from the last date of travel**. Travel reimbursement requests received after this deadline may not be accepted and may result in non-reimbursement to the employee.

Failure to adhere to the above deadlines may result in the forfeit of reimbursement to the employee.

Prepayment Travel Requests

All employees are required to use procurement card (P-Card) for hotel, airfare, car rental, and when possible registration. If you need to obtain a P-Card, contact Purchasing Services at (904) 858-4859. For information concerning use of P-Card for travel contact Accounts Payable at (904) 390-2151.

Prepayment travel requests are available only when procurement card (P-Card) payments are not accepted. The following documents must be completed and submitted to the Accounts Payable Department **at least twenty (20) working days prior to the registration deadline.**

1. Approved Pre-Payment Request for Travel Form: <http://dcps.duvalschools.org/Page/9552>
2. Copy of the approved Summary Travel Request Form if pre-payment request is for travel out of county, out of state, or out of country. <http://dcps.duvalschools.org/Page/9552>
3. **Original** approved *Out of County Travel Expenditure Statement - Form SB-01-34*. **Note:** At the time of a prepayment request, only the Authorization to Travel section must be completed. Original form will be returned with the requested prepayment check(s). Any subsequent expenses should be noted and returned for reimbursement.
4. When the prepayment exceeds actual expenses, settlement for the excess prepayment must be submitted with the travel reimbursement voucher **within five (5) working** days of the return travel date. Reimbursement submitted directly to the District from the facility must be noted on the travel reimbursement form or listed on the submitted receipts.
5. In the event a prepayment is received and the travel is canceled, the prepayment check must be returned or the prepayment amount refunded immediately.

Abuse of any of the criteria contained in this section shall be grounds for disciplinary action and departmental refusal of future prepayments.

Pre-Payment for Travel Expenses / Advances

All employees are required to use a District procurement card (P-Card) for hotel, air, rental car, and registration. Travel advances may be made when authorized by a Department Head/ Principal or his/her designee to cover registration costs only when payment with a procurement card (P-Card) is not accepted by a conference.

Travel Procedures

In County Travel Procedures

Department heads/principals may authorize the use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers. When traveling in a personal vehicle the traveler is entitled to a mileage allowance at a fixed rate as determined by the Internal Revenue Service. Reimbursement for expenditures relating to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business.

In-county mileage reimbursement must be submitted to Accounts Payable no later than 15 business days of the month immediately succeeding the travel. Travel reimbursement requests received after this deadline may not be accepted and may result in non-reimbursement to the employee.

For purpose of reimbursement of In-County travel expenses, all travel shall be deemed to have commenced at the place where the majority of the work of the traveler is performed, employee residence, or the place where the travel actually commenced, whichever is less.

Reimbursement for meals for all travelers while in a travel status at the following fixed subsistence rates not to exceed the following fixed maximum subsistence rates, but in any case only when travel begins before and extends beyond the times specified:

1. Breakfast: \$10, when travel begins before 6:00 a.m. and extends beyond 8:00 a.m..
2. Lunch: \$14, when travel begins before 12:00 noon and extends beyond 2:00 p.m.
3. Dinner: \$26, when travel begins before 6:00 p.m. and extends beyond 8:00 p.m, or when travel occurs during nighttime hours due to special assignments.

DCPS employees, who report less than 60% (3 days) to a defined worksite, shall be considered to have various constructive points of origin. For reimbursement purposes, the constructive point of origin for such employees shall be the first official duty location for the workday and they shall be responsible for the cost of travel from their personal residence to the location of the first place of official duty, and from the last place of official duty to their personal residence.

In County Travel - Prior to Travel

Prepayment Registration

1. **Verify funds are available for travel expenses.**
2. Complete Pre-Payment Request for Travel form: <http://dcps.duvalschools.org/Page/9552>
3. Attach a copy of conference registration form that includes price. *NOTE: District P-card must be used to pay for registration when applicable.*
4. Obtain approval from Supervisor, Region Superintendent, and/or Federal Project Coordinator.
5. Retain a copy of the approved Pre-Payment Request for Travel Form and applicable conference registrations for your records.
6. Forward original items to Accounts Payable **no later than 10 days before** the conference registration deadline. *Note: A copy of the conference agenda must be submitted after attending the conference.*

Prepayment Registration Paid via P-card

1. **Verify funds are available for travel expenses.**

2. Complete Pre-Payment Request for Travel form.
3. Obtain approval from Supervisor, Region Superintendent, and/or Federal Project Coordinator.
4. Register for Conference via method detailed on registration form using District issued Procurement Card (P-card).
5. Provide receipts to the cardholder for transaction verification in SAP. *Note:* A copy of the conference agenda must be submitted with the travel reimbursement request.

In County Travel - Post Travel

Travel Expenses Paid by Traveler and In County Mileage

Refer to ESS <https://ess.duvalschools.org/irj/portal>

Related Links / In County Travel Expense Help Guide

In County Online Travel Expense Help Guide is on the Accounts Payable website:

<http://dcps.duvalschools.org/Page/9552>

Registration and Incidental Travel Expenses (Tolls, Parking) Paid via P-card

1. Retain receipts, conference registration and agenda for transaction verification in SAP.
2. Verify registration charge in SAP when notification received.
3. Obtain approval signature from Supervisor, Region Superintendent, and/or Federal Project Coordinator.
4. Retain a copy of all receipts for your records.

In County Travel for Payee without ESS Access (i.e. Truancy Officer)

Prior to Travel:

Prepayment Registration Required

1. **Verify funds are available for travel expenses.**
2. Complete Prepayment Request for Travel form. <http://dcps.duvalschools.org/Page/9552>
3. Attach a copy of conference registration form that includes price. *NOTE: District P-card must be used to pay for registration when applicable.*
4. Obtain approval to travel from Supervisor, Region Superintendent, and/or Federal Project Coordinator.
5. Retain a copy of the approved Prepayment Request for Travel Form and applicable conference registrations for your records.
6. Send items to Accounts Payable **no later than 10 days before** the conference registration deadline. *Note:* A copy of the conference agenda must be submitted after attending the conference.

Prepayment Registration Paid via P-card

1. **Verify funds are available for travel expenses.**
2. Complete Prepayment Request for Travel form. <http://dcps.duvalschools.org/Page/9552>
3. Obtain approval to travel from Chief, Supervisor and/or Federal Project Coordinator.
4. Register for Conference via method detailed on registration form using District issued Procurement Card (P-card).
5. Provide receipts to the cardholder for transaction verification in SAP and retain a copy for your records. *Note:* A copy of the conference agenda must be submitted with the reimbursement request.

Post Travel:

Travel Expenses Paid by Traveler and In-County Mileage

1. Employees must receive approval from their Supervisor prior to accruing any type of in county mileage expense.
- 2. Verify funds are available for travel expenses.**
3. Complete *Form MBA 3001* for In County Travel Reimbursement. This form is located on the Accounts Payable website: <http://dcps.duvalschools.org/Page/9552>. Handwritten forms are not accepted, please type in the fields.
4. Obtain approval signature from Supervisor, Region Superintendent, and/or Federal Project Coordinator.
5. Retain a copy of all receipts and approved In County Travel Reimbursement Statement for your records.
6. Forward to Accounts Payable for reimbursement.
7. Please allow 10 business days for processing.
- 8. In County Travel reimbursement requests must be submitted to Accounts Payable no later than 15 business days of the month immediately succeeding the travel. Travel reimbursement requests received after this deadline may not be accepted and may result in non-reimbursement to the employee.**

In County Registration, Incidental Travel Expenses (Tolls, Parking) Paid via Procurement Card (P-card)

1. Provide all applicable itemized receipts, conference registration form that includes price, and conference agenda to cardholder for transaction verification in SAP.
2. Verify registration charge(s) in SAP when workflow notification received.
3. Obtain approval signature from Supervisor, Region Superintendent, and/or Federal Project Coordinator.
4. Retain a copy of receipts for your records.

All expenses paid by the Districts procurement card (P-Card) require itemized receipts, conference agenda, and applicable approved Summary Travel Request Form.

Accounts Payable In-County Travel Team

Angela Hicks	390-2919	hicksa@duvalschools.org
Jane Sarmiento	390-2860	sarmientoj@duvalschools.org
Heather Chappell	390-2331	chappellh@duvalschools.org

Out of County/Out of State/Out of Country Travel Procedures

Approval Requirements for Out of County/State/Country Travel

The District's goal is to ensure all travel is strategically aligned, critical, processed on time and cost effective. Therefore, your assistance will be crucial for successful implementation and compliance of the District's new travel procedures for any travel out-of-county, out-of-state, or out-of-country.

Please see below for travel procedures. These apply to all employees with any funding source including all operating and federal funds.

Procedures for Out-of-County, Out-of-State and Out-of-Country Travel

1. Budget

- a. All travel must be budgeted. Verify funds are available for travel expenses.
- b. If travel is not budgeted, travel cannot be requested or authorized.

2. Statement of Need (*Summary Travel Request Form*)

- a. All travel requests must include a "*Summary Travel Request Form*" explaining the need for the travel. This form is on the Accounts Payable's website:
<http://www.duvalschools.org/Page/9552>

3. Approval Process

- a. Administrative employees must have approval from their appropriate Cabinet Member and the Superintendent before travel commences and/or travel arrangements are made.
- b. Teachers/school based employees must have approval from their Principal, Region Superintendent, and the Superintendent before travel arrangements are made and/or travel commences for out-of-state and out-of-country travel.
- c. Teachers/school based employees only need Principal and Region Superintendent approval for out-of-county travel.
- d. "Before travel commences" includes advance reservations and registrations. All approvals must be received before making reservations or paying for registrations.

4. Unauthorized use of P-cards for DCPS travel is strictly prohibited

Employees can use a DCPS P-card for approved travel. Please refer to the P-card Policy and Procedures Manual for authorized P-card use. This is located on the District's Purchasing Department website: <http://www.duvalschools.org/Page/10616>.

All unauthorized travel will require the employee to reimburse the District.

- a. Unauthorized means not having the required approval signatures such as Cabinet Member and Superintendent or Principal and Region Superintendent.

5. Requesting Reimbursement for Travel Expenses

- a. Employees must submit approved travel reimbursement form, conference agenda and applicable receipts when requesting reimbursement.
- b. Employees must include a copy of the approved "*Summary Travel Request Form*" when submitting a travel reimbursement claim.
- c. Missing documentation may delay reimbursement.

6. Pcard Charges for Travel Expenses

- a. In addition to receipts to support travel expenses charged to the P-card, cardholders must submit a copy of the approved "*Summary Travel Request Form*".

7. Out-of-Country Field Trips Are Prohibited

- a. Field trips that travel outside the contiguous United States are prohibited. Contiguous United States shall include all states, excluding the states of Alaska and Hawaii.
- b. The District/School will not sponsor out-of-country field trips.
- c. Employee travel for out-of-country field trips will not be approved for reimbursement.

Accounts Payable **Out of County** Travel Team:

Jane Sarmiento	390-2860	sarmientoj@duvalschools.org
Angela Hicks	390-2919	hicksa@duvalschools.org
Heather Chappell	390-2331	chappellh@duvalschools.org

Procedures Prior to Travel - Out of County/State/Country Travel

The following is an outline of steps that must be followed in preparation for a trip and subsequent reimbursement of travel expenses. Please utilize the traveler's checklist on page 26.

A procurement card (P-Card) must be used when applicable for all airline, car rental, hotel, and conference costs.

1. **Verify funds are available for travel expenses.**
2. Complete the top half of Travel Expenditure Statement, Form SB-01-34. (Use Legal Name, handwritten forms are not accepted, type in the fields. The form goes on **green paper** when Federal Funds and requires the Project Manager approval signature.)
3. Submit completed Summary Travel Request Form in accordance to requirements for proper approval.
4. Obtain required approvals **before** making travel arrangements. Failure to comply with the required approval process may result in non-reimbursement of travel expenses.
5. Make travel arrangements after required approvals are received.
 - a. Reserve hotel if applicable.
 - b. Reserve airline if applicable, print itinerary for travel records.
 - c. Reserve rental car if applicable, print itinerary for travel records.
 - d. Print conference agenda if available for travel records.
6. Commence with travel.

Procedures Post Travel - Out of County/State/Country Travel

The following is an outline of steps that must be followed after travel has occurred for subsequent reimbursement of travel expenses. Please utilize the traveler's checklist on page 26.

1. Complete remaining sections of the Travel Expenditure Statement Form SB-01-34 including travelers' signature and date. *NOTE:* Form SB-01-34 goes on **green paper** when Federal Funds and requires the Project Manager approval signature.
2. Attach applicable hotel receipts with zero balance.
3. Attach conference agenda.
4. Attach applicable airline receipts.
5. Attach applicable miscellaneous 'original' receipts, such as taxi, tolls, shuttles, and parking.
6. Attach a copy of the approved Summary Travel Request Form.
7. Attach MapQuest to support mileage reimbursement when applicable.

8. Retain a copy of receipts and approved Travel Expenditure Statement for your records.
9. All travelers with transactions to a P-Card must provide the cardholder the following in separate attachments: (a) itemized receipts, (b) copy of approved Summary Travel Request Form, (c) copy of Conference Agenda, (d) copy of approved Travel Expenditure Statement.
10. **Out of County/State/Country Travel reimbursements must be submitted to Accounts Payable no later than 15 calendar days from the last date of travel. Travel reimbursement requests received after this deadline may not be accepted and may result in non-reimbursement to the employee.**

Meals

Meals are reimbursed to all travelers on a per diem basis and **may not** be charged to the District's procurement card (P-card).

Meals are reimbursed for all travelers while in travel status, based upon when the travel begins and ends.

If a traveler receives per diem reimbursement for traveling to cities with lower per diem rates than the City of Jacksonville, the per diem difference must be reported as taxable income per IRS regulations. All reimbursed per diem differences will be added to the employee's W2 at the end of the calendar year.

For example: An employee travels to Tallahassee for two days and they receive a per diem reimbursement in the amount of \$100 (\$50 per day). The city of Tallahassee has a per diem rate of \$25 per day, the difference between what was paid to the employee and Tallahassee's per diem rate is \$50 (\$25 per day). The difference between the per diem rates paid to the traveler \$50, will be report as taxable income on the travelers W2.

Calculating Per Diem: Traveler per diem is based on the following rates breakfast \$10, lunch \$14 and dinner \$26. Funds will be paid to the traveler post travel. Per Diem rates will be paid for the entire trip based on time of departure and time of return. The criteria below must be followed when calculating travelers allowable per diem:

Breakfast (\$10)	Travel must begin before 6 AM and extend beyond 8 AM
Lunch (\$14)	Travel must begin before 12 PM and extend beyond 2 PM
Dinner (\$26)	Travel must begin before 6 PM and extend beyond 8 PM

Meals that are provided to the traveler either served at a hotel, conference, or provided by another individual cannot be claimed for per diem reimbursement, *this includes a "continental breakfast"*. Per legal opinion AGO 81-53 by the Florida Attorney General and Florida Statute 112.061 a *"continental breakfast"* is a meal and per diem claimed must be reduced accordingly for any meals provided.

Mileage Reimbursement

Department heads may authorize the use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers. The traveler is entitled to a mileage allowance at a fixed rate as determined by the Internal Revenue Service. However, if travel exceeds 400 miles, the most economical method of travel, usually airline must be used. Reimbursement for expenditures relating to the operation,

maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business.

For purpose of reimbursement of travel expenses, all travel shall be deemed to have commenced at the travelers constructive point of origin, travelers residence, or the place where the travel actually commenced, whichever is less.

DCPS employees, who report less than 60% (3 days) to a defined worksite, shall be considered to have various constructive points of origin. For reimbursement purposes, the constructive point of origin for such employees shall be the first official duty location for the workday and they shall be responsible for the cost of travel from their personal residence to the location of the first place of official duty, and from the last place of official duty to their personal residence.

Reimbursement of Mileage

Current mileage reimbursement rates are available on the Accounts Payable website <http://dcps.duvalschools.org/Page/9552>.

In County mileage reimbursements must be submitted to Accounts Payable **no later than 15 business days of the month immediately succeeding the travel**. Travel reimbursement requests received after this deadline may not be accepted and may result in non-reimbursement to the employee. *In County Mileage reimbursement payments are issued within thirty (30) days of receipt in the Accounts Payable Department.*

Out of County mileage reimbursements must be submitted to Accounts Payable **no later than 15 calendar days from the last date of travel**. MapQuest is required to support out of county mileage. Travel reimbursement requests received after this deadline may not be accepted and may result in non-reimbursement to the employee. *Out of County reimbursement payments are issued within sixty (60) days of receipt in the Accounts Payable Department.*

Constructive Point of Origin Defined

An employee's constructive point of origin is the place where the majority of the work of the traveler is performed. DCSB employees, who report less than 60% (3 days/wk.) to a defined worksite, shall be considered to have various constructive points of origin. For reimbursement purposes, the constructive point of origin for such employees shall be the first official duty location for the workday.

Constructive Point of Origin

For purposes of reimbursement of travel expenses, all travel shall be deemed to have commenced from the lesser of the travelers constructive point of origin, residence or the place where the travel actually commenced.

Complimentary Mileage

Any complimentary mileage must be so noted on the travel voucher, giving total mileage and the name of the traveler whom provided the complimentary mileage. No traveler shall be allowed either mileage or transportation expense when he/she is gratuitously transported by another traveler who is entitled to mileage or transportation expense.

Mileage To and From the Airport

Mileage to and from the airport is calculated as the actual mileage from an employee's Constructive Point of Origin to/from the airport.

Vicinity Mileage Claimed

Vicinity mileage necessary for the conduct of official business is allowable but is shown as a separate item on the expense voucher. Vicinity mileage is determined by applying the lesser of “point of origin or headquarters” rule. (Applies to Out of County/Out of State Travel only).

A written explanation must be provided when vicinity mileage exceeds 40 miles in one day.

A traveler may not claim more mileage than was actually incurred as a necessary business travel expense. Due to unusual travel needs, the location of the traveler’s work location or circumstances beyond the traveler’s control, a deviation from these procedures may at times be necessary. When such a deviation is required, the supervisor’s approval should be obtained in writing on the travel reimbursement voucher.

Changing Mode of Transportation

When there is a change in the mode of transportation on a single trip, which results in a private vehicle being driven, for audit purposes a memo should accompany the voucher or a statement should be written on the travel voucher explaining the inconsistency. Without explanation the traveler will be billed for the increased costs.

If a flight needs to be cancelled for a non-refundable fare, cancel the flight immediately. To verify the cancellation fee is allowable, the traveler must file a Travel Reimbursement Form that includes a justification stating the business reason the airfare was cancelled. However, if a ticket is cancelled for the convenience of the traveler, the cancellation fee must be paid by the traveler.

Most Economical Means

It is the responsibility of the traveler to utilize the most economical method of travel for each trip, keeping in mind the following conditions:

- The nature of the business.
- The most effective and economical means of travel (considering time of the travel, cost of transportation and per diem or subsistence required.)
- The number of persons making the trip and the amount of equipment or material to be transported.

If a person travels by an indirect route for his/her own convenience, any extra cost shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.

If travel exceeds 400 miles one way, cost of the travel will only be reimbursed at the cost of the lowest method of travel (usually airfare).

Upgrades and/or additional travel insurance of any kind is not covered by the District.

Rental Car

Rental Car Contract

Duval County Public Schools may use the car rental agency awarded a contract by the State of Florida which may be at a comparable or lower rate than other agencies. However, due to promotions and/or specials, other agencies may offer comparable rental rates. The most economical means should be used when renting a vehicle for District travel. The State of Florida rental car contract may be viewed online at:

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_and_agreements/state_term_contracts/rental_vehicles

When a rental car is used for out of county travel within a close proximity, a justification statement should be included on the Travel Expenditure Statement form SB-01-34.

Rental Car Charges:

When making rental car reservations, the traveler is required to use a compact car unless the number of passengers or the volume of materials to be transported makes the use of a compact vehicle impractical. The Accounts Payable Department may request additional supporting information for rental cars that do not appear to meet the criteria of “the most economical means of travel.”

Travelers may not elect to receive additional insurance provided by a car rental company. The District is self-insured and if an accident occurs the employee would be covered under the Districts insurance.

Travelers may not elect to receive the fuel charge option offered by a car rental company. Fuel costs are normally more expensive from the rental car company than from the local gas station. If the rental car must be re-fueled prior to return, the traveler should purchase gasoline from a local merchant in the travel area and submit an itemized receipt for reimbursement.

Privately Owned Vehicles

The Department Head/Principal may authorize the use of a privately owned vehicle and pay the mileage allowance rate even if a publicly owned vehicle is available. Mileage costs will be reimbursed per Internal Revenue Service current mileage rates. Current mileage rates are available on the districts Accounts Payable website <http://dcps.duvalschools.org/Page/9552>.

Commercial Airlines

Travelers may not elect to receive additional insurance provided by a company. The District is self-insured and if an accident occurs the employee would be covered under the District’s insurance.

Travelers may not elect seat preference. See Most Economical Means Page 18.

Unused, Lost, or Cancelled Airline Tickets

Travelers are responsible for their own unused or lost tickets if they were obtained on a traveler’s personal credit card or the District’s procurement card (P-Card). Unused tickets must be returned to the issuing airline or travel agency for credit. Lost or unused ticket costs charged to the District’s procurement card (P-card) must be reimbursed to the District unless the non-use was in the best interest of Duval County Public Schools.

If a flight needs to be cancelled for a non-refundable fare, cancel the flight immediately. To verify the cancellation fee is allowable, the traveler must file a Travel Reimbursement Form that includes a justification stating the business reason the airfare was cancelled. However, if a ticket is cancelled for the convenience of the traveler, the cancellation fee must be paid by the traveler.

Non-refundable Tickets

Penalties for cancellation of discounted airline tickets, referred to as “non-refundable” tickets, may be paid from Duval County Public School or Federal Project funds only if the cause for cancellation is in the best

interest of the District. If the ticket is cancelled for the convenience of the traveler, the cancellation penalty may not be paid or reimbursed from Duval County Public School or Federal Project funds. Although the savings realized from the use of such tickets may be considerable, personnel shall also keep in mind that the penalties for cancellation of the tickets are generally substantial. Travelers shall carefully evaluate the circumstances and risk of cancellation prior to the purchase of each such ticket in order to avoid or at least minimize the cancellation penalty on these tickets. When a department head/principal determines that it is in the best interest of Duval County Public Schools to cancel a “super saver” ticket and pay the cancellation penalty, justification detailing the circumstances necessitating payment of the penalty from District funds must be included in the voucher submitted for payment of the cancellation penalty.

Baggage Claims/Fees

Due to rising fuel costs most airlines are now charging baggage fees for checked baggage. All travelers should make every effort to keep these costs as low as possible.

Hotels

General

All employees are required to use the District procurement card (P-Card) for hotel expenses, utilizing the most economical room available. The hotel receipt must be provided to the cardholder for transaction verification in SAP.

When submitting receipts for lodging expenses, receipts must show the name and address of the establishment, the name of the traveler, itemized receipt listing daily rate and applicable taxes, and the dates checked in and out. In addition, the following requirements must be met:

1. The hotel receipt must be either marked paid or have a zero balance.
2. Lodging expenses are not tax exempt outside the state of Florida. Travelers are allowed to pay or authorize charges for any taxes that may be charged by the hotel. Any such charges paid with personal funds by the traveler may be submitted for reimbursement.
3. If a safe charge is a mandatory charge by the hotel, it is an acceptable expense. If it is an optional charge, it is the responsibility of the traveler and must be reimbursed to the District.
4. If there is a mandatory hotel parking charge, it should be included on the hotel receipt. Self-parking is required when available.
5. Justification may be requested by Accounts Payable if hotel rates are deemed excessive.

Hotel Rooms Shared by Multiple Travelers

When multiple travelers share a hotel room and the hotel bill is paid by one of the travelers, the traveler paying the bill must submit the original hotel receipt with a zero balance. When multiple travelers have separate rooms and one traveler pays the hotel bill for all, then the traveler paying the hotel bill must submit the original hotel receipts for all rooms with a zero balance. The traveler whose hotel bill is being paid must file a travel voucher and state on his/her voucher “hotel room shared with or paid by John/Jane Doe.”

Conferences

General

No public funds shall be expended for attendance at conferences or conventions unless all of the following apply:

1. The main purpose of the conference or convention is in connection with the official business of the Duval County Public Schools and directly related to the performance of the statutory duties and responsibilities of the department/school participating.
2. The activity provides a direct educational or other benefit supporting the work and public purpose of the person attending.
3. The duties and responsibilities of the traveler attending such meetings are compatible with the objectives of the particular conference or convention.
4. The request for payment of travel expenses is otherwise in compliance with these procedures. Whenever possible employees **must** use the procurement card (P-Card) to pay registration fees; if the conference does not accept credit card payments, the registration fee may be pre-paid or reimbursed. When a traveler is authorized to attend conventions, conferences, seminars or workshops, or when a registration fee is paid, the original travel authorization form and one copy of the registration receipt must be submitted with any reimbursement requests along with a copy of the agenda.

In accordance with Department of Banking and Finance Rule 3A-42.004(2), Florida Administrative Code, when the words conference, convention, workshop or seminar appear as the purpose of a trip or when a registration fee is paid, there must be a statement of benefits accruing to the Duval County Public Schools. In other words, the benefits the Duval County Public Schools receives by paying these travel expenses must be stated on the travel authorization form SB-01-34. (Form SB-01-34 on green paper for federal funds)

Department Sponsored Conferences

No registration fee can be collected by the Department for any Department-sponsored conference.

Reimbursable Expenses

Allowable

Original receipts are required for travel reimbursement and must be submitted with the Travel Expenditure Statement form SB-01-34 for out of county/state travel expenses. (form goes on **green paper** when federal funds and requires the Project Manager approval signature), or the In County Travel Authorization Claim Form MBA 3001 for In County travel for payees without ESS access.

If an “Original” receipt is not available, the following statement must be on the **receipt copy** and signed by the individual requesting reimbursement:

“Original receipt is not available – this obligation has not been previously paid or submitted for reimbursement.”

Signed _____ Date _____

Receipts Required for the following:

1. Taxi fares.
2. Storage, parking, tolls.
3. Baggage Fees
4. Communication expenses such as, telephone calls, fax, postage and mailing fees. A statement that the expense being claimed was “business related” must appear on the reimbursement form or noted on receipt.
5. Actual amount paid for mandatory valet parking.
6. Receipts or cancelled checks for registration fees paid by the traveler.
7. Laundry, dry cleaning and pressing expenses can be reimbursed when official travel extends beyond seven (7) days and such expenses are necessarily incurred to complete the official business portion of the trip.
8. Passport and visa fees required for official travel.
9. Currency exchange fees necessary to pay official travel expenses.
10. Actual cost of maps necessary to conduct official business.
11. Actual cost of fuel for rental cars. (Gasoline **may not** be purchased for rental cars with the District procurement card (P-Card))
12. Internet fees incurred for business purposes (may be included on the hotel receipt).
13. Special Circumstances as approved by Management

Receipts NOT Required for the following:

1. Actual tips paid to taxi drivers. This amount shall not exceed 15% of the taxi fare and must be noted on the taxi fare receipt.
2. Actual tips paid for valet parking (valet parking is only allowable when self-parking is not available). This amount shall not exceed \$1.00 per occasion that was incurred in the performance of District business.
3. Porter charges shall be reimbursed at \$1.00 per bag or box and shall not exceed \$2.00 per occurrence.
4. Meals. (Per diem will apply)

Non Reimbursable Expenses

The following are NOT reimbursable:

1. Non-business related telephone calls.
2. Storage of personal items such as safe fees.

3. Personal items.
4. Items not related to the actual cost of the travel (i.e. in room movies).
5. Alcoholic beverages.
6. Any item not directly related to the performance of Duval County Public Schools business.
7. Airline Seat Preference / Upgrade
8. Additional Travel Insurance of any kind

Traveler Requesting Reimbursement

If a traveler is requesting reimbursement, the traveler must submit the original travel expenditure statement (Form SB-01-34) with original signatures and all applicable receipts. The section detailing travel dates with hours of departure and return must be completed in full. Handwritten forms are not accepted, type in the fields.

NOTE: Form SB-01-34 goes on **green paper** when Federal Funds and requires the Project Manager approval signature.

Original itemized receipts must be submitted for items in which the traveler is requesting reimbursement.

To ensure prompt reimbursements, the traveler should have the bookkeeper or assigned personnel verify that budget is in place for reimbursement. Out of County/State/Country travel reimbursements must be submitted to the Accounts Payable no later than 15 calendar days from the last date of travel. Travel reimbursement requests received after this deadline may not be accepted and may result in non-reimbursement to the employee. Reimbursement payments are issued within sixty (60) days of receipt in the Accounts Payable Department.

Expense Incurred Beyond Original Travel Purpose

When travel involves “off District time”, and the receipts reflect different dates than those on the travel reimbursement form, please indicate on the voucher “*traveler actually returned/departed on _____(date), for personal conveniences.*”

Reimbursement for Persons with Disabilities

Reimbursement request can be made for travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, Florida Statutes, and Rule 3A-42, Florida Administrative Code, if such excess travel expenses were incurred to permit the safe travel of an individual with disabilities. Those excess expenses will be paid to the extent that the expenses were reasonable and necessary to the safe travel of the individual. The Department head or Principal may approve reasonable and necessary additional expenses for travel arrangements or accommodations.

Cost Distribution

Complete cost distribution must be on the travel reimbursement request by coding the appropriate information. Use the appropriate commitment item from the following list:

Commitment (GL)	Description
630331	In-county travel reimbursement
630332	Out of county travel reimbursement
630333	Out of state travel reimbursement
630334	Registration

Functional Area

Must be in line with the purpose of the travel.

(i.e. Principal attending a conference typically will assign functional area 6400 or 7300. Teachers typically will assign functional areas 6300 or 6400.)

5100 – Basic	7100 – Board
5200 – Exceptional Programs	7200 – General Administration
5300 – Vocational / Technical	7300 – School Administration
5400 – Adult General	7400 – Facilities Acq. & Construction
5500 – Other Instruction	7500 – Fiscal Services
6100 – Pupil Personnel Services	7600 – Food Service
6200 – Instructional Media Services	7700 – Central Services
6300 – Instructional & Curriculum Development Services	7800 – Pupil Transportation Services
6400 – Instructional Staff Training Services	9100 – Community Services

Cost Center

Responsible department for traveler's expenses and ensuring that budget is available.

Example: Fund Center / Fund 303310000 (Robert E. Lee High School / General Fund)

NOTE: (Form SB-01-34) goes on **green paper** when Federal Funds and requires the Project Manager approval signature.

Time Lines

Out of County/State Travel reimbursements must be received in Accounts Payable no later than 15 calendar days from the last date of travel.

In County Travel reimbursements must be received in Accounts Payable no later than 15 business days of the month immediately succeeding the travel.

Travel reimbursement requests received after the above deadlines may not be accepted and may result in non-reimbursement.

Errors

When a review of a travel voucher by the Accounts Payable Department reveals an error, the person auditing the voucher will make necessary corrections and process the voucher. Errors that can be corrected include mathematical errors, incorrect map mileage, and incorrect meals per diem. Any errors, other than those listed above, may necessitate the return of the reimbursement request to the traveler or preparer. Travel reimbursement requests returned by Accounts Payable will be deemed received once all corrections are made and the reimbursement request is returned to Accounts Payable. No priority will be guaranteed in the processing of a returned reimbursement request.

(i.e. Missing Signatures such as Traveler, Supervisor, and Project Manager when Federal Funds)

Accounts Payable reserves the right to reduce or increase reimbursement requests for errors, incorrect claims, costs of unallowable procurement card charges, etc. The traveler has the right to dispute such corrections and can request further review of such discrepancies. The final review and ruling will be completed by the Director of Accounts Payable.

Ultimate Beneficiary

Pursuant to Section 1011.18, Florida Statutes, “all monies in the State Treasury shall be disbursed by Duval County Public Schools Accounts Payable warrant, payable to the ultimate beneficiary. This authorization may include electronic disbursement.”

Emergency Situations

When a public officer, employee, or authorized person on personal time is required to travel because of an emergency situation, such person may be reimbursed travel expenses incurred in traveling from the actual point of origin to the point of destination. The point of destination may be the official headquarters, as required. Request for reimbursement of travel expenses pursuant to this shall contain an explanation of the emergency that necessitated the travel.

TRAVELER CHECKLIST	
	PRIOR TO TRAVEL
	Complete required travel forms. (See District's Travel Guidelines) Forms are located on the Accounts Payable Website http://dcps.duvalschools.org/Page/9552
	Obtain approval to travel. *In county travel must be approved by immediate supervisor. *Out of county travel must be approved by Region Superintendent or Assistant Superintendent prior to travel. *Out of state travel must be approved by the Superintendent prior to travel. *Project Manager approval is required when using Federal Funds for travel and Form SB-01-34 goes on Green Paper when Federal Funds. *Out of Country Travel must be approved by the Board prior to travel.
	Verify funds are in place to cover travel expenses.
	Once appropriate approval is received for travel, make applicable travel arrangements: *Airfare *Hotel Reservations *Rental Car Reservations *Registration
	Commence with travel.
	Retain original itemized receipts for all expenses.
	Retain a copy or the original conference agenda. This is required to calculate allowable per diem.
	POST TRAVEL
	Travel reimbursement requests must be submitted to Accounts Payable as follows: -In County – Monthly and no later than 15 business days after the preceding month. -Out of County/State/Country – No later than 15 days after the last day of travel. Failure to adhere to these deadlines may result in non-reimbursement of travel expenses.
	Complete applicable travel forms. Forms located on the Accounts Payable website http://dcps.duvalschools.org/Page/9552
	Complete dates of travel on the applicable form.
	Complete hour of departure and hour of return for out of county, out of state, out of country travel.
	Enter per diem reimbursement claim. NOTE: per diem cannot be claimed for meals that were provided, including continental breakfast. See District's Travel Guidelines for more information.
	Enter applicable mileage. See District's Travel Guidelines for calculating allowable mileage.
	Attach original itemized receipts for all items you are requesting reimbursement (except for items that do not require receipts i.e. porter tips, etc.). See District's Travel Guidelines for items that require receipts.
	Include a copy of the conference agenda when submitting travel reimbursement requests.
	Attach a copy of the approved Summary Travel Request form for out of county, out of state, or out of country travel.
	Note on form any costs paid with the District's P-card. If costs were paid on someone else's pcard, list their name on the form.
	Read travel statement and sign.
	Submit w/ supporting documentation and original signatures to Accounts Payable: 3001 2 nd Floor.
	REIMBURSEMENTS are paid within 60 days of Accounts Payable receiving the full completed travel reimbursement request. Employees will be reimbursed via direct deposit.

