



POLICY 6.01

4-E I recommend that the Board adopt the proposed revised Policy 6.01, entitled “Authorized Travel Expense Reimbursement.”

[Contact: Heather Knust, PX 48096.]

Adoption

CONSENT ITEM

- The Board approved development of this revised Policy at the development reading on June 22, 2011. At that meeting the following changes were made:
 - Lines 38 & 70 the sentence stops at the word “amended.”
 - Lines 44-45 changed to “shall not include”.
 - Line 41 “shall” was changed to “may”.
 - Lines 105-109 were struck.
 - Lines 214 & 219 were struck.
- This proposed revisions update procedures for approval and reimbursement of in-county and out-of-county/out-of-state travel necessary for the business of the District.
- The revisions provide for the continuous application of the policy when legislative changes are made to allowable meal allowances. See paragraph 4d (Subsistence: Day Trip).
- Lodging accommodations may not be classified as a luxury facility, which is defined as being rated four or more stars, unless a discount or conference rate is received equivalent to a three star or less. See paragraph 4f.iii.
- Updates are provided to applicable statutory provisions.

POLICY 6.01

AUTHORIZED TRAVEL EXPENSE REIMBURSEMENT

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- 3 1. **Purpose.**— Pursuant to State Board of Education Rule 6A-1.056, F.A.C., the School Board (Board) must adopt policies, rules and regulations governing the conditions and requirements for the payment of travel and subsistence to Board members for travel outside the District, and for travel within and outside the District for the Superintendent and District employees. ~~All travel reimbursement shall be in accordance with Fla. Stat. § 112.061 and State Board of Education Rule 6A-1.056. This Policy is to be consulted in addition to these laws.~~
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- 10 2. **Policy Statement** ~~Economy.~~ -- All travel reimbursement shall be in accordance with Fla. Stat. § 112.061, State Board of Education Rule 6A-1.056, and this policy. The Board finds that ~~Pursuant to State Board Rule 6A-1.056(2), unnecessary travel is to be avoided, and necessary travel is to be taken with the greatest possible economy. Reimbursement of travel expenses shall be limited to those expenses that are necessary to the performance of a public purpose for the District and authorized by the Board, Superintendent or designee.~~
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- 17 a. The Superintendent/designee shall not approve a request for travel authorization or reimbursement unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is necessary to the traveler's performance of the official business of the District and also stating the public purpose of the travel. ~~Meals, lodging, or transportation that are provided at no additional cost to the traveler, such as when meals are included in a convention registration or transportation is gratuitously provided, shall not be reimbursed.~~
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- 25 b. Meals, lodging, or transportation that are provided at no additional cost to the traveler, such as when meals are included in a convention registration or transportation or is gratuitously provided, shall not be reimbursed.
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- 28 c. Expenses for which the traveler will be reimbursed by another agency, organization, or institution are not eligible for reimbursement by the District.
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- 30 3. **In-County Travel.**-- In-county reimbursable miles shall be computed on a daily basis by summing all business miles driven and subtracting commuting miles, which are not reimbursable ~~(except for occasional night or weekend commuting that may sometimes be required by the supervisor outside of the employee's regular daytime work shift).~~ Commuting miles are the round trip miles between the traveler's residence and assigned headquarters.
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- 36 a. The request must be submitted on the In-County Travel Reimbursement Claim Form ([PBSD 0095](#)). Reimbursement shall be at the rate per mile specified by
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38 ~~Sec. 112.061 (7)(d)(1)(a), Fla. Stat., as now or hereafter amended, the IRS~~
39 ~~regulations then in effect for the calendar year in which the mileage is~~
40 ~~incurred.~~

41 b. In-county travel by the School Board members ~~may~~ shall be reimbursed in
42 accordance with ~~Sec. 1001.39, Fla. Stat. the Laws of Florida, Chapter 75-578,~~
43 which provides for reimbursement for travel expenses incurred while engaged
44 on official business within the county, ~~and shall not include~~ including travel to
45 and from their residences to attend school board meetings.

46 4. **Out-of-County Travel.** -- All travel for employees or other authorized persons must
47 be approved by the Superintendent or designee prior to departure and incurrence
48 of expenses.

49 a. **Reimbursement Request.** The reimbursement request must be submitted on
50 the Out-of-County Reimbursement Claim Form (PBSD 0096). (Out-of-county
51 travel by School Board members and the Superintendent for which
52 reimbursement will be claimed shall be considered approved by the adoption
53 of their expense budgets. For reimbursement of Board members' travel
54 expenses, Policy 1.08 must be consulted along with this Policy.)

55 b. Pursuant to Fla. Stat. § 112.061(7)(a), travel can be reimbursed only when it
56 was by a usually traveled route to or from headquarters (or actual point of
57 origin or destination, if a lesser distance than headquarters), and the
58 Superintendent/designee shall designate the most economical method of
59 travel for each trip. If the traveler uses an indirect route for his or her own
60 convenience, any extra costs shall be borne by the traveler, and
61 reimbursement for expenses shall be based only on such charges as would
62 have been incurred by a usually traveled route.

63 c. **Mileage.**-- Employees who use a privately-owned vehicle for School Board
64 business are entitled to receive the mileage reimbursement authorized by Fla.
65 Stat. § 112.061(7)(d)1, ~~as now or hereafter amended & (14)(a)3.~~ Pursuant to
66 State Board Rule 6A-1.056(2), joint travel is required by personnel in a single
67 vehicle whenever feasible.

68 i. Mileage for out-of-county travel shall be reimbursed in accordance with
69 the rate specified by Fla. Stat. § 112.061(7)(d)1(a), as now or hereafter
70 amended, ~~the IRS regulations then in effect for the calendar year in~~
71 ~~which the mileage is incurred.~~

72 ii. Out-of-county mileage shall be computed from city of origin to city of
73 destination using the mileage reflected in the most recent printing of the
74 Florida Department of Transportation map between city of origin and
75 destination.

- 76 A. When actual point-to-point mileage exceeds map mileage because
77 of allowable vicinity mileage, it should be itemized separately as map
78 mileage and vicinity mileage and include: odometer mileage between
79 actual point of origin and destination (this will differ from map
80 mileage when travel begins and ends at points other than those used
81 to compute map mileage); and business vicinity mileage in the origin
82 and destination cities related to the mission for which the travel was
83 authorized.
- 84 B. When point-to-point mileage is less than map mileage, actual
85 (odometer) mileage is to be reported on the reimbursement form,
86 and no further explanation is required.
- 87 d. **Subsistence: Day Trips.**-- Subsistence allowances for out-of-county travel
88 not involving an overnight stay shall be in accordance with the maximum
89 amounts authorized in paragraphs (i)-(iii) below pursuant to Fla. Stat. §
90 112.061 (6)(b), as now or hereafter amended. ~~(14)(a)~~ under the following
91 conditions:
- 92 i. Breakfast - when travel begins before 6 a.m. and extends beyond 8 a.m.,
93 the traveler is entitled to a breakfast allowance ~~of six dollars (\$6.00).~~
- 94 ii. Lunch - when travel begins before 12 noon and extends beyond 2 p.m.,
95 the traveler is entitled to a lunch ~~an allowance of twelve dollars (\$12.00)~~
96 for lunch.
- 97 iii. Dinner - when travel begins before 6 p.m. and extends beyond 8 p.m., or
98 when travel occurs during nighttime hours due to special assignment, the
99 traveler is entitled to a dinner ~~an allowance of twenty two dollars (\$22.00)~~
100 for dinner.
- 101 iv. A traveler who is claiming less than the full per diem or meal allowance
102 authorized by this subsection shall include on the claim form a statement
103 that he/she understands the entitlement to the full meal allowance but has
104 voluntarily chosen to claim a lesser actual amount.
- 105 ~~e. **Glades Area Exception.**-- The area superintendent that is a resident of the~~
106 ~~Glades area shall be entitled to a dinner allowance in accordance with the~~
107 ~~conditions in paragraph (4)(b)(iii) above in the amount authorized in that~~
108 ~~paragraph for required attendance at School Board meetings or workshops on~~
109 ~~a regular basis.~~
- 110 f. **Overnight Travel.**-- Per diem or, subsistence for overnight out-of-state travel
111 and overnight in-state/out-of-county travel are reimbursable as follows:
- 112 i. If a traveler requires Class A travel (continuous overnight travel of 24 or

113 more hours away from official headquarters) or Class B travel (overnight
114 travel of less than 24 hours away from official headquarters that is out-of-
115 county or out-of-state) on bona fide official business having a direct and
116 lawful public purpose for the District, the traveler may elect either the:

117 A. maximum per diem (flat rate to cover meals and lodging) as
118 authorized by Fla. Stat. § 112.061(6)(a)1; or

119 B. if actual expenses exceed the per diem allowable in subparagraph A,
120 the meal allowance as prescribed in subsection (4)(b), plus actual
121 expenses for lodging at a single occupancy rate, for which lodging
122 receipts are required, although actual lodging expenditures are
123 limited and the meal allowance is limited to per diem rates authorized
124 by Fla. Stat. § 112.061(6)(b).

125 ii. Time of departure and time of return must be shown for all travel, and per
126 diem for Class A and Class B travel shall be computed at one-fourth of
127 the authorized daily rate for each quarter (6-hour cycles which begin at
128 midnight). For example, $1/2 \times \$50 = \25 for a two-quarter (12-hour) trip.
129 A traveler claiming less than the fully-allowable per diem or full meal
130 allowance authorized herein shall include on the travel claim form a
131 statement that he/she understands the entitlement to the full per diem or
132 meal allowance but has voluntarily chosen to claim a lesser actual
133 amount.

134 iii. Lodging expenses may be reimbursed only if they are incurred at a duly-
135 established commercial lodging facility. No traveler shall be reimbursed
136 for more than one lodging expense during any travel day unless fully
137 justified by the traveler in writing. Lodging facility must not be classified as
138 a luxury facility, which is defined as being rated four or more stars as
139 denoted by a recognized travel website such as Orbitz, Travelocity or
140 Expedia unless a discount or conference rate is received equivalent to a
141 three star or less.

142 iv. Common Carriers and Destination Transportation.-- Travel using aircraft
143 or other common carriers shall be by the most economical class of
144 transportation. Upon reaching the destination, the traveler should use the
145 most economical and efficient method of vehicular transportation, as
146 determined by the Superintendent or designee considering factors such
147 as: the nature of the business; the traveler's time and the impact on the
148 productivity of the traveler; the cost of the transportation and parking
149 expenses; and the number of persons making the trip and the amount of
150 equipment or material to be transported.

151 v. Limitation on Coupling Business Travel with Personal Leave.-- If an

152 employee desires to couple vacation time with a business trip, the
153 employee's travel expenses are reimbursable only for the public-business
154 portion of the trip and only in accordance with the following requirements:

155 A. the employee's supervisor has included a signed statement that the
156 travel is necessary for the official business of the District and stating
157 the official purpose of the travel;

158 B. the travel is approved in advance, for a necessary public District
159 purpose (the request could include a statement such as: "Employee
160 will be staying two extra days for vacation; no expenses will be
161 requested to be reimbursed for these extra days");

162 C. where applicable, all the conditions and requirements of subsection
163 (5)(d), below, are fully satisfied;

164 D. the traveler uses, where applicable, his or her approved TDE leave
165 for the vacation/personal part of the trip, and Accounting Services
166 may retain vacation TDEs for verification that vacation time was
167 taken on non-official-business days;

168 E. the employee requesting reimbursement for official travel that was
169 coupled with personal/vacation time provides documentation to
170 separate the official business-expense items on any invoices (which
171 would be limited to the business-related days, except for the mileage
172 or airfare to and from the conference location) from personal
173 expenses such as sightseeing excursions; and

174 F. the District will not reimburse any extra expenses beyond what it
175 would normally reimburse had the trip occurred without personal use
176 being coupled to the business trip.

177 5. **Documentation of Incidental Expenses.**-- Upon proper documentation as set
178 forth in this Section, reimbursement may include the usual incidental travel
179 expenses, permitted by Fla. Stat. § 112.061(8)(a), such as taxi fare; ferry fares;
180 bridge, road, and tunnel tolls; storage or parking fees; business communication
181 expense; convention or conference registration fees and the actual and necessary
182 fees for attending events which are not included in the basic registration fee but will
183 directly enhance the public purpose of participation in the conference (e.g.
184 banquets and other meal functions not included in the registration fee). Similar to
185 Fla. Admin. Code Rule 69I-42.010, the following supporting information shall be
186 required and maintained with the traveler's reimbursement claim form whenever
187 the traveler is claiming reimbursement for actual and necessary incidental travel
188 expenses:

189 a. **Attestation.**-- Required documentation for the following shall be attestation by

190 the traveler and his/her supervisor that the expense was appropriate and in
191 the best interests of the District:

192 i. actual communication expenses for District business (communication
193 expenses to contact the traveler's family or other non-business purposes
194 are not eligible for reimbursement);

195 ii. the actual amount paid for mandatory valet parking which shall not
196 exceed one dollar (\$1) per occasion and which was incurred in the
197 performance of public business; and/or

198 iii. actual portage charges paid which shall not exceed one dollar (\$1) per
199 bag not to exceed total of five dollars (\$5) per incident.

200 b. **Receipts or Attestation, Depending on Amount.**-- Receipts are required for
201 the following if over twenty-five dollars (\$25) (but for \$25 or less, in lieu of a
202 receipt the traveler and his/her supervisor must attest that the expense was
203 appropriate and in the best interests of the District);

204 i. tolls, parking fees, or storage on a per-trip basis;

205 ii. actual and reasonable tips paid per occasion to taxi drivers, which shall
206 not exceed fifteen percent (15%) of the fare; and/or

207 iii. receipts for taxi fares in excess of twenty-five dollars (\$25) on a per fare
208 basis.

209 c. **Receipts, Regardless of Amount.**-- Receipts are required for any other
210 incidental travel expenses in any amount, as follows:

211 i. actual laundry, dry cleaning, and pressing expenses when official travel
212 extends beyond seven days and such expenses are necessarily incurred
213 to complete the official business portion of the trip;

214 ~~ii. actual passport and visa fees required for official travel;~~

215 iii. actual and necessary fees charged to purchase traveler's checks for
216 official travel expenses;

217 iv. actual fees charged to exchange currency necessary to pay official travel
218 expenses;

219 ~~v. actual cost of maps necessary for conducting official business; and/or~~

220 vi. other incidental travel expenses, but only if expressly approved in writing
221 by the Superintendent or designee upon written request which clearly

222 demonstrates, and includes an attestation by the traveler and his/her
223 supervisor, that reimbursement of such expenses is in the best interest of
224 the District. The written approval must be included with the
225 reimbursement claim form.

226 d. **Receipts and Program/Agenda Copy.**-- When filing for reimbursement of
227 registration fees, the registration receipt must be supported by a copy of the
228 program or agenda of the convention or conference, itemizing registration fees
229 and any meals or lodging included in the registration fee. Consistent with Fla.
230 Admin. Code Rule 69I-42.004, no public funds shall be expended for
231 attendance at conferences or conventions unless:

232 i. the main purpose of the conference or convention is in connection with
233 the official business of the District, consistent with the lawful functions of
234 district school systems, and directly related to the performance of the
235 assigned duties and responsibilities of the traveler;

236 ii. the activity provides a direct educational or other benefit supporting the
237 work and public purpose of the person attending;

238 iii. the duties and responsibilities of the traveler attending such meetings are
239 compatible with the objectives of the particular conference or convention;
240 and

241 iv. the request for payment of travel expenses is otherwise in compliance
242 with this Policy and the meeting falls within the appropriate definitions
243 below:

244 A. "Conference" means the coming together of persons with a common
245 interest or interests for the purpose of deliberation, interchange of
246 views, or for the removal of differences or disputes and for
247 discussion of their common problems and interests. The term also
248 includes similar meetings such as seminars and workshops which
249 are large formal group meetings that are programmed and
250 supervised to accomplish intensive research, study, discussion and
251 work in some specific field or on a governmental problem or
252 problems. A conference does not mean the coming together of
253 District or interagency personnel.

254 B. "Convention" means an assembly of a group of persons representing
255 persons and groups, coming together for the accomplishment of a
256 purpose of interest to a larger group or groups. A convention does
257 not mean the coming together of District or interagency personnel.

258 6. **Advancements.**-- In the event of prolonged TDE such as the assignment as
259 legislative liaison to Tallahassee, an advance in an amount computed with

260 reference to the preceding conditions and rates authorized by this Policy, and the
261 number of days of expected travel status, may be authorized by the
262 Superintendent/designee to cover anticipated costs to the traveler under Fla. Stat.
263 § 112.061(12).

264 a. Consistent with Fla. Admin. Code R. 69I-42.005(1), such travel advances
265 should not normally exceed eighty percent (80%) of the estimated travel
266 expenses which will ultimately be reimbursable to the traveler. An exception
267 may be made to this limitation in order to take advantage of a substantially
268 discounted common carrier ticket; and in the event such arrangement is made,
269 the travel advance may be an amount equal to one hundred percent (100%) of
270 the cost of the substantially discounted common carrier airline ticket plus
271 eighty (80%) percent of the remaining estimated travel expenses. Other
272 exceptions to this 80% limitation may be made only if approved by the
273 Superintendent/designee upon a written request that demonstrates that the
274 increased travel advance is in the best interest of the District.

275 b. Similar to Fla. Admin. Code R. 69I-42.005(7), travel advances shall not be
276 requested earlier than ten (10) workdays before the travel period begins
277 unless the Superintendent/designee grants an exception upon written request
278 demonstrating adequate justification.

279 c. When the authorized reimbursement ultimately exceeds the amount advanced
280 under this section, the difference may be requested only through normal
281 reimbursement procedures. If the authorized reimbursement turns out to be
282 less than the amount advanced, the traveler shall return the difference to the
283 School Board. In either case, the traveler shall file an authorized travel
284 expense reimbursement form with associated documentation attached.

285 7. **Direct Payments.**-- Employees may request direct payment of certain travel
286 expenses pursuant to Fla. Stat. § 112.061(13).

287 a. When appropriate, such as for hotel and registration prepayment requests,
288 form PBSB 1717 must be used.

289 b. When an employee is required to incur overnight travel with less than 24
290 hours' notice, the employee may request the School Board to pay the person's
291 cost of meals and lodging directly to the vendor. Payment to the vendor is for
292 the actual costs of meals and lodging in an amount not to exceed the
293 authorized rate for per diem. Additionally, advance direct vendor payments will
294 be allowed in non-emergency situations when the traveler documents in
295 advance that cost savings would result to the District such as: when reduced
296 processing costs would be incurred; a discount is available for earlier
297 payment; free use of a needed hotel meeting room is available only with
298 prepayment; or an earlier payment is required for a reservation.

299 c. Somewhat similar to the concept of advancements under Section (5) above,
300 the Superintendent/designee may authorize prepayment of subsistence,
301 lodging, and common-carrier expenses to vendors in cases of extended travel
302 that could cause financial hardship to the employee if he/she were required to
303 wait for reimbursement. Such prepayments can be paid only to the vendor with
304 adequate documentation provided by the vendor for the expected expenses.

305 d. Other authorized expenses for the trip (such as incidental expenses) besides
306 the amounts prepaid to vendors under this section may be reimbursed only
307 through normal procedures using Form PBSB 0096. If the authorized
308 reimbursable amount somehow turns out to be less than the amount prepaid
309 (such as if the travel is shortened or cancelled), the traveler shall ensure that
310 the difference is returned to the School Board. In either case, the traveler shall
311 file an authorized travel expense reimbursement form with associated
312 documentation attached.

313 8. ~~Year-End Submissions.~~-- In order to ensure the timely reporting of District
314 expenditures ~~accuracy of the District's fiscal year expenditure reports,~~ the following
315 expenditures, reimbursements, reports (including travel and mileage) for all months
316 other than June ~~expenses~~ are due in Accounting Finance no later than the last day
317 of the subsequent month following the month of travel except for June reports
318 which are due five ~~four (4)~~ working days after June 30th: ~~all payment requests for~~
319 ~~mileage incurred as of June 30th; and all travel whereby the traveler returned on or~~
320 ~~before June 30th.~~ Requests received after the due date ~~fourth working day in the~~
321 ~~new fiscal year may~~ will be returned to the school or department unprocessed and
322 will not be processed for payment.

323 9. **Consequences.**-- Pursuant to Fla. Stat. § 112.061(10) any claim authorized or
324 required to be made under any provision of this section shall contain a statement
325 that the expenses were actually incurred by the traveler as necessary travel
326 expenses in the performance of official duties and shall be verified by a written
327 declaration that it is true and correct as to every material matter; and false claims
328 shall be punishable as criminal offenses as provided in § 112.061(10) and shall
329 also be cause for employee discipline up to and including termination. Moreover,
330 pursuant to § 112.061(10) any employee who receives an allowance or
331 reimbursement by means of a false claim shall reimburse the District in the amount
332 of the overpayment.

333 10. **Implementation.**-- The Superintendent/designee may look to analogous travel
334 rules of the Florida Department of Financial Services (Fla. Admin. Code Chapter
335 69I-42) and Comptroller's Memoranda for guidance in implementing this Policy and
336 may issue Bulletins to explain specific matters and standards as needed to
337 effectuate the purposes of this Policy.

338 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(2); 1001.43(2)

339 LAWS IMPLEMENTED: Fla. Stat. §§ 112.061; 1001.32(2); 1001.41(1); 1001.42(11)(a);
340 1001.43(2), 1011.09
341 STATE BOARD OF EDUCATION RULE: 6A-1.056, Florida Administrative Code
342 HISTORY: 6/28/72, 6/26/74, 8/27/75, 9/15/76, 7/6/77, 2/1/78, 4/6/83; 5/24/2004;
343 ___/___2011

Legal Signoff:

The Legal Department has reviewed proposed Policy 6.01 and finds it legally sufficient for adoption by the Board.

Attorney

Date



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
In-County Travel Reimbursement Claim

This report shall be filed monthly in accordance with Policy 6.01. Carefully read instructions on page 2. Complete this form fully. **Omission of information can cause delay in processing your claim.** Mileage charts of primary pony locations are located on pages 3 and 4.

NAME <i>(last, first, middle initial)</i>		CONTACT PERSON	TELEPHONE	SCHOOL/DEPARTMENT CHECK MUST BE SENT TO <i>(Other than official headquarters)</i>
HOME ADDRESS	CITY	ZIP CODE	EMPLOYEE ID #	ASSIGNED SCHOOL OR OFFICE <i>(Headquarters)</i>

DATE	ITINERARY (TO AND FROM)	PURPOSE OR REASON	BUS MILES	COM MILES	REM MILES*
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I certify the travel indicated above was the most economical method considering time, distance and other conditions.

_____ DATE _____

PAYEE

_____ DATE _____

APPROVED - PRINCIPAL OR ASSISTANT PRINCIPAL;
 DIRECTOR OR ASSISTANT DIRECTOR

APPROVED - AREA SUPERINTENDENT OR CHIEF

_____ DATE _____

** Equal total business miles less commuting miles*

FUND SOURCE INFORMATION				
The following information must be completed and verified by the approving person before submitting to Accounting.				
Dept	Fund	Func	Account	Prog
Budg Mgr	Local Code	Award Year	Project	

TOTAL MILES 0 0 0

@ \$ 0.000% PER MILE

Receipts **MUST** be stapled
(Parking, Registration, etc.)

TOTAL REIMBURSEMENT

1. Definitions

- Official Headquarters: The location to which an employee is assigned and regularly reports to work. Every employee shall have an official headquarters.
- Business Mileage: Necessary mileage incurred while conducting school district business. Business miles begin at home and end at home. It should not include any miles related to lunch, personal errands, etc.
- Commuting Mileage: Mileage normally incurred from home to official headquarters and from official headquarters to home. Commuting miles must be recorded on the form for each day travel is claimed.
- Reimbursable Mileage: Business miles minus commuting miles.

2. Guidelines for In-County Travel

- a. While in county, if an authorized person is required to use their personal vehicle during the course of discharging his/her duties, this person is eligible to claim reimbursable mileage as defined above.
- b. Commuting miles shall not be reimbursed unless incurred outside the regular workday: required night-time and weekend travel is excepted from the commuting restriction that normally applies.
- c. Meals may not be claimed for travel restricted to Palm Beach County.
- d. To assure prompt processing of claims forms, they should be typed or printed via computer. Unless legibly prepared in ink, claim forms submitted in long hand will be returned. The use of computer generated forms that replicate the claim form and compute mileage is highly encouraged.
- e. Computation of reimbursable miles: Sum business miles (to and from official destinations including miles to headquarters) less round trip commuting miles. Any exceptions should be referred to the Accounting Department for review on their merits.

3. Completing the Claim Form:

For each date mileage is claimed, please identify:

- a. Date: Date of travel.
- b. Itinerary: All business destinations visited. It is assumed travel starts from home and ends at home.
- c. Purpose: List official reason for visiting the destination identified.
- d. Miles: List business, commuting and reimbursable miles.
- e. Mileage Rate: Enter the mileage rate applicable as of the dates of travel, **per IRS specified rate**.
- f. Account Data: Identify the appropriate chart field for funding purposes. Always verify availability of funds before submitting claim forms to Accounting.
- g. Authorization: Approval of this form must be authorized by signature of the Principal, Assistant Principal or Director, Assistant Director who is responsible for the budget that will be charged. It is left to the discretion of the approving official to determine if mileage incurred was actually necessary and should be reimbursed. Approval by Area Superintendent or Chief required if reimbursement is for Principal or Director.
- h. Contact Person: Identify the name and phone number of the person who prepared the form and can assist Accounting should questions arise regarding the claim.

Mileage Chart for Schools (updated 8/28/2009)

Listed below are the estimated **ROUND TRIP MILES to FHESC** (Fulton-Holland Educational Services) from the District's schools.
If you have any questions about this list call the Account Payable office, Division of Financial Management.

ELEMENTARY SCHOOLS			
NAME		NUMBER MILES ROUND TRIP	
Acreage Pines	48	Gove	84
Addison Mizner	48	Grassy Waters	18
Allamanda	36	Greenacres	8
Banyan Creek	37	Grove Park	26
Barton	12	H.L.Johnson	28
Beacon Cove Intermediate	48	Hagen Road	34
Belle Glade	80	Hammock Point	56
Belvedere	10	Heritage	10
Benoist Farms	18	Hidden Oaks	16
Berkshire	3	Highland	8
Binks Forest	28	Hope-Centennial	11
Boca Raton	51	Indian Pines	16
C.O. Taylor / Kirklane	4	J. C. Mitchell	44
Calusa	42	Jerry Thomas	49
Cholee Lake	11	Jupiter	45
Citrus Cove	22	Jupiter Farms	55
Coral Reef	18	K.E. Cunningham/Canal Point	78
Coral Sunset	60	Lake Park	32
Crosspointe	27	Lantana	14
Crystal Lake	21	Liberty Park	11
Cypress Trails	25	Lighthouse	40
Del Prado	52	Limestone Creek	48
Diamond View	12	Lincoln	23
Discovery Key	17	Loxahatchee Groves	34
Dr. Mary McLeod Bethune	23	Manatee	20
Dwight D. Eisenhower	34	Marsh Pointe	40
Egret Lake	24	Meadow Park	3
Equestrian Trails	17	Melaleuca	8
Elbridge Gale	16	Morikami Park	42
Forest Hill	6	New Horizons	22
Forest Park	24	North Grade	9
Freedom Shores	13	North Palm Beach	32
Frontier	45	Northboro	24
Galaxy	22	Northmore	23
Glade View	84	Orchard View	36
Golden Grove	38	Pahokee	83
		Palm Beach Gardens	30

Elementary School Count 104

MIDDLE SCHOOLS	
NAME	
NUMBER MILES ROUND TRIP	
BAK Middle School of the Arts	22
Bear Lakes	14
Boca Raton	47
Carver	34
Christa McAuliffe	24
Congress	23
Conniston	8
Crestwood	26
Don Estridge High Tech	44
Eagles Landing	57
Emerald Cove	16
Howell L. Watkins	28
Independence	40
Jaega	19
Jefferson Davis	2
John F Kennedy	24
Jupiter	41
L C Swain	10
Lake Shore	82
Lake Worth	8
Lantana	15
L.C. Swain	10
Logger's Run	62
Odyssey	31
Okeeheelee	9
Omni Middle School	47
Osceola Creek	46
Polo Park	23
Roosevelt	16
Tradewinds	11
Watson B. Duncan	34
Wellington Landings	27
Western Pines	38
Woodlands	20

Middle School Count 34

HIGH SCHOOLS	
NAME	
NUMBER MILES ROUND TRIP	
A W Dreyfoos School of the Arts	13
Atlantic	28
Boca Raton	46
Boynton Beach	20
Forest Hill	4
Glades Central	84
John I. Leonard	6
Jupiter	44
Lake Worth	9
Olympic Heights	54
Pahokee Middle/Senior	83
Palm Beach Central	12
Palm Beach Gardens	29
Palm Beach Lakes	22
Park Vista Community	20
Royal Palm Beach	24
Santaluces	14
Seminole Ridge Community	38
Spanish River	46
Suncoast	27
Wellington	23
West Boca Raton Community	60
William T. Dwyer	37

High School Count 23

Mileage Chart for Other Schools, District and Non-District Sites (updated 8/28/2009)

Listed below are the estimated **ROUND TRIP MILES to FHESC** (Fulton-Holland Educational Services) from various District and Non-District sites. If you have any questions about this list call the Account Payable office, Division of Financial Management.

CHARTER SCHOOLS	
NAME	NUMBER MILES ROUND TRIP
Academy for Positive Learning	9
Believers Academy	20
Boca Raton Charter	47
Bright Futures Academy	31
Chancellor Charter School at Lantana	15
Charter School of Boynton Beach	20
DayStar Academy of Excellence	20
Delray Youth Vocational	32
Ed Venture	16
Everglades Preparatory Academy	85
Glades Academy of Agricultural & Ecological Studies	84
G-Star for Motion Pictures and Television	2
Guided Path Academy	13
Gulfstream Goodwill Transition to L.I.F.E. Academy	29
Hope Learning Community of Riviera Beach (Noah's Ark)	28
Inlet Grove Community High School, Inc.	23
JFK Medical Center	8
Joseph Littles-Nguzo Saba	19
Lakeside Academy	83
Leadership Academy West	2
Life Skills Center of Palm Beach	33
Montessori Academy of Early Enrichment	12
Palm Beach Maritime Academy	6
Palm Beach School of Autism, Inc. (Elementary)	13
Palm Beach School of Autism, Inc. (Pre-K)	13
Potentials	27
Potentials South	45
Renaissance Learning Academy	19
Renaissance Learning Center	19
Riviera Beach Maritime Academy	25
Seagull Academy for Independent Living	11
South Technical Charter High School	27
Toussaint L'Ouverture High School for Arts and Social Justice	20
Western Academy	22

Charter School Count 34

OTHER SCHOOLS	
NAME	NUMBER MILES ROUND TRIP
Adult Education Center	11
CARP	22
Data Day Treatment	14
Delray Full Service Center	32
Distance Learning (On-line High School)	0
Eagle Academy	82
Education Resource Center at the PB Mall	14
Gold Coast Community School	10
Growing Together	10
Highridge Family Center	22
Indian Ridge School (ESE) [temporary location]	12
Juvenile Assessment Center	10
Lake Shore Annex	83
North Area Secondary Transition	16
North/Central D.D. Eisenhower Transition	35
Palm Beach County Jail	4
Palm Beach Halfway House	15
Palm Beach Marine Institute (PBMI)	41
Palm Beach Regional Detention Center	22
Palm Beach Youth Academy	13
Palm Beach Youth Center	22
Practical Academic Cultural Education	4
Sago Palm School	84
South Area Secondary Transition (Human Services)	26
South County Mental Health Services	38
South Elementary Transition School (at Galaxy)	22
Walter D. Kelly Treatment	22
West Area Elementary At School of Choice	81
West Area School of Choice	81
West Area Secondary Transition (Aspen/Glades Boys and Girls Club)	82

Other School Count 30

DISTRICT OFFICES	
NAME	NUMBER MILES ROUND TRIP
Alternative Education	14
Area Offices	
Central Area	10
North Area	23
South Area	42
West Area	82
Facility & Construction Management	4
ITV - South	20
ITV - North	30
Maintenance	3
Maintenance Shop South	24
North Area Training Center (NATC) 9482 MacArthur Blvd. Palm Beach Gardens, FL 33403 Phone: (561) 776-3696; PX 53696	28
Professional Library (PBCC)	6
Safe Schools @ Don Estridge	44
School Food Service	24
Support Center (McKesson Bldg.) Business Machines/ Communications/ Hospital/Homebound/ Library Media/ Printing Services/ Test Distribution Center/ Textbooks	12
Transportation	3
Youth Court	10
NONDISTRICT OFFICES	
NAME	NUMBER MILES ROUND TRIP
A.G. Holley Alternative Center	16
County Courthouse	16
Florida Atlantic University	47
Gumbo Limbo Center	54
Jupiter Marine Science Center	50
Palm Beach Community College (central)	6
Palm Beach Community College (north)	33
Palm Beach Community College (south)	46
Palm Beach Community College (Glades)	30
Pine Jog Environmental Center	8
Pratt & Whitney	59
Palm Beach County Library (Summit)	4
South Florida Fairgrounds	21
St. Mary's Hospital	23
Teacher Education Center	26
Urban League	17



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Out-of-County Travel Reimbursement Claim

Carefully read instructions on both sides of this form. Omission of information can cause delay in processing your claim.

COMPLETE BY TYPING OR PRINTING

SEND CHECK TO SCHOOL/DEPARTMENT

COMMENTS:

NAME (last, first, middle initial)		EMPLOYEE ID NUMBER	
DESTINATION		GRATUITOUS TRANSPORT <input type="checkbox"/> Yes <input type="checkbox"/> No	
DEPARTURE TIME: _____ DATE: _____	RETURN TIME: _____ DATE: _____	CONTACT PERSON	PHONE

PERSONAL VEHICLE MILES

Departure From (city): _____ To (city): _____ Miles Driven _____	Vicinity Mileage Miles Driven _____	PREPAID BY DISTRICT	INCURRED BY TRAVELER
Return From (city): _____ To (city): _____ Miles Driven _____	Total Miles Driven 0 @ _____ Per Mile		

SUMMARY OF EXPENSES

DESCRIPTION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL EXPENSES
Per Diem								\$0.00
*Lodging								\$0.00
Breakfast (\$ 6.00)								\$0.00
Lunch (\$ 12.00)								\$0.00
Dinner (\$ 22.00)								\$0.00
*Registration Fees								0.00
**Communication Expense								\$0.00
**Toll Fees								\$0.00
**Parking Fees								\$0.00
*Other								\$0.00

Transportation								
*Airline								\$0.00
*Taxi								\$0.00
*Rental Car								\$0.00
**Other Transportation								\$0.00

* Receipts required regardless of amount ** Receipts required for expenses totaling more than \$25.00.

TOTALS \$0.00 \$0.00

I hereby certify or affirm that this travel claim is true and correct, that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of official duties: and that the same conforms in every respect with the requirements of Section 112.061, Florida Statutes as amended and School Board Policy 6.01.

SIGNATURE OF TRAVELER _____
DATE

APPROVING SIGNATURE/TITLE _____
DATE

TOTAL CLAIM FOR REIMBURSEMENT \$0.00

Dept	Fund	Func	Account	Prog
Budg Mgr	Local Code	Award Year	Project	

INSTRUCTIONS

- 1) **Name:** enter the traveler's Last name, First name, and Middle initial where indicated.
- 2) **Employee Number:** enter the traveler's employee number in the field with this label. This number will be used as a unique identifier for payment purposes.
- 3) **Gratuitous transport:** If you were transported to and from the approved destination at no cost, indicate by marking "Yes" or "No".
- 4) **Destination:** enter the name of the city and state visited. When applicable, identify the country visited.
- 5) **Departure (Time & Date):** enter the time and date the traveler left home or work and began travel to the approved destination. Always indicate if the time of day was AM or PM by clicking with your mouse on the "AM" or "PM".
- 6) **Return (Time & Date):** enter the time and date the traveler returned (home or work) to their city of origin from the approved destination. Always indicate if the time of day was AM or PM by clicking with your mouse on the "AM" or "PM".
- 7) **Send Check To:** enter the name of the school or department the traveler's check should be sent.
- 8) **Comments: (optional)** provide additional processing instructions.
- 9) **Contact Person & Phone:** enter the name and phone number of the person who should be contacted regarding any questions that may arise during the processing of this claim.
- 10) **Personal Vehicle Miles:** when the traveler's personal vehicle is used, mileage incurred is reimbursable. Approximate mileage between cities can be obtained from the Florida Department of Transportation map at web site <http://www3.dot.state.fl.us/mileage/default.asp>
 - a) **Departure (From / To / Miles Driven):** enter the name of the city of departure in the "From" block. Enter the name of the destination city in the "To" block. Subtract the distance between both cities and enter the total departure miles in the "Miles Driven" block.
 - b) **Vicinity Mileage:** business miles driven after the traveler has reached the destination are vicinity miles. These miles should be tracked over the period of the stay and totaled. Enter the traveler's vicinity miles in this block. Vicinity mileage in excess of 25 miles must be documented by providing a detailed itinerary.
 - c) **Return (From / To / Miles Driven):** enter the name of the city of departure in the "From" block. Enter the name of the city of origin in the "To" block. Subtract the distance between both cities and enter the total return miles in the "Miles Driven" block.
 - d) **Total Miles Driven:** sum the amounts in both Miles Driven and the Vicinity Mileage blocks and enter the total in the Total Miles Driven block. Enter the current mileage rate **per IRS regulations** in the Per Mile block. Multiply the mileage rate times the Total Miles Driven number and enter the result in the column labeled Incurred By Traveler.
- 11) **Summary of Expenses:** Explanation and Use of Columns
 - a) **Description:** this column lists an assortment of travel related expenses that may be incurred. Special note is made of the description item "Per Diem." It should be used when the traveler assumes responsibility for lodging and meals and desires reimbursement in accordance with the flat per diem rate of \$50 per day (\$12.50 per quarter).
 - b) **Days of The Week:** expense items that have been paid by the district or the traveler should be entered on the row of the expense in the column for the day of the week it belongs. For instance, if the traveler is entitled to breakfast for Monday and Tuesday, \$6.00 should be entered on the breakfast row under the column headings for Monday and Tuesday. Enter the date for each day of the week at the top of each column.
 - c) **Total Expenses:** for each expense category (row), sum (across the days of the week) the amounts that appear. For example, if the total hotel expense for a five day stay equals \$500, enter \$100 for each day and enter \$500 total in this block.
 - d) **Prepaid By District:** add the amounts that appear in the Total Expense column (paid by or billed to the district) and the amount that appears in the Refund Due District column for each row and enter the total in this column.
 - e) **Incurred By Traveler:** all or parts of amounts that appear in the Total Expense column that were paid by or billed to the traveler should be entered in this column. For example, if the traveler paid the cost of taxi fare, which totaled \$15, this amount should be entered in the Incurred By Traveler Column on the row labeled taxi.
 - f) **Totals:** sum columns (Total Expenses, Prepaid by District, Incurred By Traveler) and enter totals for each in the total block at the bottom of each column. The **Total Claim For Reimbursement** is the total amount in the Incurred By Traveler column.
 - g) **Omniform Filler Users:** After entering data in the "Prepaid by District" and the "Incurred by Traveler" columns, go to **Records** in the menu bar and choose "Recalculate" (Current record only). OmniForm Filler will calculate the totals. Deductions or credit amounts should not be entered into OmniForm. Instead they should be entered as manual adjustments to the printed form.
- 12) **Account Data:** enter the appropriate account dimension in the block containing its label.
- 13) **Signature of Traveler and Date:** self-explanatory.
- 14) **Approving Signature:** the administrator who is directly responsible for the budget being charged must sign.

Questions regarding the completion of this form and those relating out of county travel should be directed to PX 4-8603.

ADDITIONAL HELPFUL INFORMATION

See Policy 6.01 for current per diem and mileage rates or contact the Accounting Department.

CLASS A TRAVEL (Per Diem) - Continuous travel of 24 hours or more away from official headquarters.

CLASS B TRAVEL (Per Diem) - Continuous travel of less than 24 hours requiring over night stay away from official headquarters.

CLASS C TRAVEL (Meals) - Travel for short or day trips from official headquarters not requiring an overnight stay.

Maximum Allowances as follows:

Breakfast \$6.00 - When travel begins before 6 A.M. and extends beyond 8 A.M.

Lunch \$12.00 - When travel begins before 12 Noon and extends beyond 2 P.M.

Dinner \$22.00 - When travel begins before 6 P.M. and extends beyond 8 P.M.

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

Per diem for Class A and Class B travel shall be computed at one-fourth of authorized daily rate for each quarter (6-hours cycles which begin at midnight, e.g. $1/4 \times \$50.00 = 12.50$) or fraction thereof based upon time of departure and time of return.

Time of departure and time of return must be shown for all travel.

Incidental travel expenses which may be reimbursed include (a) reasonable taxi fare and tips (b) ferry fares, bridge, road and tunnel tolls (c) storage or parking fees and (d) telephone and fax expenses. Travelers are not required to provide documentation of incidental expenses totaling less than \$25; incidental expenses totaling more than \$25 must be documented by original paid receipts. In lieu of paid receipts for turnpike tolls, travelers may access the Florida Department of Transportation toll calculator at their website <http://www.dot.state.fl.us/turnpikepio/TollCalculator/TRU/index.htm> to obtain plaza to plaza tolls.

All mileage shall be shown from point of origin to point of destination. Whenever possible, use odometer readings to measure distances. When odometer readings are not used, mileage should be computed using the distances on the Florida Department of Transportation map of Mileage Between Major Cities by accessing their website at <http://www3.dot.state.fl.us/mileage/default.asp>. Vicinity mileage necessary for conduct of official business is allowable but must be shown as a separate item on the expense voucher. Attach a detailed itinerary showing the date, purpose, and number of miles traveled for vicinity mileage in excess of 25 miles.

If travel is complimentary, the abbreviation "COMP" should be inserted in the Personal Vehicle Miles section. Travel is complimentary when you are a passenger in another person's vehicle and are gratuitously transported, and no reimbursement is allowed.

Attach a copy of the approved TDE to this form. In addition, original paid receipts are required for the actual cost of lodging, registration, car rental, commercial carrier, and other miscellaneous incidental expenses.

School district employees must attach a copy of their approved Temporary Duty Elsewhere form to this claim. In addition, a copy of the conference or workshop agenda must be attached. If meals are included in the registration fee, reduce the subsistence allowance for the meals provided. Securely staple all documentation and receipts to this claim form.

Any person who willfully makes and subscribes any such claim which is not true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation of a claim which is fraudulent or false as to any material matter, whether or not such falsity or fraud is with the knowledge and consent of the person authorized or required to present such claim, shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished accordingly. Who ever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

Make sure the "SEND CHECK TO SCHOOL/DEPARTMENT" contains the location your check should be sent.

Forward approved travel expense reports and receipts to Accounts Payable, Department of Accounting. Always include a name and number of a contact person. Travel expense reports that have been incorrectly prepared will be returned to the traveler. Questions regarding completion of this form should be directed to 4-8603.