



## POLICY 6.01

5-A I recommend that the Board approve development of the proposed revised Policy 6.01, entitled “Authorized Travel Expense Reimbursement.”

[Contact: Heather Knust, PX 48096.]

### Development

### CONSENT ITEM

- 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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2  
3 1. **Purpose.**— Pursuant to State Board of Education Rule 6A-1.056, F.A.C., the  
4 School Board (Board) must adopt policies, rules and regulations governing the  
5 conditions and requirements for the payment of travel and subsistence to Board  
6 members for travel outside the District, and for travel within and outside the District  
7 for the Superintendent and District employees. ~~All travel reimbursement shall be~~  
8 ~~in accordance with Fla. Stat. § 112.061 and State Board of Education Rule 6A-~~  
9 ~~1.056. This Policy is to be consulted in addition to these laws.~~
- 10 2. **Policy Statement** ~~Economy.~~ -- All travel reimbursement shall be in accordance with  
11 Fla. Stat. § 112.061, State Board of Education Rule 6A-1.056, and this policy. The  
12 Board finds that ~~Pursuant to State Board Rule 6A-1.056(2), unnecessary travel is to~~  
13 ~~be avoided, and necessary travel is to be taken with the greatest possible~~  
14 ~~economy. Reimbursement of travel expenses shall be limited to those expenses~~  
15 ~~that are necessary to the performance of a public purpose for the District and~~  
16 ~~authorized by the Board, Superintendent or designee.~~
  - 17 a. The Superintendent/designee shall not approve a request for travel  
18 authorization or reimbursement unless it is accompanied by a signed  
19 statement by the traveler's supervisor stating that such travel is necessary to  
20 the traveler's performance of the official business of the District and also  
21 stating the public purpose of the travel. ~~Meals, lodging, or transportation that~~  
22 ~~are provided at no additional cost to the traveler, such as when meals are~~  
23 ~~included in a convention registration or transportation is gratuitously provided,~~  
24 ~~shall not be reimbursed.~~
  - 25 b. Meals, lodging, or transportation that are provided at no additional cost to the  
26 traveler, such as when meals are included in a convention registration or  
27 transportation or is gratuitously provided, shall not be reimbursed.
  - 28 c. Expenses for which the traveler will be reimbursed by another agency,  
29 organization, or institution are not eligible for reimbursement by the District.
- 30 3. **In-County Travel.**-- In-county reimbursable miles shall be computed on a daily basis  
31 by summing all business miles driven and subtracting commuting miles, which are  
32 not reimbursable ~~(except for occasional night or weekend commuting that may~~  
33 ~~sometimes be required by the supervisor outside of the employee's regular daytime~~  
34 ~~work shift). Commuting miles are the round trip miles between the traveler's~~  
35 ~~residence and assigned headquarters.~~
  - 36 a. The request must be submitted on the In-County Travel Reimbursement Claim

- 37 Form (PBSD 0095). Reimbursement shall be at the rate per mile specified by  
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 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, including travel to and from their  
45 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 development by the Board.

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Attorney

Date