

Okaloosa County School District



Travel Procedures Manual

Revised 10/14/2024

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The most current forms and the Cost Center to Cost Center Mileage Chart may be downloaded at

<http://www.okaloosa.k12.fl.us/finance/Travel.aspx>

Temporary Duty Elsewhere (TDE)

TEMPORARY DUTY ELSEWHERE

For payroll purposes, Temporary Duty Elsewhere (TDE) must be claimed by an employee if:

- (a) He/she is participating in a work-related event lasting at least two (2) hours, and
- (b) The event is not considered part of his/her usual job responsibilities.

Should a substitute be required, TDE is definitely in order unless the employee is going on a student trip. In the case of student trips, listing employees on a Student Trip Request form (MIS 5327) will fulfill the TDE requirement.

Any time an employee claims TDE for any other type of trip, whether in-county or out-of-county, a Temporary Duty Elsewhere (TDE) form (MIS 5085) must be completed.

- Backup documentation must be attached to the TDE, such as a memo, workshop/conference information, etc.
- **The TDE should be fully approved two (2) weeks prior to the scheduled activity even if reimbursement for expenses is not requested.** Approval must be obtained from the following individuals or designee:
 - (a) Supervisor of Employee (Principal/Department Head)
 - (b) Supervisor of school/department paying travel expenses (only if other than employee's school/department, such as ESE)
 - (c) Accounting & Financial Reporting
 - (d) Superintendent, Assistant Superintendent, or Chief Officer

Note: Both Budgeted Funds and Internal Funds are considered District Funds.

The original TDE form is to be kept by the school or department handling the employee's payroll unless travel reimbursement is requested. In the case of travel reimbursement, the original TDE form is submitted with Travel Reimbursement Form to Accounting & Financial Reporting.

Types of TDE include:

- In-County Conference/Workshop with Substitute (IS)
- In-County Conference/Workshop without Substitute (IN)
- Out-of-County Conference/Workshop with Substitute (OS)
- Out-of-County Conference/Workshop without Substitute (ON)
- Military Leave (ML)
- Jury Duty (JD)
- Administrative Assignment (AA)
- Professional Leave with Pay (PP)

Travel Guidelines

TRAVEL GUIDELINES

NOTE: Any exceptions to the rules and procedures stated in this manual must include written approval from the District's Chief Financial Officer (CFO).

Travel is performed and reimbursed only as provided by Florida Statutes Section 112.061. When signing an Out-of-County Travel Reimbursement Form (MIS 3041) or In-County Travel Reimbursement Form (MIS 3042), the traveler will be required to certify that expenses were personally incurred as necessary traveling expenses in the performance of official duties and conform in every respect with the requirements of Section 112.061 Florida Statutes.

The Florida Statutes establish the guidelines; however, it is the responsibility of each traveler to comply with these guidelines. This statute requires each traveler use the most economical means of travel. When deciding upon the most economical means, the following conditions should be taken into account:

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

Transportation

All travel must be by a usually traveled route. Should a person travel by an indirect route for the traveler's 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.

No traveler shall be allowed either mileage or transportation reimbursement when he/she is gratuitously transported by another person or by another traveler who is entitled to mileage or transportation reimbursement.

Reimbursement

No reimbursements may be obtained until after travel is complete.

Petty Cash **cannot** be used to pay for travel expenses.

If the traveler agrees to accept a reimbursement amount less than those indicated in this manual, this must be indicated on the reimbursement form.

Reimbursement forms are recalculated and reviewed for compliance with Florida law, Board policies and procedures. The Finance Department will make certain types of corrections and process the reimbursement form. The types of errors that can be corrected include mathematical errors, incorrect map mileage and incorrect meals/per diem based on the departure or return time of the traveler

and/or meals included with lodging, event, airfare, or registration fee but not reported. The Finance Department shall have the authority to disallow any and all expenditures not consistent with Florida law and School Board policies and procedures. Employee reimbursements will be reduced by the amount of any disallowed expenditure paid using District or Internal Funds Purchasing Card, or other method of direct payment by the District.

Personal Reward Points

The District will not reimburse an employee using personal reward points for any business-related travel (airfare, hotel, etc.).

Reimbursements to Non-School Board Employees

Direct reimbursement to Non-School Board employees may be authorized. Reimbursements to Non-School Board employees must be approved in advance by the Superintendent's Designee and Finance. Reimbursements will follow the same guidelines as District employees. A final accounting with all necessary supporting documents shall be provided by the Non-School Board employee no later than 30 days following the last date of travel in order to receive reimbursement.

Deadlines

In order to follow best business practices, allow more accurate budget monitoring, and reduce funding issues associated with grant timelines, the District has implemented deadlines for submitting requests for travel reimbursements. The deadlines for In-County and Out-of-County reimbursement requests are stated in their corresponding section. **Due to the fact that it is practically impossible for an administrator to certify that information which is several months old to be true and accurate, claims for travel expenses older than 30 days will not be reimbursed.**

To comply with the end of the fiscal year reporting, all travel reimbursements, In-Country travel and Out-of-County travel, must be received in Accounting & Financial Reporting no later than July 31st of each year in order to qualify for reimbursement.

Fraudulent Claims

Pursuant to the provisions of Section 112.061 Florida Statutes, any person who willfully makes and subscribes any such claim which he does not believe to be true and correct as to every material matter or who willfully aids or assists in, or procures, counsels, or advises the preparations or presentation under the provisions of this rule of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, shall be guilty of a misdemeanor of the second degree, punishable according to law. Additionally, whoever 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.

In-County Travel

IN-COUNTY

Reimbursement for in-county travel expenses may be obtained by filing an In-County Travel Reimbursement Form (MIS 3042) with Accounting & Financial Reporting. **Reimbursements will be submitted monthly.**

Deadlines

In-county Travel reimbursement requests must be received by Accounting & Financial Reporting no later than 30 days following the end of the month of travel. Failure to adhere to the deadlines will result in non-reimbursement of travel expenses.

For the end of the fiscal year, all travel reimbursements must be received in Accounting & Financial Reporting no later than July 31st of each year in order to qualify for reimbursement.

Mileage Reimbursement

When a traveler uses his/her personal automobile, he/she shall be reimbursed for gasoline and wear/tear of the vehicle when the travel has been directed by the principal/department head/approving authority and is for School District business. The rate of reimbursement shall equal the current standard mileage rate issued by the Internal Revenue Service. As the Internal Revenue Service adjusts its rate, so shall the School District. Each new rate will be effective for travel as of the date of the rate change.

Mileage will be calculated as follows:

- Cost Center to Cost Center – Use the [mileage chart](#) provided with these instructions.
- All Other In-County Travel – Use Internet sites (www.randmcnally.com, www.mapquest.com, www.google.com, etc.) to calculate mileage and attach printout to the reimbursement form. All mileage shall be shown from point of origin to point of destination based on the shortest distance using the most commonly traveled routes.

Daily Commute

When a traveler begins or ends his/her day at a location other than his/her base school or place of work (base location), the traveler will deduct the mileage from his/her home to the base location. A printout must be attached to the reimbursement form calculating the mileage from home to the base location and from home to the alternate location the traveler began or ended his/her day.

Meals and/or Lodging Expense Options

NOTE: No allowance shall be made for meals or lodging when travel is In-County.

Registration Fees

Registration fees for in-county travel are considered “Dues & Fees – Object 0730” rather than “In-County Travel – Object 0330.”

The principal/department head or bookkeeper may use their District or Internal Funds Purchasing Card to pay the registration fees for their school/department personnel after the TDE has been approved. Should the employee not attend the event and the registration fee is non-refundable, the employee will be responsible for reimbursement of the fee.

A Purchase Order may be used to pay registration fees. Be sure to include the following items with the Purchase Order Request:

- Copy of Registration – approved by supervisor
- Copy of TDE – approved by supervisor, assistant superintendent/chief officer

The traveler may pay the registration fee with cash, check, or personal credit card and be reimbursed after travel. The individual may receive reimbursement by completing an Employee Reimbursement Voucher (MIS 3473) and submitting the form to Accounting & Financial Reporting along with the original receipt and a copy of the approved TDE.

Books and/or Supplies

Books and/or supplies for classroom use available at workshop/conferences should be purchased in the following manner:

- Obtain item number, description, and price from ‘vendor’ at the workshop/conference.
- Return to the school/department to receive permission to purchase.
- Bookkeeper will then purchase the item using a District or Internal Purchasing Card or Purchase Order.

If the item is available only at the time of the workshop/conference, the individual may purchase the item (with prior approval from the principal/department head) with an Internal Funds Purchasing Card or his/her personal funds and request to be reimbursed. The reimbursement may be made by one of the following:

- If items are purchased using an Internal Funds Purchasing Card, normal Internal Funds procedures are followed.
- If items are purchased using personal funds, the individual completes an Employee Reimbursement Voucher (MIS 3473) and submits the form to Accounting & Financial Reporting along with the original receipt.

All Other Expenses

Any other travel expenses must have been incurred as a necessary travel expense in order to be reimbursed. The original receipt(s) must be filed with the reimbursement form.

Allowable expenses include highway and bridge tolls.

Out-of-County Travel

OUT-OF-COUNTY

Reimbursement for out-of-county travel expenses may be obtained by filing an Out-of-County Travel Reimbursement Form (MIS 3041) with Accounting & Financial Reporting. A copy of the agenda and a printed electronic or original paper Temporary Duty Elsewhere Form (MIS 5085), approved by the individual's principal/department head, Superintendent/Assistant Superintendent/Chief Officer, and Finance (for trips without students) must be included. Further information in regard to TDEs may be found in the section entitled "Temporary Duty Elsewhere."

Deadlines

Out-of-County Travel reimbursement requests must be received by Accounting & Financial Reporting no later than 30 days following the last date of travel. Failure to adhere to the deadlines will result in non-reimbursement of travel expenses.

For the end of the fiscal year, all travel reimbursements must be received in Accounting & Financial Reporting no later than July 31st of each year in order to qualify for reimbursement.

Transportation Expense Options:

For trips less than 500 miles one-way, travel by automobile is the most efficient means. Employees are expected to use a rental car reserved through the State of Florida contract but have the option of using a personal car and receiving mileage reimbursement if the trip is less than 175 miles one-way. Airfare is an option for trips 500 miles or more one-way. The table below provides a guide as to which option should be chosen as the most efficient means based on one-way mileage.

<u>One-Way Mileage</u>	<u>Most Efficient Means</u>
Trips Less Than 175 Miles	Rental Car OR Mileage Reimbursement
Trips 175 – 500 Miles	Rental Car (Assumes Two Drivers*)
Trips 500 miles or More	Airfare

*If a single driver is attending a conference, his/her Supervisor may authorize the employee to fly if the one-way mileage is 400 miles or more.

If an employee chooses an option other than that shown on the table above, reimbursement will be limited to the expense that would have been incurred using the most efficient means. For example, if an employee were to request to receive "mileage reimbursement" in lieu of using a rental car, "mileage reimbursement" will be limited to the amount the District would have paid for a "rental car plus gas reimbursement" at current rates.

Coordinated Travel

Travel shall be coordinated when more than one (1) traveler is going to the same destination at approximately the same time, if practical.

Limitation on Coupling Business Travel with Personal Leave

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

- The travel is approved in advance, for necessary District business (the request should include a statement such as: "Employee will be staying two extra days for vacation; no expenses will be requested to be reimbursed for these extra days").
- The employee requesting reimbursement for official travel that was coupled with personal/vacation time provides documentation to separate the official business-expense items on any invoices (which would be limited to the business-related days, except for the mileage or airfare to and from the conference location) from personal expenses such as sightseeing excursions.
- The District will not reimburse any extra expenses beyond what it would normally reimburse had the trip occurred without personal use being coupled to the business trip.

Rental Car

The chart below illustrates the cost savings for the District when a rental car is used rather than mileage reimbursement for trips less than 500 miles one way. These are estimated cost comparisons between travel using a rental car at the "State of Florida contract rate plus gas reimbursement" versus "mileage reimbursement" at the IRS standard rate as of January 1, 2024. As noted under Transportation Expense Options, should an employee request to receive "mileage reimbursement" in lieu of using a rental car, "mileage reimbursement" will be limited to the amount the District would have paid for a "rental car plus gas reimbursement" at current rates.

Travel To	Travel From	Mileage (IRS)	2 Day Car Rental	3 Day Car Rental	4 Day Car Rental	5 Day Car Rental	6 Day Car Rental	7 Day Car Rental
Atlanta	Crestview	\$ 401.00	\$ 115.00	\$ 142.00	\$ 169.00	\$ 196.00	\$ 223.00	\$ 250.00
Atlanta	Niceville	\$ 423.00	\$ 117.00	\$ 144.00	\$ 171.00	\$ 198.00	\$ 225.00	\$ 252.00
Atlanta	Fort Walton Beach	\$ 438.00	\$ 120.00	\$ 147.00	\$ 174.00	\$ 201.00	\$ 228.00	\$ 255.00
Orlando	Crestview	\$ 540.00	\$ 137.00	\$ 164.00	\$ 191.00	\$ 218.00	\$ 245.00	\$ 272.00
Orlando	Niceville	\$ 543.00	\$ 137.00	\$ 164.00	\$ 191.00	\$ 218.00	\$ 245.00	\$ 272.00
Orlando	Fort Walton Beach	\$ 563.00	\$ 139.00	\$ 166.00	\$ 193.00	\$ 220.00	\$ 247.00	\$ 274.00
Tampa	Crestview	\$ 532.00	\$ 134.00	\$ 161.00	\$ 188.00	\$ 215.00	\$ 242.00	\$ 269.00
Tampa	Niceville	\$ 536.00	\$ 137.00	\$ 164.00	\$ 191.00	\$ 218.00	\$ 245.00	\$ 272.00
Tampa	Fort Walton Beach	\$ 552.00	\$ 139.00	\$ 166.00	\$ 193.00	\$ 220.00	\$ 247.00	\$ 274.00

The traveler should use the State of Florida contract whenever possible; the contract is with Avis as of September 2020. Each school/department has a designated staff member that will make the vehicle reservation which will be charged to the approved District or Internal Funds Purchasing Card. (Separate accounts with Avis are established for District or Internal Funds.) Vehicle reservations can be made only after the TDE for has been fully approved.

The traveler should contact his/her designated school bookkeeper or department secretary to make the vehicle reservation. Travelers are required to use a Class I (Intermediate) vehicle to provide maximum economics in the rental of automobiles. Additional supporting information indicated on page 2 of the TDE form when requesting a vehicle(s) which does not appear to meet the criteria of "the most economical means of travel". The traveler shall incur any costs in excess of the authorized vehicle class. Car rental receipts are to be turned in with the Out-of-County Travel Reimbursement form. The expense will be listed under the "District" column.

The following items are not authorized by the District because additional fees would be incurred for services. Any unauthorized items must be paid for by the traveler:

- Toll Transponders
- GPS Technology (navigation systems, etc.)
- Bluetooth Capabilities
- Refueling Charge (charge for returning rental vehicle with less than when it was picked up)
- Prepaid Fuel

All rental vehicles should be returned with correct amount of gas as indicated on the rental agreement. The traveler will be required to reimburse the difference in cost of what the rental company charges for gas and what the cost of the gas would have been if the traveler had purchased gas prior to returning the rental vehicle.

Failure to use the State contract for rental vehicles will require written justification and **must** include insurance. The insurance shall cover at a minimum \$200,000/\$300,000 bodily injury and \$50,000 property damage and shall be purchased from the rental agency. In the event the traveler fails to justify his/her use of other than a State contract, any additional cost shall be borne by the traveler.

The District or Internal Funds Purchasing Card may be used to pay for the gas for District owned vehicles or rental vehicles only for the individual to whom the card is issued. Internal Funds Site Purchasing Card may be utilized with Principal permission. Gas receipts must include date, time, gallons, price, and place of purchase.

Mileage Reimbursement

When a traveler uses his/her personal automobile, he/she shall be reimbursed for gasoline and wear/tear of the vehicle when the travel has been directed by the principal/department head/approving authority and is for School District business. The rate of reimbursement shall equal the current standard mileage rate issued by the Internal Revenue Service if the trip is less than 175 miles one way. As the Internal Revenue Service adjusts its rate, so shall the School District. Each new rate will be effective for travel as of the date of the rate change.

- All mileage shall be shown from point of origin to point of destination based on the most commonly traveled routes using Internet sites (www.google.com, www.randmcnally.com, www.mapquest.com, etc.) to calculate mileage. The printout will need to be attached to the reimbursement form.
- Vicinity mileage is only allowable if necessary for conducting official business. Supporting documentation is required, including mileage calculation via Internet site as noted above. This mileage would need to be listed as a separate line item on the reimbursement form.

If the trip is more than 175 miles one way, the traveler is expected to use the State of Florida contract to rent a vehicle. As noted under Transportation Expense Options, should an employee request to receive “mileage reimbursement” in lieu of using a rental car, “mileage reimbursement” will be limited to the amount the District would have paid for a “rental car plus gas reimbursement” at the current rates.

A traveler may opt to be reimbursed for gas only. This must be indicated on the TDE and original receipts must be attached to the Out-of-County Travel Reimbursement Form (MIS 3041). The District and Internal Funds Purchasing Cards **may not** be used to purchase gas for a privately-owned vehicle.

Airfare

- Airfare may be deemed appropriate when it is proven to be the most economical means of travel, which is trips that are 500 miles or more one way. This mileage is assuming there are two drivers in the vehicle. If a single driver is attending a conference, his/her Supervisor may authorize the employee to fly if the one-way mileage is 400 miles or more.
- In order to provide maximum economics in airfare, travelers are required to use the Economy/Main Cabin Class that allows the traveler to select a seat at the time the ticket is purchased. Upgrades beyond this Class are the financial responsibility of the traveler and not the District. First Class is never authorized.
- Travelers are authorized up to one checked bag. Any additional checked bags are to be paid for by the traveler.
- A District or Internal Funds Purchasing Card may be used to purchase airfare **only** as follows:
 - For the individual to whom the card is issued.
 - By the individual cardholder for other District employees when traveling together.
 - By the principal/department head or bookkeeper for District employees, students (see **Travel Paid With Internal Funds**), and chaperones.

- Should the employee not attend the event, the employee will be responsible for reimbursement of the airfare.
- All other travelers must purchase airline tickets with cash, check, or personal credit card and request reimbursement on the Out-of-County Travel Reimbursement form after travel is complete.
- Original receipts are required for reimbursement.

Meals and/or Lodging Expense Options:

A traveler shall not be reimbursed for any meal or lodging included in a convention, conference, or workshop registration fee, airfare, or lodging when paid by the District or other agency or otherwise provided on a complimentary basis. Travelers cannot change between meal and/or lodging options during the same trip.

Continental Breakfast – A continental breakfast is considered a meal and where any such breakfast is included in the registration fee, lodging, or present on your agenda, must be deducted from per diem or meals claimed.

When an employee must leave before 6:00 a.m. to drive to attend an out-of-town conference, seminar, workshop, convention, or meetings, the supervisor may approve overnight lodging so that employee can avoid traveling the morning of the conference. A supervisor may approve overnight lodging after an out-of-town conference, seminar, workshop, convention, or meeting has ended and it is deemed the employee cannot reasonably expect to drive and return home by 8:00 p.m.

Option 1 – Per Diem

- Per Diem covers both meals and lodging.
- Rate is \$80.00 per day.
- Travel of 24 hours or more will be calculated on the basis of 6-hour quarters beginning at midnight.
 - 1st Quarter – Midnight through 6:00 a.m.
 - 2nd Quarter – 6:00 a.m. through Noon
 - 3rd Quarter – Noon through 6:00 p.m.
 - 4th Quarter – 6:00 p.m. through Midnight
- Travel of less than 24 hours will be calculated on the basis of 6-hour quarters beginning at hour of departure from official headquarters.
- Should actual expenses exceed the per diem rate, Option 2 may be used.
- No receipts are necessary to claim this option.
- Per Diem cannot be claimed if meals and/or lodging are paid by another employee, entity, or included in the cost of the registration.

Option 2 – Meal Allowance and/or Actual Lodging

- Meal Allowances are as follows:
 - Breakfast - \$6 when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
 - Lunch - \$11 when travel begins before 12 noon and extends beyond 2:00 p.m.
 - Dinner - \$19 when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.
 - Meal receipts are not required.
- A copy of the agenda for the activity ***must*** be provided.
- When meals are included in the registration fee, the amount of the appropriate meal, as set forth in the meal allowance, shall be deducted from meal allowance. A continental breakfast is considered a meal.
- Lodging shall be reimbursed based on actual expenses at the *single* occupancy rate unless more than one employee is sharing the room.
- When using a District or Internal Funds Purchasing Card to pay for lodging, travelers should obtain a Tax Exempt Certificate prior to travel to present to the hotel upon arrival. The District is only exempt from sales tax in the State of Florida. Other taxes charged by local governments or other states shall be reimbursable to the employee. If the hotel charges tax, it will be reimbursed as part of the hotel cost.
- A District or Internal Funds Purchasing Card may be used to purchase lodging ***only*** as follows:
 - For the individual to whom the card is issued
 - By the individual cardholder for other District employees when traveling together.
 - By the principal/department head or bookkeeper for District employees, students (see **Travel Paid With Internal Funds**), and chaperones.
 - By the individual that has signed out an Internal Funds Site Purchasing Card.
- All other travelers must pay for lodging with cash, check, or personal credit card and request reimbursement on the Out-of-County Travel Reimbursement form.
- An itemized hotel bill must be provided.
- No reimbursement shall be made for personal phone calls, bar bills, room service, movies, tips, etc.

Option 3 – Meal Allowance (Out-of-County Day Trip)

- Meal Allowances are as follows:
 - Breakfast - \$6 when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
 - Lunch - \$11 when travel begins before 12 noon and extends beyond 2:00 p.m.
 - Dinner - \$19 when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.
 - Meal receipts are not required.
- A copy of the agenda for the activity must be provided.
- When meals are included in the registration fee, the amount of the appropriate meal, as set forth in the meal allowance, shall be deducted from meal allowance. A continental breakfast is considered a meal.

Registration Fees

A Purchase Order may be used to pay registration fees. Be sure to include the following items with the Purchase Order Request:

- Copy of Registration – approved by Supervisor
- Copy of TDE – approved by Supervisor, Superintendent/Assistant Superintendent/Chief Officer, and Finance.

The principal/department head or bookkeeper may use their District or Internal Funds Purchasing Card to pay the registration fees of their school/department personnel. Should the employee not attend the event and the registration fee is non-refundable, the employee will be responsible for reimbursement of the fee.

The traveler may pay the registration fee with cash, check, or personal credit card and be reimbursed after travel. The registration fee will be listed on the Out-of-County Travel Reimbursement Form.

Books and/or Supplies

- Books and/or supplies for classroom use available at workshop/conferences should be purchased in the following manner:
 - Obtain item number, description, and price from ‘vendor’ at the workshop/conference.
 - Return to the school/department to receive permission to purchase.
 - Bookkeeper will then purchase the item using a District or Internal Funds Purchasing Card or Purchase Order.
- *If the item is available only at the time of the workshop/conference*, the individual may purchase the item (with prior approval from the principal/department head) with an Internal Funds Purchasing Card or his/her personal funds and request to be reimbursed.
 - The employee would be required to complete an Employee Reimbursement Voucher (MIS 3473) and submit the form to Accounting & Financial Reporting along with the original receipt.

All Other Expenses

- Any other travel expenses must have been incurred as a necessary travel expense in order to be reimbursed.
- The original receipt(s) must be filed with the reimbursement form.
- Allowable expenses include:
 - Taxi, shuttle fares, Uber, Lyft, etc. (The District or Internal Funds Purchasing Cards are not authorized for these purchases due to the inclusion of gratuities/tips.)
 - Highway and bridge tolls
 - Communication expenses (an explanation is required) including:
 - Telephone calls
 - Faxes

- Internet (with prior approval only)
- Gas Receipts (when allowed) - Must include date, time, gallons, price and place of purchase.
- Valet parking - if self-parking is not available or self-parking is not practical. The use of valet parking requires (in addition to an original receipt) a note documenting the circumstances of why valet parking was utilized.
- Unallowable expenses include:
 - Gratuities, tips, and portage fees
 - Travel insurance
 - Upgrades including airfare, hotel, rental vehicle, etc.

Travel Paid With Internal Funds

The same Travel Guidelines apply to all travel, even that being funded by Internal Funds. The Travel Reimbursement Forms must be completed and kept at the school level rather than being submitted to the District Office. The Travel Reimbursement Form and supporting documentation should be used as backup for the reimbursement check.

If internal funds will be used to purchase meals for students on a field trip, the sponsor may receive an advance of these funds. He/she would then have students sign a form acknowledging receipt of the funds. This form would be returned to the bookkeeper to be used as backup for the check advance.

There are certain circumstances which allow the use of the Internal Funds Purchasing Card when using Internal Funds. These situations are illustrated below.

Rental Vehicles

- A group may use the State of Florida contract (Avis as of September 2020) when traveling expenses will be paid using Internal Funds. The sponsor should contact his/her designated school bookkeeper to make the vehicle reservation.
- The school bookkeeper will use the Avis account specifically set up for the Internal Funds Purchasing Card.

Hotel Rooms for Student Travel

- Preferred Method:
 - The bookkeeper may use his/her Internal Funds Purchasing Card to guarantee and pay for the room(s).
- Alternate Method 1:
 - The bookkeeper may use his/her Internal Funds Purchasing Card to guarantee the room(s) and the sponsor can pay for the room(s) with an Internal Funds Site Purchasing Card.
- Alternate Method 2:
 - The sponsor may use his/her personal credit card to guarantee room(s). The sponsor should then ask the hotel to fax payment information to the school so as to request an Internal Funds check in advance.

DISTRICT AND INTERNAL FUNDS PURCHASING CARDS RECAP

Any disallowed Purchasing Card charge(s) will be deducted from the employee's reimbursement or the employee will be required to reimburse the District the disallowed charge(s).

- For the District Purchasing Card, the original receipt(s) must be filed with the Visa packet submitted to Purchasing.
- For the Internal Funds Purchasing Card, the original receipt(s) must be submitted to the bookkeeper.

Registration Fees (In-County and Out-of-County)

The principal/department head or bookkeeper may use their District or Internal Funds Purchasing Card to pay the registration fees of their school/department personnel.

Books and Supplies (In-County and Out-of-County)

Books and/or supplies for classroom use available at workshop/conferences should be purchased in the following manner:

- Obtain item number, description, and price from 'vendor' at the workshop/conference.
- Return to the school/department to receive permission to purchase.
- Bookkeeper will then purchase the item using a District or Internal Funds Purchasing Card or Purchase Order.
- *If the item is available only at the time of the workshop/conference*, the individual may purchase the item (with prior approval from the principal/department head) with an Internal Funds Purchasing Card or his/her personal funds and request to be reimbursed.

Rental Car

A District or Internal Funds Purchasing Card may be used to pay for car rental by contacting the school/department designated staff member to make the reservation.

The District or Internal Funds Purchasing Card may be used to pay for the gas for District owned vehicles or rental vehicles only for the individual to whom the card is issued. Internal Funds Site Purchasing Card may be utilized with Principal permission. Gas receipts must include date, time, gallons, price and place of purchase.

Airfare

A District or Internal Funds Purchasing Card may be used to purchase airfare only as follows:

- For the individual to whom the card is issued.
- By the principal/department head or bookkeeper for employees, students, and chaperones.
- Should the employee not attend the event, the employee will be responsible for reimbursement of the airfare.

Lodging

A District or Internal Funds Purchasing Card may be used to purchase lodging only as follows:

- For the individual to whom the card is issued.
- By an individual cardholder for other District employees when traveling together.
- By the principal/department head or bookkeeper for District employees, students, and chaperones.

Other Expenses

- Any other travel expenses paid by the District or Internal Funds Purchasing Card must have been incurred as a necessary travel expense.
- Allowable expenses that may be paid by the District or Internal Funds Purchasing Card include:
 - Highway and bridge tolls
 - Communication expenses (an explanation is required) including:
 - Telephone calls
 - Faxes
 - Internet (with prior approval only)
 - Gas (***Out-of-County ONLY*** for District owned or rental vehicles). Receipts must have gallons, price and place of purchase.
 - Parking (Self or Valet) - if self-parking is not available or self-parking is not practical. The use of valet parking requires (in addition to an original receipt) a note documenting the circumstances of why valet parking was utilized.
- Allowable expenses that may not be paid by the District or Internal Funds Purchasing Card but may be paid personally and reimbursed include:
 - Taxi, shuttle fares, Uber, Lyft, etc.
- Unallowable expenses include:
 - Gratuities, tips, and portage fees
 - Travel Insurance
 - Upgrades including airfare, hotel, rental vehicle, etc.

End of Travel Procedures Manual
School District of Okaloosa County
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