



New College of Florida

The Honors College

TRAVEL EXPENSE REFERENCE GUIDE FOR EMPLOYEES

5800 Bay Road
Sarasota, FL 34243
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Please review the guidelines below as employees traveling on behalf of NCF may be eligible for reimbursement. Travelers are encouraged to choose the most cost-effective arrangements while considering all relevant circumstances. Visit for the full Travel Policies and Procedures.

Travel Authorization Request (TAR):

Estimated Costs

Travel Authorizations are required for all College travel. It must be submitted and approved **BEFORE** Travel begins.

- Please provide a Justification: Include reason for travel and Benefit to the College (the travel desk needs as much information as possible).
- Estimate the costs of expenditures (ex. Hotel, Airfare, Per-Diem, etc.).

Travel Expense Report (TER) (Actual Costs):

The amounts on the Expense Report are the actual costs submitted for reimbursement. Important Items to consider:

- Dates and travel times (departure/arrival)
- Justification: Reason for travel and benefit to the College
- Identify the correct expense item (ex. Hotel)
- **All original receipts for hotel, car rental, airfare, etc. must be submitted**

Helpful Hint- Take a photo of your receipt as soon as you get it.

Registration:

Registration fees may be paid in advance. If this fee includes continental breakfast or meals, the traveler must deduct this meal from their per-diem.

Transportation:

Airfare



The College reimburses commercial airfares for economy/coach accommodations. First and business Class transportation is not allowed. Economy/Coach must be selected. Itinerary and receipts are required.

Non-refundable:

- Flight insurance
- Seat upgrades

Car Rental



The State of Florida has entered into a contract with Avis/Budget for the rental of cars to individuals traveling at state expense.

[Click here for reservation portal](#)- select pick-up and return location and then select Business Travel and Florida Entity and Division. Hit – Find My Car

- Sub-compact or Compact cars ONLY, otherwise justification is required

Mileage

Fixed rate at \$0.445 cents per mile

- Claim mileage from Official Headquarters/Home to destination meeting; **whichever is LESS**
- Map Required
- Not allowed to claim mileage when using a rental car.

Domestic Meals:

Meals for domestic travel are based on times of departure and return to be reimbursable. Travel must be **overnight** and more than 50 miles away one way:

Breakfast

First Day- Departure	Last Day Return
BEFORE 6AM	PAST 8AM

Lunch

First Day- Departure	Last Day Return
BEFORE 12PM	PAST 2PM

Dinner

First Day- Departure	Last Day Return
BEFORE 6PM	PAST 8PM

Breakfast \$6.00

Lunch \$11.00

Dinner \$19.00

Non-refundable:

- No meal reimbursement for **ONE DAY** travel not involving an overnight stay
- Alcoholic beverages
- Room Service

Lodging:



Reimbursed at single occupancy rate unless a room is shared by multiple College travelers resulting in a cost savings to the College.

Hotel booking should be at the most economical and practical lodging location

Foreign Meals and Lodging:



The most economical means should be considered.

Items to complete:

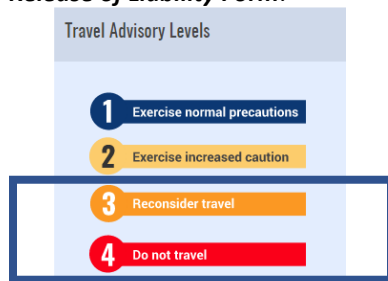
- Spend Authorization
 - Each Traveler will receive a message outlining the:
 - Federal Export Control Law
 - The Travel Warning List
 - The Travel Release of Liability to be signed and attached to the TAR.
- Expense Report (after Travel is complete)

Important Websites:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

Travel Advisories - Warnings

- If **Level 3: Reconsider Travel** or above is the Warning Statement for a Specific destination, you must fill out **the Travel Release of Liability Form**.



Important Websites: Foreign Rates

https://aoprals.state.gov/content.asp?content_id=114&menu_id=81 (Office of Allowances)

https://aoprals.state.gov/web920/per_diem.asp (*Maximum Lodging Rate/M & IE (foreign per diem rates))

https://aoprals.state.gov/content.asp?content_id=114&menu_id=78 (Breakdown of Meal Rate for foreign travel. Go here after finding the M&IE rate)

Lodging:

Travelers will get reimbursed for actual lodging rates, not to exceed the *Federal foreign maximum lodging rates (refer to link above). Exception:

The stay is at the Conference Hotel Reimbursement is limited to single Occupancy unless accommodations are shared by more than one authorized traveler.

Non-reimbursable:

- Rate in excess of the Conference Hotel Rate
- Late Checkout or Cancellation fees will not be reimbursed **unless** a business reason is provided & is in the best interest of the College (please contact hotel manager to void fees)

Car Rental:

Avia/Budget contract are only for US rentals.

Car rentals are limited to subcompact or compact class ONLY, unless letter of Justification is provided and signed by supervisor.



Converting Receipts for Foreign Language and Currency:

When receipts are in foreign currency:

The applicable USD exchange rates are those rates which are in effect the day the transaction occurs.

<https://www.oanda.com/currency/converter/>

When receipts are in a foreign language, copy the receipt and have translated into English. Attached the translation to the receipt, and submit it with the TER.

Timeliness of Submissions:

Travel reimbursement requests must be made within thirty (30) days after returning home from a business trip or incurring a travel or entertainment expense, but no later than sixty (60) days after incurring the expense in accordance with IRS Section 62 (a)(2)(A) and (c) of the Internal Revenue Code. Any requests outside of the IRS regulation will be processed through payroll and taxed accordingly. All travel must be in compliance with Florida Statute 112.061.



Expenses NOT allowed:

- Personal travel insurance (life or medical insurance).
- Pre-paid Fuel on Rental Cars
- Rental car insurance option for personal accident waiver.
- Personal telephone calls should not be charged to College telephone numbers or credit cards,
- Tours, side trips, etc. which do not benefit the State.
- Traffic fines or parking violations.

- Mileage between **HOME** and official place of work.
- Gas, cost of operation, maintenance and ownership of personal vehicle



Items to Include with TER:

- Approved TAR
- Agenda or purpose of travel (including recruitment)
- Receipts- Must include the following:
 - Vendor Name & Address
 - Transaction Date
 - Description of the transaction
 - Unit cost for the items purchased
 - Itemized items
 - Total Amount Paid
 - Proof of Payment
- Meals if allowable
- Map if needed

Frequently Asked Questions:

- **Can I use my Pcard to pay for my meals?**

No, you will need to use your own money to pay for meals, and then you can be reimbursed the Per Diem Rate for the area in which you traveled.

- **I want to purchase business or first-class ticket for my flight is that allowed?**

Purchasing a flight other than economy could not be reimbursable by the college. If you are not wanting to get reimbursed for the full amount of your upgraded ticket, be sure to do a screenshot or print out of what the upgraded seat cost. You can be reimbursed the cost of an economy/coach flight, as long as there is evidence of the cost before the upgraded ticket.

- **I have other questions about my travel, is there someone who can help me?**

Yes, please email travel@ncf.edu and staff can help with travel related questions.