

TRAVEL CLAIM



PROCEDURES

**SCHOOL DISTRICT OF ESCAMBIA COUNTY
REVISED JANUARY 27, 2026**

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TRAVEL GUIDELINES

Travel is performed and reimbursed as provided by Florida Statutes Section 112.061; State Board of Education Administrative Rule 6A-1.056 and The School Board of Escambia County Policy 5.08. When signing an Out-of-County Travel Reimbursement Form or In-County Travel Reimbursement Form, 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. The 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:

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

This manual summarizes the documentation and approvals necessary for the processing of employee travel reimbursement. The information presented is merely a simplified guideline for traveler's to use in order to comply with School Board Policies, statute and regulations pertaining to travel. The information in this manual **does not supersede** the travel information provided in the School Board Policies or other laws and regulations. Clarification can be obtained by contacting the Travel Accounting Department.

Submission Deadline

All travel claims (including student travel and non-employee travel) must be submitted within 90 days of the last day of travel. This applies to both in-county and out-of-county travel.

General Information

Statute requires that a travel authorization request form (District form T(2)) be authorized and filed **prior** to travel. The form shall include the name of the traveler, purpose of travel, period of travel, estimated cost and funding source. **A copy of the program or agenda of the convention or conference, itemizing registration fees and any meals or lodging included in the registration fee, must be attached to, and filed with, the travel authorization request form.** The form must be signed by the traveler and by the traveler's supervisor stating that the travel is to be incurred in connection with official business. The Travel Accounting Department cannot authorize or approve such request in the absence of the appropriate signatures. All travelers, including those using a district travel card, must make sure they have a completed T(2) on file prior to traveling even though transactions have been charged to a card or prepaid by the district. Travelers should be aware that if they travel without a T(2) and Temporary Duty Form on file before their trip, they are not in compliance with School Board Policy and state statutes. Therefore, reimbursement could be denied and they may not be covered by the district's insurance, as they are not officially on School District business.

School District of Escambia County – Travel Claim Procedures

Travel reimbursements are made on a first-in/first-out basis. When required information is missing or inaccurate, processing takes longer. Providing complete documentation with the T(3) (Travel Voucher Reimbursement Claim Form) expedites the processing of payment. Each T(3) must be complete in itself. The Travel Accounting Department cannot take the documentation from one traveler's request and use it as support for another traveler.

Unauthorized expenses will be the traveler's responsibility and must be reimbursed to the district as soon as identified either by reduction of reimbursement amount, personal check, cash or money order. Unauthorized expenses can arise from incurring costs not approved in the original T(2), such as changes to airline tickets, (without prior approval from the Superintendent or designee stating that the additional costs are a necessary business expense), upgrades or extended days of use of rental cars. The traveler will personally be responsible for such additional costs in excess of the approved costs.

Reimbursement checks are printed once a week (Wednesday) and are mailed the that afternoon or the following day to the address that appears on the T(3) submitted for reimbursement. Normal processing in the Travel Accounting Department is approximately two (2) weeks. However, processing may take longer during peak periods or when required information is missing or inaccurate.

Authorization

The Superintendent is the designated representative of the School Board to authorize and approve payment of all travel.

All travel must be authorized and pre-approved by the traveler's supervisor, the person responsible for the funding source (i.e. staff development, Title I Director, etc.) and the Superintendent or appropriate Assistant Superintendent. The appropriate approvals must be made before any expenses are incurred (i.e. before airline tickets are purchased, reservations made, etc.) even when using the district travel card.

Definitions

Class A Travel - Continuous travel of 24 hours or more away from official headquarters. The travel day for this class of travel shall be a calendar day (midnight to midnight).

Class B Travel - Continuous travel of less than 24 hours that involves overnight absence from official headquarters. The travel day for this class of travel shall begin at the same time as the travel period.

Class C Travel - Travel for short or day trips where the traveler is not away from his official headquarters overnight.

Fraudulent Claims

Any fraudulent claim for reimbursement or allowance of travel expenses is subject to School Board Policy 5.08(7) and section 112.061(10), Florida Statutes.

Travel Web Sites

- ❖ For mileage within the state of Florida, the Travel Accounting Department uses the official Department of Transportation surveying and mapping office official highway mileage. This can be found at:
<http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>
- ❖ Travel forms can be found at: www.escambia.k12.fl.us Select “Departments,” then “Accounting Operations,” and “Forms.”

TRAVEL ARRANGEMENTS

With the exception of renting vehicles, all travel arrangements (hotel reservations, airline tickets, etc.) are the responsibility of the traveler. Reservations should be made early to obtain the most economical rates available.

Airline Tickets

- ➔ All airline tickets must be purchased through Sun Travel Agency. The agency will require an authorization number and will invoice the district for the purchase.
- ➔ Travelers must obtain an authorization/approval number (TA #) from the Travel Accounting Department **BEFORE** an airline ticket can be purchased. A T(2) with appropriate coding and all required approval signatures must be on file in Travel Accounting before an authorization number will be issued.
- ➔ **District travel cards cannot be used to purchase airline tickets.**
- ➔ Airline tickets should be purchased at least 14 days prior to the trip (unless business reasons require otherwise) so that the traveler can obtain the best rates.
- ➔ Airfare may be deemed appropriate when it is proven to be the most economical or time efficient means of travel.
- ➔ Travelers should remember tickets are generally non-refundable. Tickets can sometimes be modified or transferred to another ticket for the same traveler for a different date. However, tickets cannot be transferred to a different traveler. Also, there is a fee for the change. The fee and any additional charges or increased costs are the responsibility of the traveler unless they are making the change at the request of or with prior written approval from the Superintendent or appropriate Assistant Superintendent.
- ➔ Once tickets have been purchased, the travel agency will e-mail the travel itinerary to the traveler. Travel will then be able to print an e-ticket 24 hours before their flight. This itinerary needs to be included when filing the T-3.
- ➔ The district will reimburse travelers the actual cost of checking one piece of luggage (if the airline charges for the first bag). Any charges for additional or oversized bags will be the traveler's responsibility and will not be reimbursed.
- ➔ A flight itinerary (showing departure and arrival times) should be attached to the T(3).
- ➔ Any flight delays or cancelations should be noted on the traveler's T(3).

If a traveler does not have a district travel card, special permission to use a personal credit card (still through the District's authorized travel agency) may be granted if circumstances are deemed warranted. Permission must be requested in writing (e-mail preferred) to the Travel Accounting Department. Only after receiving written approval can the ticket be purchased with a personal credit card. Reimbursement for the ticket will only be made as follows: 1) only if prior written approval is documented, 2) if adequately documented with receipts, and 3) as part of the regular reimbursement process (after the trip) with a T(3).

Purchase of airline tickets on the internet or any method other than through the District's authorized travel agency is still prohibited and may not be reimbursed.

Rental Vehicle

- ✎ The District utilizes the State of Florida contract (currently Avis/Budget) for renting vehicles. The contract provides for insurance covering multiple drivers and other benefits. **An SUV is not an allowed rental vehicle as it is not covered by insurance.** A traveler must be a school district employee and licensed driver to rent a vehicle.
- ✎ **Rentals by District employees through the Travel Accounting Department for personal use are prohibited.** Vehicles can only be rented for District business. However, employees can reserve vehicles for personal use through Avis/Budget. The reference/code number is **D203100**. The same contracted rates apply. Employee are responsible for taxes, sign the damage waiver and liability coverage. Roadside assistance is included.
- ✎ Rental reservations will be made by the Travel Accounting Department for the traveler unless otherwise approved (from internal funds made through the school's individual Avis/Budget account). A Rental Car Reservation Request form (pink paper) is required and must be attached to the T(2) when submitting for approval. The following information will be required to make the rental reservation.
 - Name of person picking up the vehicle
 - School or Department
 - Type of vehicle needed (compact, intermediate, full-size, or van)
 - Date and time the vehicle will be picked up
 - Date and time the vehicle will be returned
 - The location of where the vehicle will be picked up (i.e., Pensacola Airport, Orlando Airport)
 - Passengers (note if passengers are students)
 - Budget coding for expenditure (i.e., funding source)
- ✎ Vans are often limited and should be reserved as far in advance as possible.
- ✎ The confirmation number (e-mailed to the traveler once the vehicle is reserved) and a driver's license is all that is needed to pick up the vehicle.
- ✎ The receipt given when the vehicle is returned must be attached to the T(3).
- ✎ All gasoline receipts must show amount of gas purchased, cost per gallon, and date of purchase. These receipts should be attached to the T(3).
- ✎ SunPass toll stickers on rental vehicles should NEVER be used. This option results in higher toll charges and billing complications.

Mileage Reimbursement (Personal Vehicle)

- Renting a vehicle is often more economical than a privately owned vehicle. The traveler should always compare the cost of renting versus mileage reimbursement when deciding how to travel.
- A rental car cost analysis is available on the District's web site to calculate the cost of renting a vehicle versus the cost of mileage reimbursement. Go to www.escambia.k12.fl.us then select "Departments", then "Accounting Operations", then "Forms" and then "Rental Car Cost Analysis." Enter the number of days the vehicle is needed and the total mileage to be driven.
- If a traveler chooses to drive a personal vehicle when it is more economical to rent a vehicle, the traveler will be reimbursed the estimated cost of the rental car (including an estimated gas expense) instead of the mileage reimbursement rate.
- Gas receipts do not need to be retained if a traveler is driving a personal vehicle. The per mile reimbursement rate includes the gas expense. Gas receipts are only needed when driving a rental or district owned vehicle.
- Current reimbursement rate for the use of a privately owned vehicle is \$.445 per mile (Board approved rate).
- All mileage (when possible) is computed based on the current map of the State Department of Transportation. Mileage is based on a "city to city" basis, not "door to door".
- Mileage for cities in Florida can be obtained at:
<http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>
- A list of schools with mileage from the District Office and Hall Center can be found on the District's web site at: www.escambia.k12.fl.us then select "Departments", then "Accounting Operations", then "Manual/Instruct", and then "Travel Accounting Mileage."

SUBSISTENCE

Subsistence includes the expense of meals and lodging.

Class A and Class B Travel

For class A and B travel, employees receive either: 1) per diem or 2) meals plus lodging.

1) Per Diem – flat rate paid to cover meals and lodging expenses

- Used when the traveler will not have lodging expenses because they will be staying with friends or family.
- The daily rate (currently \$80 per day) is prorated on a quarterly basis (\$20.00 per 6 hour quarter). The quarters run from midnight to 6 am, 6 am to noon, noon to 6 pm and 6 pm to midnight.
- A traveler shall not be reimbursed on a per diem basis for Class C travel.

2) Meals Plus Lodging – actual cost of lodging plus the meal allowance

Meal Allowance

- ❖ The meal allowance rates are based on the Board approved rates and are calculated on the following schedule:

<u>Meal</u>	<u>Leave Before</u>	<u>Return After</u>	<u>Amount</u>
Breakfast	6AM	8AM	\$ 6.00
Lunch	Noon	2PM	\$11.00
Dinner	6PM	8PM	\$19.00

- ❖ Meals included in the registration cost of an event (i.e., meal is provided), will be deducted from the total meal allowance paid to the traveler.
- ❖ As provided in Attorney General Opinion 81-53, a continental breakfast is considered a meal and must be deducted from the meal allowance if included in a registration fee for an event (convention, conference, workshop, etc.). When a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by the law (i.e., will not be deducted from the meal allowance).
- ❖ Example: If a traveler leaves at 5:30 AM, returns the next day at 4:00 PM, and was provided lunch on the first day as part of the cost of the seminar, the traveler would receive \$39 for meals (breakfast and dinner on the first day and breakfast and lunch on the second day).
- ❖ No meal allowance is paid when travel is confined to the city or town of the official headquarters or immediate vicinity (defined as Escambia County, Santa Rosa County and the City of Gulf Breeze).

Hotel Reimbursement

- A traveler may not claim per diem or lodging reimbursement for overnight travel within 50 miles (one-way) of his or her headquarters or residence unless the circumstances necessitating the overnight stay are fully explained (in writing) by the traveler and approved by the Deputy Superintendent. NOTE: Fort Walton Beach (41 miles) and Destin (47 miles) do not meet the 50 mile rule and are not approved locations for overnight stays.
- Travelers are reimbursed for hotel (lodging) expense at a single-occupancy rate substantiated by an itemized bill and original receipt.
- For shared rooms, the person who actually paid the bill should include the expense on their claim.
- If the bill for a shared room was divided and each traveler paid a portion of the cost, then only the portion paid should be claimed. The billing should have the travelers name imprinted on the bill. Payments must be adequately documented with an original receipt.
- A traveler cannot be reimbursed for the lodging of another traveler. For example, if travelers “A” & “B” each have their own room but Traveler “A” pays for both rooms, traveler “A” can only be reimbursed for his/her own room.
- Personal phone calls, in-room movies, room service, mini bars, etc. are not reimbursable costs, and must be deducted from the total bill for the claim. If there is an expense on the bill that was incurred for business purposes (i.e., a phone call or internet for business), it is the responsibility of the traveler to make a note on the hotel bill stating the charge was for a business purpose. Without such a note, the cost will be treated as personal and will be deducted.
- Hotel bills must be itemized (i.e., shows each charge for each day separately, not a grand total) and must provide a listing of all charges. A bill that shows only a grand total does not provide adequate support documentation for reimbursement.
- Personal items should not be charged to the district travel card. Ask for a separate bill for all personal items.
- Any non-reimbursable cost charged to a district travel card will be deducted from the total claim amount to be reimbursed to the traveler.
- Any additional days, which are not for business purposes, should not be charged to a district travel card.
- Cancellation of reservations is the responsibility of the traveler. If not done in a timely manner resulting in a charge to the District, the traveler will be responsible for the charge. This rule may be waived with a signed affidavit from the Superintendent of Schools or his designee stating that it was a District (not personal) emergency and that the employee was not informed in time to cancel without penalty.

Class C Travel

For class C travel (doesn't involve an overnight stay), traveler receives a meal allowance with the following conditions:

- ❖ Same rates as discussed above in class A and class B travel
- ❖ Considered a taxable fringe benefit by the I.R.S. (i.e., taxable benefit)
- ❖ Payment is processed by the Payroll Department
- ❖ Added to the employee's payroll check and appropriate tax deductions are made
- ❖ Are not allowable expenditures for certain federal funded projects (generally those that go through FL Department of Education). Travelers may still receive the class C meals if a non-restricted funding source is identified by the traveler.

IN-COUNTY TRAVEL

Travel confined to Escambia County, Santa Rosa County, and the City of Gulf Breeze.

-  The travel reimbursement form for in-county travel is the T(1) Form online. This is the only form that will be accepted.
-  A T(1) form may be submitted for travel in multiple months (i.e., a claim may cover August and September). However, all claims must be for completed months (i.e., no splitting a month into two separate claims).
-  Claims must be submitted within 90 days of the close of the month of travel (i.e., August travel due within 90 days of the end of August).
-  The T(1) must have the dates and address or school name of each point (start point and destination) for each day of travel. If more than one location is visited on a single day, each location must be listed (multiple lines may be needed). The miles traveled can be combined into one total listed on the last line for that days travel.
-  Make sure there are sufficient funds available in the budget account being charged to cover the expense.
-  If more than one budget account is to be charged, the amount for each should be adequately noted (either on the form or with an attachment).
-  Obtain all required authorization signatures (traveler, traveler's supervisor, and the person responsible for the funding source) prior to sending the form to the Superintendent or appropriate Assistant Superintendent. The form will then be forwarded to the Travel Accounting Department.
-  All abbreviations for purpose of travel or traveling points must be shown in some type of legend at the top of the page (i.e., OTR = Occupational Therapy, BB = Boys Base, etc.)
-  Neither per diem nor the meal allowance is allowed for in-county travel.
-  Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location. If travel begins more than one hour before or one hour after the travelers regular work hours, the point of origin may be the traveler's residence, provided that miles claimed may not exceed the miles actually driven. However, if you are required to go to a location before you report to your work location, use this example to figure your claimable reimbursement.
-  Example: If your usual travel to your work location (which is not reimbursable) is 10 miles, any miles beyond that is considered additional travel and is what you can claim. So, if you travel 15.5 miles to a school and then 7 miles from there to your work location for a total of 22.5 miles, you would subtract the 10 miles for a final total of 12.5 miles.

OUT-OF-COUNTY TRAVEL

Travel outside of Escambia County, Santa Rosa County, or the City of Gulf Breeze.

Prepayment Request (Check Request)

- ☐ Registration for seminars and conferences can be paid prior to the event directly by the Travel Accounting Department.
- ☐ A check request in Skyward must be submitted for the prepayment of registrations.
- ☐ An event description (brochure) and completed registration form must be attached to the check request.
- ☐ A T(2) with appropriate coding and all required approval signatures must be on file in Travel Accounting before a prepayment can be processed.
- ☐ Since checks are only printed once a week, the check request must be received early enough to process and mail the payment before the registration deadline.

Request For Travel (T(2) Form) Online

- 🌐 The travel approval form for out-of county travel is the T(2) Form.
- 🌐 T(2) form must be completed before any travel arrangements are made or any cost incurred/obligated.
- 🌐 The primary purpose of the T(2) is to document the approval of travel. A T(2) must be completed even when there will be no cost to the District. However, a T(2) does not have to be submitted and approved by the Assistant Superintendent for travel that is paid 100% from Internal Funds. If paid 100% from Internal Funds, a T(2) must be prepared, approved by the principal and retained at the school. If the District is paying for any part of the travel, a T(2) would need to be submitted and approved by the appropriate Assistant Superintendent.
- 🌐 T(2) forms should always be submitted to and received by the Travel Accounting Department **PRIOR** to the trip.
- 🌐 The destination, purpose, and estimated departure and return times must be completed. Always include “AM” or “PM” in the times.
- 🌐 The method of travel should be clearly stated (i.e., flying, renting vehicle, personal vehicle, etc.). If there will be passengers in the car, each passenger should be listed. If the traveler is a passenger in another traveler’s vehicle, the driver should be listed.
- 🌐 Subsistence is the expense for lodging and meal allowance.
- 🌐 Each expense (other than method of travel and subsistence) of the trip with an estimated cost should be listed in the “other expense” section (i.e., parking, tolls, registration, etc.).

- 🌐 In the “Summary of Estimated Expenses” section, group the estimated **expenses** by:
 - 1) Travel – includes airline tickets, rental vehicles, mileage, etc.
 - 2) Subsistence – includes meal allowance & lodging or per diem.
 - 3) Other – includes all other expenses such as registration, parking, etc.
- 🌐 In the “Summary of Estimated Expenses” section, indicate the various sources of funds that will be used to pay for the travel expenses using the following descriptions:
 - 1) District Funds – budgeted funds such as department’s travel, federal grants, etc.
 - 2) Internal Funds – school internal funds used that will NOT be reimbursed by budgeted funds.
 - 3) Other – other sources such as an outside agency that will be funding the expense.
- 🌐 There must be sufficient funds available in the budget account being charged to cover the expense.
- 🌐 If more than one budget account is to be charged, the amount for each should be adequately noted.
- 🌐 Obtain all required authorization signatures (traveler, traveler’s supervisor, and the person responsible for the funding source) prior to sending the form to the Superintendent or appropriate Assistant Superintendent. The form will then be forwarded to the Travel Accounting Department.
- 🌐 Always keep a copy of the T(2) and support documentation in case the original gets lost or damaged.
- 🌐 The Travel Accounting Department will scan and e-mail a copy of the approved T(2) showing all the authorized signatures and will return it to the person indicated at the bottom of the page. (Make sure you identify who should receive the copy)
- 🌐 An event description (brochure) or completed registration form needs to be attached.
- 🌐 **Please be aware that a T(2) needs to go through several departments in order to be approved. Therefore, forms should be submitted enough in advance in order to acquire the appropriate signatures. If approval is needed ASAP you should plan on walking it through the various departments.**

Travel Voucher Reimbursement Claim (T(3) Form) Online

- 📎 The travel reimbursement form for out-of county travel is the **yellow** T(3) Form.
- 📎 T(3) must be submitted within 90 days of the last day of the trip.
- 📎 The returned copy of the T(2) and all supporting documentation must be attached to the T(3) form.
- 📎 All expenses included on the claim must be adequately documented with **original** receipts.

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-  The same information that was provided on the authorization form T(2) is included on the T(3) Form. However, all information is based on actual data rather than estimates.
-  Make sure there are sufficient funds available in the budget account being charged to cover the expenses.
-  If more than one budget account is to be charged, the amount for each account should be adequately noted.
-  Obtain all required authorization signatures (traveler, traveler's supervisor, and the person responsible for the funding source) prior to sending the form to the Superintendent or appropriate Assistant Superintendent. The form will then be forwarded to the Travel Accounting Department.

TRAVEL CARD GUIDELINES

Reminder: For liability purposes and compliance with state statute, a T(2) and T(3) are required for travel regardless of how payment is made. A T(2) must be filed before any expenditure is incurred or obligated.

Authorized Travel Expenditures

- ❖ Hotel (lodging, business calls, business related internet, etc.) (The lodging expenses of a co-worker that does not have a district Travel Card may be charged to the Travel Card of an employee that does have a district Travel Card with prior authorization – as noted and approved on the T2.)
- ❖ Gas (for rental cars or district owned vehicles only). Receipt must be detailed showing gallons and price per gallon.
- ❖ Tolls
- ❖ Parking
- ❖ Taxi, shuttle, etc.
- ❖ Registration
- ❖ Baggage fee if airline charges for first bag (limited to one bag only)

PROHIBITED TRAVEL CARD PURCHASES

- ❖ Airline tickets (see page 3 for exceptions)
- ❖ Rental vehicles
- ❖ Meals or any food items
- ❖ Personal Expenses (phone calls, movies, room service, personal items, etc.)
- ❖ Entertainment
- ❖ Taxi/Uber/Lyft

IMPORTANT INFORMATION FOR CARDHOLDERS

- ❖ Personal charges should never be made on the District card. If this inadvertently happens, reimburse the District immediately. Notify the Travel Accounting Department to coordinate reimbursement.
- ❖ The cardholder must submit a receipt for all transactions or the transactions will be considered personal.
- ❖ Cancellation of reservations:

It is the responsibility of the cardholder to cancel any reservations made with the district travel card so that the District will not be charged for rooms not used. **If the cardholder does not cancel the reservation in a timely manner and the District is charged, the employee will be responsible for reimbursing the District for the charges either by check or through a payroll deduction.** The only way this rule can be waived is with a signed affidavit from the Superintendent of Schools or his Designee stating that it was a District (not personal) emergency and the employee was not informed in time to cancel without penalty. If there was a District emergency and the employee had sufficient time but failed to cancel, the charge will be the responsibility of the employee.

- ❖ **For travel within the State of Florida, be sure to remind the hotel at time of check-in that the District is tax exempt. If taxes are charged, the cardholder will be required to contact the hotel for a credit or will be responsible for reimbursing the district for the charge.**
- ❖ Personal items charged to the room must be charged on a separate receipt and paid for personally.
- ❖ The card may not be used to put gas in a personal vehicle under any circumstances. This may only be used with a rental car or when taking a District vehicle on a trip.
- ❖ Detailed gas receipts must be provided with appropriate dates, gallons, price per gallon, and location. If a lump sum receipt is submitted instead of a detailed receipt, the purchase will be considered personal and the responsibility of the cardholder.
- ❖ **Do Not** accept cash or check for credit for any reason. All credits must be posted against the travel card.
- ❖ Cards cannot be used for cash advances under any circumstances.

❖ NON-DISTRICT EMPLOYEE TRAVEL

Travelers who are not District employees are held to the same general travel rules and regulations as employees with a few exceptions or modifications.

ALL CLAIMS MUST BE SUBMITTED WITHIN 90 DAYS OF THE LAST DAY OF THE TRIP.

- ❖ Must have a T(2) signed and submitted prior to the trip. Write “Non-Employee” above the traveler’s name and a brief reason the District is paying the cost (i.e., part of a consortium, special grant, etc.).
- ❖ Airline tickets are the same as employee tickets (authorization number and purchased through the District’s authorized travel agency) at least 14 days prior to the trip.
- ❖ The District will reimburse travelers for one piece of luggage (if the airline charges for the first bag).
- ❖ The District’s contract with Avis/Budget covers liability for those authorized drivers and occupants (authorized travelers) for District related travel. If a rental vehicle is needed, the school or authorized contact will contact the District’s travel office for reservations.
- ❖ Registration can be put on a District employee’s purchasing card or the traveler can pay it and submit the receipt with the T(3) for reimbursement.
- ❖ Meals and mileage will be reimbursed based on the same rate and process as employees.
- ❖ All other expenses (hotel, parking, gas for rental vehicle, etc.) will be reimbursed with proper original receipts the same as district employees.

**IN-COUNTY TRAVEL T(1) CLAIM FORM
INSTRUCTIONS FOR COMPLETING ONLINE TRAVEL FORMS (INCLUDING EXAMPLE)**

*******MUST BE SUBMITTED ON GREEN PAPER WITHIN 90 DAYS*******

The T(1) Travel Voucher is the only document used to reimburse in-county travel. Neither per diem nor meal allowance is allowed for in-county travel. If a toll is paid during a month of travel, that receipt can be attached and noted separately on the form for reimbursement. The T(1) voucher should be submitted for each month of travel at the end of that month. The T(1) should be submitted within 90 days of the end of the month being reimbursed.

EXAMPLE DETAILS: The traveler goes to various schools for special program training sessions as part of their official job duties during the month of February.

1. **SOCIAL SECURITY** – Enter you 9 digit SSN, without dashes, and click “Lookup”.
2. **EMPLOYEE NAME** – Verify the name populates as it appears on the payroll check.
3. **HOME ADDRESS** - Verify the address is the same that is contained in the personnel records.
4. **DATE** - Date of each day of business travel. If the points of travel are several stops in one day, skip down the necessary spaces to note the next day of travel.
5. **TRAVEL TO DISTRICT LOCATIONS – FROM/TO** – This is the starting place and location where the traveler is going (i.e.school, work location etc.).
6. **OTHER IN-COUNTY TRAVEL– FROM/TO** – This is the starting place and location where the traveler is going other than district locations (i.e.home, home visits, hospitals, banks, etc.).
7. **PURPOSE OF TRIP** – Reason for the travel.
8. **MILES TRAVELED** – If miles don’t populate automatically, enter the miles traveled to that point to the nearest 10th (i.e., 5.6).
9. **GRAND TOTAL** - This is the total amount being reimbursed.
10. **AUTHORIZED SIGNATURE** – Traveler must click on “Authorized Signature”.
11. **BUDGET ACCOUNT TO BE CHARGED - THIS IS VERY IMPORTANT!!** Make sure that all numbers are accurate and that adequate funds are available to cover the estimated travel costs. Problems with coding will delay reimbursement.
12. **SUBMIT REQUEST** – Choose “Submit Request” from the drop down menu and click “Go”.
13. **T-1 FORM WILL AUTOMATICALLY BE ROUTED THROUGH THE APPROVAL PROCESS.**

Video instructions for T-1 online format are available online just under the T-1 form.

PAGE RESERVED FOR T(1) – PAGE 1

PAGE RESERVED FOR T(1) – PAGE 2

PAGE RESERVED FOR T(1) SAMPLE PAGE 1

PAGE RESERVED FOR T(1) SAMPLE PAGE 2

**REQUEST FOR TRAVEL AUTHORIZATION T(2) CLAIM FORM
INSTRUCTIONS FOR COMPLETING TRAVEL FORMS (INCLUDING EXAMPLE)**

*******MUST BE SUBMITTED ON WHITE PAPER*******

The T(2) Travel Form is the initial action required by an authorized traveler to perform travel of official business for the School District of Escambia County. The filling out and filing of this form shows approval for travel and the reimbursement of authorized expenses. **This form must be filled out in full, contain all authorization signatures, and be received by the Travel Accounting Department PRIOR to the first date of travel or any cost being obligated.** At the bottom of the page, fill in the name of the contact person and the date T(2) was put in the courier.

EXAMPLE DETAILS:

Conference Dates – 02/04/08 through 02/08/08 (conference ends at noon on 8th)
Registration – \$ 350 to be pre-paid by Travel Accounting Department
Airline Ticket – \$286 will be booked through a travel agency
Estimated departure time 2/3/08 at 5 PM, estimated return on 2/08/08 at 6:45 PM
Rental Car – estimated \$150 through Travel Accounting Department
Gas for rental car – estimated \$40
Tolls – estimated \$10
Airport Parking – estimated \$30
Hotel – estimated \$99 per night

1. **EMPLOYEE NAME** - Print the name as it appears on the payroll check.
2. **HOME ADDRESS** - Use the address that is contained in the personnel records.
3. **SOCIAL SECURITY NUMBER** – Last 4 digits only.
4. **DATE** – Use the date the form was completed by the traveler.
5. **DEPARTMENT/SCHOOL** - Actual work location (school or department name).
6. **TITLE** - Job title as it is listed in the personnel records.

SECTION 1 – DESTINATION & PURPOSE OF TRIP – Where traveler is going & why.

7. **DESTINATION**
 - A) **FROM** – The city/state of departure (i.e., Pensacola, FL).
 - B) **TO** – The city/state where the traveler is going.
8. **PURPOSE** - Name of conference, workshop, business event, etc.
9. **DEPARTURE & RETURN**
 - (A) **DEPART DATE** - Day the traveler will leave home/work location.
 - (B) **DEPART TIME** – Estimated departure time including AM or PM notation.

(C) RETURN DATE - Day the traveler will return home (i.e., last day of trip).

(D) RETURN TIME – Estimated time the traveler will return to Pensacola/work location.

SECTION 2 - METHOD OF TRAVEL - How the traveler will get to the destination (i.e., fly, rental car, etc.). Check the boxes that apply & provide information for those items.

10. FLYING

A) NAME OF AIRLINE – Name of airline carrier used.

B) TICKET COST – Estimated cost of airline ticket (including travel agency fee).

11. PERSONAL VEHICLE

A) ESTIMATED MILEAGE – Estimated total miles to be driven on trip.

B) COST PER MILE – Per mile reimbursement rate (Board approved rate).

C) ESTIMATED COST – Estimated miles times reimbursement rate.

D) NAME OF PASSENGERS – Name of any passengers in the vehicle.

12. RENTAL VEHICLE – Fill out a **Rental Car Reservation Request** form.
Only put a check in this box if you are the driver and if the Travel Department will be renting your vehicle.

A) COST – Estimated cost of rental vehicle (including estimated cost for gas).

B) DRIVER'S NAME – Name of person who will pick up the rental car (responsible for vehicle).

C) PASSENGER'S NAMES – Name of any passengers in the vehicle.

13. OTHER

A) OTHER – Description of “other” method of travel (i.e., bus, county vehicle, etc.)

B) ESTIMATED COST – Estimated cost of “other” method.

SECTION 3 – ESTIMATED SUBSISTENCE – Lodging & meals. Check only one box.

14. PER DIEM – Used if the traveler is not staying in a paid lodging facility (hotel, dorm, etc.)

15. MEALS PLUS LODGING

A) TRAVELER WILL BE STAYING AT – Where the traveler will be staying (hotel name, family member, friend, etc.).

B) MEALS – Estimated amount to be reimbursed for meal allowance.

C) ESTIMATED LODGING – Estimated cost of lodging (hotel cost, dorm fee, etc.). If using a co-worker's Travel Card for lodging expenses, check the box and list the cardholder's name.

D) ROOM SHARED WITH – Name of other travelers that will share the lodging.

16. **SECTION 4 – OTHER ESTIMATED EXPENSES** – These are incidental travel expenses of the traveler that are not included in another section.

A) REGISTRATION – Cost to register for the event.

B) TAXI/SHUTTLE – Estimated cost of taxi, Uber (economy), Lyft or shuttle.

C) PARKING – Estimated cost of parking (airport, conference center, etc.).

D) TOLLS – Estimated cost for road/bridge tolls.

E) Description of expense not listed.

F) Estimated cost of expense not listed.

17. **SECTION 5 – SUMMARY OF ESTIMATED EXPENSES TO BE INCURRED & SOURCE OF FUNDS**

A) EXPENSES – Summary of section totals (sections 2 – 4).

B) FUNDING SOURCES – How the expenses will be funded, either in full or in part, by district funds (school or department budget, grants, etc.), school internal funds, and/or other sources such as other agencies. The total in the funding sources column must equal the grand total for expenses.

18. **BUDGET ACCOUNT TO BE CHARGED** – THIS IS VERY IMPORTANT!! Make sure that all numbers are legible and accurate and that adequate funds are available to cover the estimated travel costs. Coding must be provided before any travel will be authorized.

19. **TRAVELER'S SIGNATURE** – Must be the original signature (i.e., no signature stamps or copies) of the traveler.

20. **SUPERVISOR'S APPROVAL** - Must be the original signature (i.e., no signature stamps or copies) of the traveler's supervisor.

21. **FINANCE DEPARTMENT APPROVAL** - Leave this area blank as it is used for final approval before returning to the traveler.

22. **SUPERINTENDENT'S APPROVAL** - Must be the original signature (i.e., no stamps or copies) of the Superintendent or the appropriate Assistant Superintendent.

23. **Return T(2) To** – Name & department of the person the form should be returned to after it has been processed and approved. This should be the person who handles the travel if different than the traveler (such as a department secretary).

PAGE RESERVED FOR T(2)

PAGE RESERVED FOR T(2) SAMPLE

**OUT-OF-COUNTY TRAVEL T(3) CLAIM FORM
INSTRUCTIONS FOR COMPLETING TRAVEL FORMS (INCLUDING EXAMPLE)**

*******MUST BE SUBMITTED ON YELLOW PAPER WITHIN 90 DAYS*******

The final step in the travel reimbursement process is submitting a Travel Voucher Reimbursement Claim. The T(2) and all support documentation previously submitted must be attached to the T(3) form. All expenses included on the claim must be adequately documented with **original** receipts. (With the exception of items paid for with a District purchasing or travel card. For these items, a copy of the receipt should be attached.) The T(3) should be submitted within 90 days of the end of the trip. At the bottom of the page, put the date T(3) was put in the courier.

EXAMPLE DETAILS: The following travel details were used to complete the sample T(3) form.

Conference Dates – 02/04/08 through 02/08/08 (conference ended at noon on 8th)
Registration – \$ 350 pre-paid by Travel Accounting Department
Airline Ticket – \$286 booked by travel agency
Flight departure on 2/03/08 at 5 PM, return on 2/08/08 at 6:45 PM
Rental Car - \$130.65 through Travel Accounting Department
Tolls - \$9 paid with cash by traveler
Airport Parking - \$30 paid with traveler's personal credit card
Hotel - \$495 paid with school internal funds check
Meals – lunch was provided from 2/4 – 2/7, dinner provided on 2/6
Gas for rental car - \$45 paid with district travel card (included \$15 for snacks/drinks)

1. **EMPLOYEE NAME** – Use the name as it appears on the payroll check.
2. **HOME ADDRESS** – Use the address that is contained in the personnel.
3. **SOCIAL SECURITY NUMBER** – Use last 4 digits only.
4. **DESTINATION** - Location traveled to (city and state).
5. **PURPOSE OF TRIP** - Reason for travel (conference name, meeting, etc.).
6. **DEPARTURE** - Date and time that travel begins (allowed 2 hours prior to flight departure time). Include A.M. or P.M.
7. **RETURN** - Date and time that travel ends (allowed 1 hour after flight arrival time). Include A.M. or P.M.
8. **ITEMIZED EXPENDITURES** – The form lists most of the travel expense items that will be incurred (airline, rental car, hotel, meals, etc.). Every item will not always be used for each trip. If the item does not apply (i.e., no expense), simply leave that line blank.
9. **PAID WITH DISTRICT VISA CARD** - This column is for any expense item that a traveler pays using a district visa card (either travel card or purchasing card).

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10. **PAID BY DISTRICT (PRE-PAY, AVIS/BUDGET, ETC.)** – This column is for any expense item where payment is made directly by the district (i.e., pre-pay for registration, Avis/Budget charges, airline tickets, etc.).
11. **PAID BY INTERNAL FUNDS** - This column is for any expense item where payment is made using a school's internal funds check (including when internal funds will be reimbursed by budgeted funds).
12. **PAID BY TRAVELER** – This column is for any expense item that the traveler pays with their personal money (cash, personal credit card, etc.).
13. **MEALS** – The “# provided with event: B __ L __ D __” is used for any meals that were provided as part of the registration cost. If no meals were provided, leave blank.
14. **TOTAL AMOUNT OF THIS CLAIM** – This is the grand total of all expenses incurred for the trip (regardless of how payment was made). It is the sum of columns A through D.
15. **LESS AMOUNTS PAID BY DISTRICT VISA CARD** – This is the total of column A (i.e., items paid using a district travel or purchasing card).
16. **LESS AMOUNTS PAID DIRECT BY DISTRICT** – This is the total of column B (i.e., items paid directly by the district).
17. **LESS AMOUNTS BEING FUNDED BY INTERNAL FUNDS** – This is the amount from column C that will NOT be reimbursed to internal funds. For example, hotel is paid with an internal funds check but will only be reimbursed for half of the cost (budgeted funds cover half and internal funds cover half).
18. **LESS UNAUTHORIZED EXPENSES** – Any expense paid either direct by the district or using a district travel or purchasing card that is deemed an unallowable expense (i.e., movie charges on a hotel bill charged to a district travel card, upgrade to rental car, etc.) or an expense that is determined to be the responsibility of the traveler (i.e., fee for change to airline ticket for personal reasons).
19. **CLASS C MEALS** - Meals claimed for day trips that do not involve an overnight stay. These meals are considered a taxable fringe benefit by the IRS and will be processed through the payroll system (i.e., meal will be added to the employee's paycheck and taxes will be deducted).
20. **AMOUNT TO BE REIMBURSED TO INTERNAL FUNDS** - This is the total of column C (i.e., amount that the school has already paid out of internal funds for expenses incurred relating to the trip that will be reimbursed using budgeted funds). The reimbursement will be made directly to the school's internal funds.
21. **AMOUNT TO BE REIMBURSED TO TRAVELER** - This is the amount that will be paid to the traveler (i.e., reimbursement for allowable expenses paid by the traveler's personal money).
22. **BUDGET ACCOUNT** - THIS IS VERY IMPORTANT!! Make sure that all numbers are legible and accurate and that adequate funds are available to cover the claim. Problems with coding will delay reimbursement.

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23. **CERTIFICATION** - This must have the signature, title and date signed by the traveler. This must be an original signature (i.e., no signature stamps).
24. **DEPARTMENT HEAD APPROVAL** - Must be the original signature (i.e., no signature stamps) of the traveler's immediate supervisor.
25. **SUPERINTENDENT'S APPROVAL** - Must be submitted to and signed by the Superintendent or the appropriate Assistant Superintendent. Must be an original signature (i.e., no signature stamps).
26. **AUDITED AND APPROVED FOR** - Leave this area blank as it is used by the Travel Accounting Department to note the final amount approved for reimbursement to the traveler.
27. **AUDITED BY** – Leave this area blank as it is used by the Travel Accounting Department to note the final review.
28. **REVIEWED & APPROVED BY** – Leave this area blank as it is used by the Travel Accounting Department to note the final review and approval for payment.