

QUICK CHECKLIST (FORM DFA-1)

- Complete this digital form completely and correctly (do not handwrite) – this form will automatically calculate all mileage totals and reimbursement amounts for you.
 - Include all Index and Account Numbers
 - Attach ALL SUPPORT DOCUMENTS including but not limited to:
 - MapQuest printouts
 - Not needed for campus to campus travel
 - Use In-District Mileage Chart available:
 - valenciacollege.edu/accountspayable/documents/UpdatedIn-DistrictMileageChart.pdf
 - Total mileage and route details
 - Actual map not needed
 - Used for locations not home campus
 - All receipts **over** \$5.00 for tolls and parking – this is for an individual toll over \$5.00, not the cumulative total
 - Receipts are not needed for purchases of \$5.00 and under
- PLEASE NOTE:** The College will only reimburse the most economical means of travel.
- Obtain ALL required signatures:
 - Traveler's signature, printed name, and date signed
 - Direct Supervisor's, signature, printed name, and date signed
 - Budget Manager's, signature, printed name, and date signed

PLEASE NOTE: Keep all forms together when obtaining signatures
PLEASE NOTE: If using grant funds, please send this form to the Grants Department before sending to AP.
- Submit this form to Accounts Payable at DTC-3 for processing on a MONTHLY BASIS.

PLEASE NOTE: Do NOT use this form if:

 - If you are traveling out-of-district for a conference, convention, or training and paying a registration fee
 - If you are attending an overnight trip
 - In these instances, please complete an Authorization for Travel and list mileage on form.
 - In-District travel is considered in Orange and Osceola Counties.

What are Excess Miles?

- The Mileage Reimbursement Form reimburses for miles IN EXCESS of your normal commute.
- What does this mean?
 - You can only receive reimbursement for additional mileage driven above the normal roundtrip commute.
- How do I calculate my normal commute?
 - Mileage from Home Address to Home Campus = normal commute (one-way)
 - Example: Home to West (one-way) is 5 miles
 - Subtract the mileage from your route
 - Example: Home to East (one-way) is 16 miles, subtract 5 miles each way
 - **PLEASE NOTE:** Accounts Payable can provide a spreadsheet to calculate your normal commute, if needed.

THREE METHODS FOR REPORTING MILEAGE

Method #1: Net

Take all miles for each day, subtract the normal commute, and enter ONLY EXCESS MILES in the MILEAGE Field.

EXAMPLE:

DATE	FROM LOCATION	TO LOCATION	REASON FOR TRAVEL	MILEAGE	TOLLS/ PARKING
5/31/12	West	CJI to Home (Excess)	Staff Meeting	22.00	4.25

Here, the traveler left his home campus at West, traveled to CJI, and then traveled home for the day. He took the mileage and tolls information from the In-District Mileage Chart for West to CJI travel of 15 miles and \$2.00 in tolls. He then calculated his mileage from CJI to his Home and subtracted his one-way normal commute. The total from CJI to Home minus his one-way normal commute is 7 miles. He added the 15 miles from and the 7 miles to equal 22 miles total. He also incurred an additional \$2.25 in tolls on his commute home. His total Mileage and Tolls/Parking for the day are 22 miles and \$4.25 in tolls.

Method #2: Line by Line

For each travel destination, include a line on the mileage form. Subtract the one-way or round-trip normal commute **WHEN APPLICABLE**.

EXAMPLE:

DATE	FROM LOCATION	TO LOCATION	REASON FOR TRAVEL	MILEAGE	TOLLS/ PARKING
4/4/12	Home	East	Meeting	12.00	1.75
4/4/12	East	Lake Nona	Staff Meeting	16.00	2.00
4/4/12	Lake Nona	Home	Return Home From Work	-3.00	

In this example, the traveler traveled to numerous sites on the same day. She traveled from her home to East Campus, East Campus to Lake Nona Campus, and Lake Nona Campus back to her home. As you can see, she included one line on the Mileage Reimbursement Form for each trip that day. She included the campus to campus mileage based on the In-District Mileage Chart, and then subtracted her round-trip normal commute for the day. Her normal commute is 12 miles one-way, so the traveler subtracted 24 miles (round trip because she left from and arrived home that day) from the last leg of the trip. Her commute from Lake Nona to Home was 21 miles and because she subtracted 24 miles from that mileage, it shows up as a -3. When the mileage is automatically totaled, the -3 will be deducted from her travel for the day to show only excess miles.

Method #3: Actual Mileage subtract Normal Commute

In this method, the traveler lists all of the mileage for each trip and then enters their normal commute (either one-way or round trip) for the day as a negative number to subtract the normal commute out. When the form is automatically calculated, the excess miles are only reimbursed.

EXAMPLE:

DATE	FROM LOCATION	TO LOCATION	REASON FOR TRAVEL	MILEAGE	TOLLS/ PARKING
5/17/12	Home	Double Tree Hotel	Meeting	8.80	
	Double Tree Hotel	Home	Return Home	8.80	
	Home	West	Distance from Home to West (Round Trip)	-11.40	
5/22/12	Home	East	Meeting	17.20	
	East	West	Return to Assigned Duty	16.00	
	Home	West	Distance from Home to West (One Way)	-5.70	

In this example, the traveler is entering each destination line by line and also including ALL miles for each trip. At the end of each day, she is deducting either her one way or round trip normal commute (depending on if she left and returned home on the same day) and entering this as a separate line as well. Her one way commute is 5.70 miles and her round trip normal commute is 11.40 miles. On May 17th the traveler left from home and returned to home on the same day. She deducted her normal commute round trip commute, 11.40, and entered it as a negative number. On May 22, the traveler left from home and traveled to East Campus. She then returned to her home campus. The traveler deducted her one-way normal commute of 5.70 and entered it as a negative number. The end total will calculate ONLY the excess miles as the normal commutes were deducted.

**MILEAGE REIMBURSEMENT FORM
(FORM DFA-1) INSTRUCTIONS**

STEP 1: COMPLETE TRAVELER INFORMATION

- Type traveler's name & mail code
- Type traveler's primary "home" address (NOT home campus). Refer to Guideline section above for definition of primary "home" address).

STEP 2: DOCUMENT ALL TRAVEL

- Indicate if this is out-of-district travel by selecting the box.
- Enter the ACTUAL date of your travel (NOT today's date)
- Enter your starting destination in the FROM LOCATION field. You MUST start and end your daily travel at either your home or home campus (PLEASE SUBTRACT NORMAL COMMUTE EACH DAY OF TRAVEL WHEN APPLICABLE)
- Enter your destination in the TO LOCATION field.
- Enter a brief description for your travel in the REASON FOR TRAVEL field (example - Staff meeting, Valencia Training). Please limit description to box size.
- Include your EXCESS MILES in the MILEAGE field. **PLEASE NOTE:** There are (3) different methods for completing this form correctly.
- Enter all toll and parking costs. Receipts are needed for any tolls and parking over \$5.00.

STEP 3: COMPLETE THE SIGNATURE SECTION

- Traveler sign and date form
- Include traveler's Valencia Identification Number (VID#) on indicated line
- Type name of person who prepared the travel form on the "Completed By" line
- Direct supervisor & Budget Manger for Index must sign, print, and date form (In most cases the budget manager/approver will be your supervisor, but in some situations, such as with Staff and Program Development funds, this may not be true)

STEP 4: COMPLETE CHARGE TO SECTION

- If charging for in-district and out-of-district travel, indicate correct index numbers and amounts on the corresponding lines. 605010 is for in-district Travel and 605020 is for out-of-district travel. *Total dollar amount for each index/account must equal the "Total Amount Due" listed on the form).*

STEP5: ATTACH SUPPORT DOCUMENTS INCLUDING BUT NOT LIMITED TO:

- MapQuest printouts (Not needed for campus to campus travel):
 - Include roundtrips for the day
 - valenciacollege.edu/accountspayable/documents/UpdatedIn-DistrictMileageChart.pdf
 - Total mileage and route details
 - Actual map not needed
 - Used for locations not home campus
 - For locations not listed on the Valencia College Mileage Chart, attach routes with paper clip from MapQuest ONLY
 - Use In-District Mileage Chart for campus to campus travel
- All receipts over \$5.00 for tolls and parking (Please tape receipts securely to letter size paper)
 - Receipts are not needed under \$5.00
 - **PLEASE NOTE:** The College will only reimburse the most economical means of travel.

STEP 6: SEND COMPLETED FORM AND ALL SUPPORT DOCUMENTS TO ACCOUNTS PAYABLE MAIL CODE, DTC-3

MILEAGE REIMBURSEMENT FORM GUIDELINES (FORM DFA-1)

PURPOSE

This form is submitted to request reimbursement for mileage, tolls, and parking for in-district and out-of district Class C travel as defined by Section 4D of the Valencia Policy 6Hx28:5-08. Class C Travel is defined as, "Travel for short or day trips where the traveler is not away from his or her official headquarters overnight. No allowance shall be made for meals or lodging for Class C Travel."

PERSONS AUTHORIZED

Personnel entitled to in-district travel reimbursement include:

- Employee (full or part-time) of Valencia College
- Student of Valencia College;
- Consultants or advisors to Valencia College;
- Members of Valencia's District Board of Trustees;
- Others as authorized by the District Board of Trustees, the President, or a Designee.

GUIDELINES

General

No form is required prior to in-district travel, unless a fee is being paid to attend the event, in which case an "Authorization for Travel or Absence from Campus" must be completed.

While the College will not reimburse employees for their normal roundtrip commute mileage, defined as miles incurred to travel from home to official campus headquarters back home, employees may be reimbursed for any **additional mileage** (EXCESS MILES) driven above the normal roundtrip commute. An employee's official campus headquarters is deemed to be the hiring campus location within the employee record.

The primary "home" address is based on the active address listed within the traveler's personal identification record found in the Banner form FOAIDEN under the address tab. Since a traveler may have more than one active address type, the home address is determined as follows.

- Employees – "HR" address type
- Students – "MA" address type
- Others – "BI" address type

Local express toll charges will be reimbursed at the most economical rate (i.e. SunPass or E-Pass rate) even if the traveler does not own an expressway transponder. The mileage reimbursement rate is defined by Florida Statute 112.061(3)(d)1.a, and is currently 44.5 cents per mile. The "In-District Travel & Out-of-District Report" form contains formulas that will automatically calculate the claimed mileage at this rate. After the in-district travel occurs, please complete the Mileage Reimbursement Form based on the checklist provided to ensure the traveler's reimbursement request is processed as quickly as possible. The "In-District & Out-of-District Travel Report" should be maintained and submitted on a monthly basis to aid the College's monitoring of travel expenditures throughout the year.

Student Travel

For student travel requirements, please refer to the Student Club and Organization Manual at valenciacollege.edu/studentdev/clubs/

Other Resources

For additional information, please refer to:

- Valencia Travel Policy 6Hx28: 5-08 *Travel by Authorized Personnel* at valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=127&volumeID_1=5&navst=0
- Accounts Payable website at valenciacollege.edu/accountspayable/