

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.

School District of Escambia County – Travel Claim Procedures

- ❖ 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.