Travel Information Guide

Pensacola Christian College & Affiliates

The purpose of this guide is to help you plan, request, report business travel expenses, and understand your responsibilities. If you are unsure what steps you need to take, ask your supervisor for further guidance.

Planning Your Trip

What is your trip type?

- *Local Trip:* Are you traveling for business within 50 miles of PCC that does not require a rental vehicle or overnight stay? Local Trips require advance supervisor notification but do not require completion of the Travel Authorization Request Form.
- *Day Trip:* Are you traveling for business more than 50 miles from PCC (or your primary office) that does not require an overnight stay? Day Trips require supervisor approval for transportation, meals, and other anticipated expenses through the Travel Authorization Request Form.
- *Extended Trip:* Are you traveling for business that requires an overnight stay and may include airfare, lodging, and/or a rental vehicle? Extended Trips require supervisor and Administrator approval, as applicable, and approval by the President or designee before reservations are made through completion of the Travel Authorization Request Form.

	Travel Authorization Form Required	Meal Type	Approval by	Request by Date
Local Trip	No	Grab N Go	Supervisor	prior
Day Trip	Yes	Grab N Go or reimbursement	Supervisor	1 day before travel
Extended Trip	Yes	Per diem	President or Designee	4 weeks before travel

Do you need to use a ministry or personal vehicle?

When using a vehicle for business travel, you must be a licensed driver, meet the requirements of the ***PCC Vehicle Safety Program***, and be authorized to operate a vehicle for business-related travel. The use of a ministry car is preferred and can be coordinated through the Cashier's Office, or through the Transportation Services if a van is needed.

You may choose to use your personal vehicle for a Local Trip if you are a licensed driver and you have an insured personal vehicle. This is considered a personal convenience, and mileage will not be reimbursed. The use of a personal vehicle for Day or Extended Trips must be preapproved on the Travel Authorization Request Form.

Do you need to plan for meals?

Personal meals should not be charged to a ministry travel card.

Local or Day Trips

If travel will cause you to miss a provided meal, please work with your supervisor before you leave to request a Grab N Go meal from Dining Services for early pickup.

If a Grab N Go meal is not available or is not practical because of food safety concerns, you may purchase a meal with personal funds. Please submit an expense report in Workday with an itemized receipt to request reimbursement, up to the applicable per diem amount.

Extended Trips

Before your trip, the Travel Coordinator will calculate your meal per diem and deposit the funds into your account. While traveling, use a personal payment method to purchase your meals.

- If your trip is extended, contact the Travel Coordinator to request any additional per diem.
- If your trip is shortened by a full day, contact the Travel Coordinator to return any excess per diem.

Hosting Meals

If you need to take a non-employee out for a business-related meal, the meal can be charged to the ministry card. When you submit the Expense Report, include the itemized receipt and a list of attendees.

How should you dress for business travel?

During travel, you may dress casually. Upon arrival at the place of business, you should be dressed appropriately depending on the nature of the event. Business casual attire is appropriate when working during conventions and attending conferences. Professional attire is appropriate if you are a presenter or speaker.

Requesting Authorization

How do you complete the Travel Authorization Form?

For a Day Trip or Extended Trip, complete the ***Travel Authorization Request Form*** with the following information:

- Provide general travel details and business purpose
- Complete estimated trip costs by looking up flights (economy, non-refundable rate), hotels (standard room, refundable rate), and rental vehicle (basic vehicle) based on the needs of your trip
- Submit to your supervisor for authorization

After approval of the Travel Authorization Request, notify your supervisor and the Travel Coordinator as soon as possible if any material changes occur so that appropriate changes can be made (e.g., cost increase, dates change, names of individuals traveling change, number of travelers change, emergency cancellations).

Business Travel Expenditures

What costs are covered by the ministry?

The following table outlines expenditures that the ministry will pay and expenditures that are the traveler's responsibility (not all-inclusive). Work with your supervisor to determine whether you need a ministry travel card to cover business-related expenses. The use of a ministry travel card must comply with the ***Purchasing Card Policy***.

Ministry-Paid Travel Expenditures	Traveler-Paid Expenditures
Airfare (economy, non-refundable rate)	Upgrades to flight seating, lodging, rental vehicle, etc.*
Lodging (standard room, refundable rate)	Entertainment
Transportation and approved mileage reimbursement	Room service
Registration	Personal items
Parking, tolls	Fines
Hosting meals with at least one non-employee	Family-related expenses**
Fuel for ministry or rental vehicles	Dry cleaning
Rental vehicles (basic vehicle to meet need)	Non-meal snacks or drinks
Baggage fees	
Meal per diem	

*Travel upgrades are personal choices and must be paid directly by you.

**Family may accompany you on business-related travel, but this must be preapproved on the Travel Authorization Request Form, and additional expenses must be paid directly by you.

How do you submit an expense report?

After you return from your trip, submit an expense report in Workday within five (5) business days after your return to report ministry travel card charges, request reimbursement for approved business-related expenses, and request any additional per diem, if needed. For step-by-step instructions, see ***How to Create and Submit an Expense Report in Workday***. Include the following documentation with your report:

- Itemized receipts for charges over $25 on ministry travel cards
- Itemized receipts for reimbursement of business-related expenses
- Supporting documentation, including the Travel Authorization Request Form

Compensation Guide

How is your travel time compensated?

The Ministry Travel Compensation Guide complies with federal law and the ministry's Travel Policy. For purposes of this guide, the standard workday for full-time employees is 8 a.m. to 4:45 p.m., although schedules may vary for part-time employees.

Exempt Employees

Exempt employees (non-clocking) are not eligible for additional compensation for travel time but may proportionally adjust the travel week's work days as authorized by the area manager.

When a 10-month faculty member is traveling during summer months (i.e., conventioneer), the traveler will be considered an exempt employee and will be paid using a per-event or per-day rate.

Hourly Employees

Hourly employees (clocking) are compensated when traveling as a part of their work, not including:

- Commute time (to work, to airport, to worksite, etc.)
- Travel outside regular work hours
- Meal breaks
- Times when no work is performed

To avoid overtime, supervisors are to adjust the work schedules of hourly employees within the travel workweek (Sunday–Saturday). If travel clocking guidelines result in fewer than normal weekly hours, the employees will still be paid for their standard weekly hours. In other words, an employee should not have reduced earnings when traveling. The traveler should inform the department supervisor or timekeeper when travel hours result in fewer than the normal number of weekly clocked hours.

Employees should use the Workday app to clock in and out while traveling and include the trip name in the comments section. When the Workday app is unavailable, employees should complete a discrepancy form to record hours worked.

Employees who extend a business trip for personal travel must submit a PTO request and are responsible for any additional travel costs and expenses incurred during the extended stay.

Local Trips During the Workday

Work-related local travel required for the employee's primary work responsibilities, such as travel from campus to Camp o' the Pines for an assignment, is compensable. The supervisor should direct such travel.

Day Trips

Time spent traveling to and from another city on the same day is compensable, including travel occurring after regular work hours.

Example: An hourly employee whose regular work hours are 8 a.m. to 4:45 p.m. attends a training session in Mobile. The employee leaves at 7 a.m. and returns at 7 p.m. He would be compensated for the entire 12-hour travel period, minus any meal breaks.

Key Takeaway: Same-day out-of-town travel is compensable, even when it extends outside of regular work hours.

Extended Trips

Travel time during regular work hours is compensable, even if it occurs on a nonworking day. Work-related duties performed while traveling are compensable. Traveling to the worksite is compensable for the driver. During an extended trip, compensable travel time is calculated from entering the origin airport to exiting the destination airport during the traveler's regular work hours.

Example: An hourly employee with a regular work schedule of 8 a.m. to 4:45 p.m. travels to Dallas to work at a convention. The employee leaves home on Wednesday at 7 a.m. and enters Pensacola Airport at 7:35 a.m. He exits

Dallas airport at 1 p.m. From 4 to 6 p.m., he sets up a display at the convention center. His paid time for Wednesday would be 7 hours (8 a.m.–1 p.m., and 4–6 p.m.). Unpaid lunch is taken some time between 1 and 4 p.m.

Key Takeaway: Travel during regular work hours is compensable. Work performed is compensable. Meal breaks are not compensable.

Example: The convention operates from 9 a.m. to 9 p.m. on Thursday and Friday. Each day, the employee takes a 45-minute lunch break and a 1-hour dinner break. He was also able to take a 1-hour break each day. His paid time would be 9.25 hours each day.

Key Takeaway: Only time spent performing work is compensable. Meal and rest breaks during which no work is performed are not compensable.

Example: The employee traveled home on Saturday. He entered the Dallas airport at 7 a.m. and exited the Pensacola airport at 3 p.m. His paid time for Saturday would be 6.25 hours (8 a.m.–3 p.m., minus a lunch break).

Key Takeaway: Travel during regular work hours is compensable, even if it occurs on a nonworking day.

Additional Compensation Guidance

Type of Travel	Compensable
• Travel between home/hotel and work/conference center/worksite	no
• Travel between home/hotel and airport	no
• Travel between work/conference center/worksite and airport	no
• If flying, travel between airports during the workday	yes
• If flying, travel between airports outside the workday	no
• Work time while at the conference center, worksite, etc.	yes
• Working meals	yes
• Standard meal breaks (including stopping for a meal on the way to/from the airport)	no
• Travel between different work areas during the workday	yes
• Travel between different work areas outside the workday (if driver)	yes
• Travel between different work areas outside the workday (if not the driver)	no

Key Contacts

Reservations and other travel arrangements
- PCC Travel Coordinator – TravelCoordinator@pcci.edu – ext. 6414
- Abeka Travel Coordinator – TravelCoordinator@abeka.com – ext. 2473

Ministry travel card requests and issues
- Treasurer's Office – treasury@abekaservices.com – ext. 2934

Ministry car and travel card pickup
- Cashier's Office – CashiersOffice@pcci.edu – ext. 2030

Ministry van requests
- Transportation Services – transportation@pcci.edu – ext. 2332

Workday expense reporting
- Accounting – kfalkner@pcci.edu – ext. 2929

Compensation information
- Payroll – Payroll@pcci.edu – ext. 2650

Grab N Go request and pickup
- Dining Services – dining@pcci.edu – ext. 3049