



# Northwest Florida State College

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**TITLE:** AUTHORIZED TRAVEL AND REIMBURSEMENT

**SEE ALSO:** Travel Procedures and Definitions

**AUTHORITY:** [FS 112.061](#), [1001.64](#)

**DATE ADOPTED:** [Click here to enter a date.](#)

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**SIGNATURE OF BOARD SECRETARY:**

A handwritten signature in black ink, appearing to be "J. King", is written over the signature line.

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## PURPOSE OF POLICY

To authorize the President or the President's designee to approve authorized travel and reimbursement of travel expenditures

## LOCAL LANGUAGE

With prior approval, Northwest Florida State College shall reimburse board members, employees, and other authorized persons, hereafter referred to as college representatives, for reasonable travel expenses incurred while traveling in the performance of their official duties. Reimbursable expenses include: transportation, lodging, meals, and related incidental costs. Reimbursements for travel funded by Federal, State, special project, or grant funds shall be made in accordance with the project budget but will not exceed the limits established within [FS 112.061](#).