

## EOG - TRAVEL FACTS

All State of Florida travel is to be the most economical option and must be by a usually traveled route. In the event a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler and reimbursement for expenses shall be based only on such time and charges as would have usually been incurred by the traveler. Please contact the Administration Office (850-717-9210) for questions/concerns about travel reimbursements.

### **RENTAL CAR**

#### **Enterprise / National (State Contract Number # 78111808-15-1)**

Contract ID #: FL00001

Phone Number: 1-877-690-0064

Website: <https://partner.rentalcar.com/stateofflora>

To print Enterprise Rental receipts: [https://legacy.enterprise.com/car\\_rental/ticketReceiptRequest.do](https://legacy.enterprise.com/car_rental/ticketReceiptRequest.do)

To print Enterprise / National Toll Receipts: <https://www.htallc.com/ReceiptRequestAgencies.aspx>

- Please utilize the State Required Class rental **COMPACT** (\$25.55 / daily rate) when making reservations
- If a **COMPACT** class car is not available, please ensure the **COMPACT** car rate (\$25.55) is honored
- Should a larger vehicle be needed to conduct state business please provide sufficient justification. If justification for a larger rental car is not sufficient you will only be reimbursed at the **COMPACT** rate (\$25.55/daily).
- The state cannot reimburse for rental car or fuel usage during personal or non-state related business.
- All insurance coverage is provided by the contract vendor. Payment of the daily collision damage waiver or loss waiver fee is not authorized. Report any accident to the rental car company.

### **TOLLS**

- Tolls are to be paid using cash and reimbursed against the corresponding travel reimbursement.
- Electronic Tolls "ETOLLS" should only be utilized if the PLAZA is "ETOLL" only.

### **FUEL**

Fuel will be reimbursed as follows:

- Rental Car: Reimbursed based upon actual gas receipts provided - a standard mileage/gas calculation will be used to compare. If gas receipts exceed the calculation excessively then the mileage/gas calculation cost will be reimbursed.
- Personal Car: If the traveler selects to use a privately-owned vehicle due to personal preference, and it is not the most economical means of transportation, then the employee may be paid for the equivalent of fuel costs for the trip. Reimbursed based on a standard mileage / gas calculation, gas receipts will be accepted but are not required.

### **MILEAGE**

- Traveler(s) will be paid only for the most economical travel option. Generally, it is most economical to utilize a state contract rental vehicle when driving in excess of 100 miles. If the trip is less than 100 miles or the most economical option, mileage is paid at a rate of \$.445 per mile based on Florida Department of Transportation map mileage.

### **AIRFARE**

- Traveler(s) will be paid only for the most economical travel option; therefore, use of commercial air travel is to be justified and pre-approved. Please provide all receipts and boarding passes for reimbursement.

### **LODGING**

When reserving a hotel please remember:

- Nightly rates are not to exceed \$150.00 before taxes and charges. Please provide final paid invoice for reimbursement.
- Personal hotel charges including: room service, parking (unless mandatory by hotel), etc. are not reimbursable.
- If any state business related expenses (faxing, copies, internet usage, etc.) are incurred, please provide detailed receipts and reason for charge.
- Please double check invoice / receipt to ensure rooms were charged correctly and to the correct card. No personal charges are to be on your invoice / receipt and the room is to be in the traveler's name.

### **MEALS**

Meals allowances are only paid if the trip departure and return times exceed a 24-hour period or for overnight travel. If meals were provided at the event attended or included with a registration or participant fee, please document and decline that meal allowance on the travel reimbursement form.

Meals are reimbursed based on the following:

- Breakfast \$6: Departure begins BEFORE 6:00AM and extends BEYOND 8:00AM
- Lunch \$11: Departure begins BEFORE 12:00PM and extends BEYOND 2:00PM
- Dinner \$19: Departure begins BEFORE 6:00PM and extends BEYOND 8:00PM