

PRIVATE VEHICLE

Map Mileage- Travel in personal vehicle will be reimbursed at \$0.4450 per mile based on the Florida Department of Transportation Official Map Mileage chart. All mileage shall be shown from point of origin to point of destination.

Vicinity Mileage- Travel that is necessary to conduct official state business in addition to the official map mileage to a destination. Vicinity mileage in excess of 25 miles per day must be justified.

MANDATORY USE OF SEAT BELTS AND SAFE OPERATING OF VEHICLES (RENTAL, STATE OR PERSONAL) WHILE OPERATING DURING STATE BUSINESS IS REQUIRED.

REGISTRATION FEES

Travel Authorization Request (TAR) form DFS-AA-13, must be completed and authorized to attend a conference or convention. A completed TAR, registration form and agenda is required for advance payments. The traveler must attach original paid receipt, TAR, and agenda to the travel reimbursement voucher for reimbursement of registration fees.

MEALS included in registration fees cannot be claimed for reimbursement. This applies whether claiming per diem, actual or Class C meals.

INCIDENTAL BUSINESS EXPENSE

- Taxi Fares (*receipt required if over \$25 per trip*)
- Tips to Taxi Drivers (*reasonable, not greater than 15% of the fare per trip*)
- Tolls, storage or parking fees (*receipts required in excess of \$25*)

- Communication expense (*i.e. telephone / fax / telegraph / internet access; receipts required*). Must state on travel voucher "State Business"
- Tips for mandatory valet parking (*not more than \$1 per occasion*)
- Portage charges (*not more than \$1 per bag, up to \$5 per occasion*)
- Registration fees (*receipts required*)
- Airfare (*contract carrier unless justified, when applicable*)
- Rental vehicles (*contract carrier unless justified*)

NON-REFUNDABLE TRAVEL EXPENSE

- * Personal organizational membership dues
- * Expense for the sole purpose of taking a Career Service or other job placement or professional exam.
- * Acceptance of personal award which is funded from non-state funds.
- * Partisan / political / social travel
- * Nongovernmental business
- * Travel accommodations club membership dues

TRAVEL REIMBURSEMENT

Travelers must file ALL travel expenses on the State of Florida Voucher for Reimbursement of Traveling Expenses Form DFS-AA-15. Complete the Voucher Reimbursement of Traveling Expenses form and submit all required receipts. Travelers are to file documentation with Administrative Services within five (5) working days after the end of the travel period. If using a State of Florida purchasing card ("P-Card"), time periods for submitting documentation may be shorter due to State regulations. Please refer to your purchasing card guidelines for additional information regarding use.

Updated November 19, 2015

The Travel Navigator



Executive Office of the Governor



State of Florida

CLASS A TRAVEL (PER DIEM)

Continuous travel of 24 hours or more away from official headquarters; \$20.00 per quarter of a day or \$80.00 per day (currently disallowed); or reasonable single hotel lodging plus meal allowance.

CLASS B TRAVEL (PER DIEM)

Continuous travel of less than 24 hours requiring overnight absence from official headquarters; \$20.00 per quarter of a day based on 6 hour cycles starting at midnight (currently disallowed); or reasonable single rate hotel lodging plus meal allowance.

PER DIEM / ACTUAL EXPENSES

Travelers may elect to receive Per Diem or Actual Expenses of Class A or Class B travel.

* Per Diem - \$80.00 or \$20.00 per quarter of a day. Reimbursement will be made on a calendar day basis (midnight to midnight).

* Actual Expenses - Reasonable single rate hotel lodging plus meal allowance. Original hotel receipts are required.

MEAL ALLOWANCES:

Breakfast: \$6.00 travel begins before 6 a.m. and extends beyond 8 a.m.

Lunch: \$11.00 travel begins before 12 noon and extends beyond 2 p.m.

Dinner: \$19.00 travel begins before 6 p.m. and extends beyond 8 p.m.

CLASS C TRAVEL (MEALS ONLY)

Suspended.

Reference 112.061(15), Florida Statutes



ALL STATE TRAVEL MUST BE IN COMPLIANCE WITH CHAPTER 112.061, FLORIDA STATUTES, AND CHAPTER 69I-42, FLORIDA ADMINISTRATIVE CODE.

AIRLINE TICKETS

Coach seating must be utilized. Travelers may purchase tickets from commercial airlines or travel agents.



Airline passenger flight itinerary and / or boarding pass must be attached to the travel reimbursement voucher form for reimbursement. The EOG does not currently have a contract carrier.

Use of non-contract carrier requires justification (*when applicable*):

- * no contract flight is available
- * no seat is available
- * use is cost effective (*considering salary and/or additional travel cost*)

All travel accommodations club membership dues paid by a state employee are not reimbursable by the State of Florida.

ALL TRAVEL MUST BE BY THE MOST ECONOMICAL FORM OF TRANSPORTATION.

Certain expenditures, such as hotel room nights, may be tax exempt. Contact Administration for a copy of the state tax exemption certificate. Sales tax exemptions are available only for those items paid by the EOG directly to the vendor or hotel.

RENTAL VEHICLES

Refer to the existing State Contract (78111808-15-1) with Enterprise Rent-A-Car or National Car Rental (EAN Services, LLC) for rental rates. Reservations are made by calling (1-877-690-0064) or using the Enterprise/National rental reservation portal: <https://partner.rentalcar.com/StateofFlorida>. Class C (*compact*) vehicles are to be rented. Any other class vehicles may be used only with proper justification.

Rental car is paid by the traveler and submitted for reimbursement. An account number to directly bill rental cost to the EOG is available upon request.

Primary insurance coverage is included in the State Contract for bodily and property damage.

Vehicle classes not included in the Enterprise/National contract are not covered by insurance.

NON-REFUNDABLE INSURANCE:

- * Personal Accident Insurance (PAI)
- * Collision Damage Waiver (CDW)
- * Loss Damage Waiver (LDW)

Gasoline purchase for rental cars: Rental cars should be returned with the same amount of gas as when rented. Employees should attach original gas receipts to travel voucher for reimbursement.

The state does not prohibit the use of rental vehicles that have lower net rates. A statement must be recorded on the travel voucher stating "vehicle with lower net rate rented" or "vehicle not available from the contractor."

Enterprise and National Rental Roadside Assistance Phone Number: 1-800-307-6666

If you are involved in an accident while in an Enterprise/National rental, contact the local police department and Enterprise/National. A copy of the police report and an accident/incident report (located in the rental packet received upon receipt of the vehicle) must be provided to the rental location.

