

## **STATE OF FLORIDA TRAVEL INFORMATION**

**AIRFARE:** The State of Florida does not have an airline contract for Fiscal Year 11-12. The vendor will be reimbursed for the cost of round-trip, coach class airfare. Purchase of a non-refundable ticket is required. The original ticket receipt must be submitted with the State of Florida Voucher for Reimbursement of Travel Expenses.

If traveling by plane, the State allows up to one hour prior to departure time and one hour after arrival time as the time that may be listed on your travel voucher. This allows additional time for travel to and from the airport, baggage check, security, etc.

**CAR RENTAL:** The State of Florida has a rental car for Fiscal Year 11-12 with Avis Car Rental. A compact car must be used (Class B). If you would like to rent a larger car, you are required to pay the difference. Receipts for gas must be submitted with the State of Florida Voucher for Reimbursement of Travel Expenses.

To make reservations, call 1-800-338-8211 or access their website at <http://avis.com/AvisWeb/home/AvisHome>. The State of Florida contract reference number is Avis State of FL AWD# A113400.

**HOTEL:** Hotel rooms can only be reimbursed for the single occupancy rate + taxes. The maximum allowable is \$150, including taxes. If room rate is over \$150 per night, justification must be provided. The original hotel receipt must be submitted with the State of Florida Voucher for Reimbursement of Travel Expenses. Travelers will not be reimbursed for personal charges such as alcohol, movies, room service, etc.

- Per Diem: Per Diem is an allowance for daily expenses in lieu of hotel and meal expenses. The maximum per diem allowed for each 24 hour period is \$80.00. Per Diem is computed at a rate of \$20.00 per quarter-hour. Additional travel expenses incurred (e.g. rental car, mileage, etc.) may be reimbursed with all applicable receipts attached.
- Hotel and Meal Reimbursement: A traveler will be reimbursed actual hotel expenditures and maximum meal allowance pursuant to s. 112.061, Florida Statutes. Additional travel expenses incurred (e.g. rental car, mileage, etc.) may be reimbursed with all applicable receipts attached.

A vendor will only be reimbursed for overnight stay if the distance traveled is greater than 50 miles from headquarters.

**MEALS:** Breakfast - \$6.00: When travel begins before 6:00 A.M. and extends beyond 8:00 A.M.  
Lunch - \$11.00: When travel begins before noon and extends beyond 2 P.M.  
Dinner - \$19.00: When travel begins before 6:00 P.M. and extends beyond 8:00 P.M.

Overnight travel is required to claim meals. No same day travel will be reimbursed.

**MILEAGE:** Ground Transportation: Travel by personal vehicle will be reimbursed at a state rate of .445 per mile for state mileage, plus reasonable vicinity mileage. Rental cars will be reimbursed if the cost is no greater than travel by personal vehicle.

**MISC:** The State of Florida will reimburse for tolls, parking, portage (\$1 per bag, up to \$5 per occasion), taxi, business calls, or other travel related expenses. Please list each one separately and provide receipts for each.

**RETAIN ALL ORIGINAL RECEIPTS AND ATTACH THEM TO YOUR TRAVEL VOUCHER.**