

STATE OF FLORIDA TRAVEL INFORMATION

Please note that these are general guidelines. Each vendor should refer to any instructions provided by their contract/agreement or the contracting unit for definitive travel policies for their respective travel.

AIRFARE: The State of Florida does not have an airline contract. 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 rental car contract is with Enterprise/National. Reservations can be made by calling 877.690.0064, be sure to reference contract X25550A. When a car is rented as the primary mode of transportation, you may be reimbursed for rental charges, per day, up to compact base rate of \$25.55 in-state or \$31.50 out-of-state, plus daily fees and taxes. If you would like to rent a larger car, you are required to pay the difference in rental rate.

When picking up a rental, you must present a valid photo ID and written documentation provided by the organization on business letterhead noting the approval to conduct official business on behalf of the organization and rent a car. The contract provides that all rental cars must be refueled prior to return. Enterprise locations do not have onsite fuel stations while National locations do, but usually at a higher cost. Receipts for fuel must be submitted with the State of Florida Voucher for Reimbursement of Travel Expenses in order to be reimbursed. Enterprise/National is a Smoke-Free Fleet. A sticker has been placed on every vehicle to remind all renters that smoking is prohibited in every vehicle. Renters will be assessed a cleaning fee of up to \$250 if the vehicle is returned with fumes of smoke. This fee is non-reimbursable and at the renters expense.

HOTEL:

Hotel rooms can only be reimbursed for the single occupancy rate + taxes. The maximum allowable is \$150, excluding taxes. If room rate is over \$150 per night, justification must be provided and approved in advance. 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 of the day. 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. Mileage must be calculated using the official Florida Department of Transportation Highway Mileage Viewer.

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 \$0.445 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.

Updated 10/21/15