

Executive Office of the Governor Travel Training Handbook

Please read this handbook carefully.

The state government is limited in paying government employees, agents or appointees certain expense reimbursement rates as provided by law. These limited reimbursement rates are often lower than agents or appointees may be accustomed to in the private sector. Expenses beyond those contemplated on the voucher form and in this handbook WILL NOT BE REIMBURSED without prior written approval

The purpose of this document is to provide instruction on the completion of the State of Florida Voucher for Reimbursement of Traveling Expenses. This form is to be utilized only for reimbursable travel expenses incurred during the conduct of authorized State business activities. For additional information or questions, please contact the Executive Office of the Governor, Administration Office.

ALL STATE TRAVEL MUST BE IN COMPLIANCE WITH CHAPTER 112.061, FLORIDA STATUTES, AND CHAPTER 3A-42, FLORIDA ADMINISTRATIVE CODE and must be by the most economical form of transportation. Travelers must file ALL travel expenses on the State of Florida Voucher for Reimbursement of Traveling Expenses Form DBF-AA-15 (attached). Complete the Voucher Reimbursement of Traveling Expenses form and submit all required receipts. Travelers should file all reimbursement requests to the Administration Office promptly (within 5 working days of travel period).

All travelers must receive advanced approval for any travel in excess of the below dollar amounts. If you have travel exceeding any of the amounts below, you must submit the Travel Authorization Form (TAR). Once the TAR has been approved, you may then make the appropriate arrangements to schedule your trip. Please note, if the Administration office does not have an approved TAR on file when you submit your reimbursement for travel expense form, the travel may not be reimbursed.

Hotel: over \$135

In-state airfare over \$300/Out-of-state airfare over \$400

Overall trip over \$999

A: Traveler

This line should indicate the name of the person that traveled and is seeking reimbursement. Should another person have incurred expenses on the traveler's behalf, this should be indicated in the body of the travel voucher citing the name of the other involved parties.

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B: Officer/Employee or Non Employee

The traveler should indicate whether he/she is a State employee (on the EOG or other state agency payroll) or a Non Employee (volunteer, eligible contractor, etc). EOG employees should indicate the unit in which he/she works in the "UNIT" line.

C: Date

Provide the date of travel. A separate line should be completed for each day traveled.

D: Travel Performed from Point of Origin to Destination

Provide the point or origin and destination of travel.

Example: Tallahassee to Miami

E: Purpose of Reason

Provide a descriptive purpose or reason for the travel. The purpose should be descriptive enough to document the reason for the trip. Expansive detail is not required; however, travelers will be contacted if the reason is deemed insufficient. Acronyms should be avoided.

Good Example: Attended meetings with Miami City Officials on behalf of the Governor
Bad Example: Meetings in Miami

F: Hour of Departure and Return

Provide the time of departure and return. This is a required field used to determine meals and per diem eligibility.

G: Purchasing Card Payments

Provide each individual purchasing card amount and indicate vendor and type in the "Other Expenses" column.

H: Meals for Class A and B Travel

Indicate eligible reimbursements as described below:

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; or reasonable single hotel lodging plus meal allowance.

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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; or reasonable single rate hotel lodging plus meal allowance.

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.

I: Per Diem or 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.

J: Class C Travel (Meals Only)

Temporarily suspended; see Chief Financial Officer Memo #2 (2005-2006) for fiscal year 2006-2007.

K: Map Mileage Claimed

Indicate the miles traveled from point of origin to destination when utilizing a personal vehicle. Travel in a personal vehicle will be reimbursed at \$.4450 per mile based on the Florida Department of Transportation Official Map Mileage Chart.

L: Vicinity Mileage Claimed

Indicate 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.

M: Other Expenses

Indicate all other expenses by providing amount and type of expense. Guidance related to typical expenses is noted below:

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Airline Tickets

Coach seating must be utilized when available. Non-refundable plane tickets should be purchased when possible because they are, in fact, generally transferable to another flight for a \$75 transfer fee. This is normally far cheaper than paying the refundable ticket airfare. 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, therefore, traveler should seek the most economical rate when purchasing airline tickets.

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

Rental Vehicles

Non Refundable Insurance:

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

Gasoline purchase for rental cars: rental cars are rented with a full tank of gas and must be returned with a full tank of gas. Employees should attach original gas receipts to travel voucher for reimbursement.

Incidental Business Expenses

- **Taxi Fares** – Receipts should be submitted for all taxi fares, but are not required if over \$15 per trip.
- **Tips to Taxi Drivers** – Tips should be reasonable, not greater than 15% per trip
- **Tolls, Storage, or Parking Fees** – Receipts are required for all fees in excess of \$3 per trip
- **Communication Expense** – Examples are telephone, fax, internet access. Receipts are required for these fees. Traveler must state on the travel voucher that expenses were for state business.
- **Tips for mandatory valet parking** – Tips should not exceed \$1 per occasion.
- **Portage Charges** – Portage should not exceed more than \$1 per bag, up to \$5 per occasion.
- **Registration Fees** – Receipts and justification is required.
- **Airfare** – Travelers should use contract carrier when applicable/
- **Rental Vehicles** – Travelers should utilize contract carrier unless otherwise justified.

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O. State of Benefits to State for Conferences/Conventions

For all registration fees, a Travel Authorization Request (TAR) form DBF-AA-13, must be completed and authorized to attend a conference or convention. A completed TAR, registration form, and agenda are required for advance payments. The traveler must attach original paid receipt, TAR, and agenda to the travel reimbursement. The traveler must indicate the benefit to the State for conference attendance on the travel reimbursement form.

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

P. Traveler's Signature and Supervisor's Signature

Traveler must sign each submitted travel voucher and it must be approved and signed by the traveler's supervisor. Unsigned travel vouchers will be returned to the traveler for appropriate signatures prior to processing.