

July 10, 2008

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 01 (2008-2009)

SUBJECT: HYBRID CAR RENTALS

The State may incur a hybrid car rental expense when it has been determined to be the most economical method of travel.

Agency heads or their designees have the authority to “designate the most economical method of travel for each trip,” pursuant to s. 112.061, Florida Statutes. An agency head may include environmental factors in determining the most economical method of travel. Each agency should develop a written policy for determining when the use of hybrid cars is appropriate.

When an agency approves and submits a travel voucher containing hybrid rental car charges, it is certifying the hybrid’s use was the most economical method of travel. Documentation must be retained on file at the agency to support the agency’s decision.

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