

FLORIDA DEPARTMENT OF FINANCIAL SERVICES

TRAVEL MANUAL

Revised: January 20, 2010

This manual provides guidance on expenditures authorized for travel in accordance with [Section 112.061, Florida Statutes](#).

In complying with [Section 112.061, F.S.](#), this manual may have requirements in addition to, but does not supersede or take the place of requirements in [OIR AP&P 1-3 Examination Travel Expenses](#) for travel reimbursement for company examinations in accordance with [Section 624.320, F.S.](#)

Expenditures properly chargeable to travel include but are not limited to:

- registration payments,
- reimbursements of mileage for use of privately owned vehicle,
- per diem,
- subsistence allowance (meals),
- actual lodging in lieu of per diem
- common carrier (airline, rental car, etc.) transportation and
- other expenses incidental to travel which are authorized by law.

Travel should be carefully planned in advance to ensure that the most economical and efficient method of travel and the most economical class of transportation is used. In addition, travel must be mission- critical and adhere to policies set forth by the CFO in her [memorandum dated July 1, 2009](#).

Travelers shall be reimbursed for travel expenses pursuant to [Section 112.061, F.S.](#) However, travelers shall ensure that they have sufficient funds to cover out-of-pocket expenses. Except for meals and certain incidental expenses, travelers must retain receipts and other documentation necessary to obtain reimbursement (i.e., hotel, rental car, tolls, parking, etc.).

Seat belt use is mandatory while on travel status, regardless of whether the vehicle is a state owned vehicle, privately owned vehicle, or a rented vehicle. Failure to use a seat belt may be considered an improper use of a vehicle and may subject the traveler to disciplinary action. If an accident resulting in injury occurs and failure to use the seat belt contributed to the injuries, workers' compensation benefits may be reduced under the provisions of [Section 440.09\(4\), F.S.](#)

DEFINITIONS

Actual Expenses: An authorized traveler who is on Class A or B status can elect to be reimbursed for the actual out-of-pocket expenses for lodging instead of per diem.

Actual Point of Origin: The geographic location where the travel begins.

Agency: Any office, department, agency, division, subdivision, political subdivision, board, bureau, commission, authority, district, public body, county, city, town, village, municipality, or any other separate unit of government created pursuant to law.

Agency Head: The highest policy-making authority of a public agency.

Authorized Person: A person, other than a public officer, or employee, as defined herein, whether elected or commissioned or not, who is authorized by the agency head and/or designee to incur travel expenses in the performance of official duties; a person who is called upon by an agency to contribute time and services as a consultant or advisor; or a person who is a candidate for an executive, or professional position, when performing authorized travel pursuant to [Section 112.061, F.S.](#)

Class A Travel: Continuous travel of 24 hours or more away from official headquarters as defined in [Section 112.061, F.S.](#)

Class B Travel: Continuous travel of less than 24 hours that involves overnight absences from official headquarters as defined in [Section 112.061, F.S.](#)

Class C Travel: Travel for short or day trips that do not involve overnight absences from official headquarters as defined in [Section 112.061, F.S.](#) (Annually the Implementing Bill for the General Appropriations Act will address the applicability of Class C travel reimbursement for meals) Currently, *a state traveler shall neither be reimbursed for Class C Travel on a per diem basis nor shall a traveler receive a meal allowance.*

Common Carrier: Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm, state aircraft, or private aircraft.

Conference: A gathering of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the resolution of differences or disputes and for the discussion of their common problems or interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems. A conference does not mean a meeting between agency or interagency personnel.

Convention: The assembly of representative groups or persons coming together for the accomplishment of a purpose of interest to a larger group or persons. A convention does not mean a meeting between agency or interagency personnel.

Employee: An individual, other than an officer or authorized person (as defined in this AP&P), who is filling a regular or full-time authorized position and is responsible to the agency head.

Foreign Travel: Authorized and approved travel outside the United States and its recognized territories and possessions.

Incidental Expenses: Other reimbursable expenses related to official travel pursuant to [Section 69I-42.010, Florida Administrative Code](#), such as taxi fares, parking fees, tolls, communication expenses, tips, etc.

Map Mileage: Current official highway miles as published by the Florida Department of Transportation (FDOT). See [Click here](#).

Meal Allowance: The amount authorized by [Section 112.061\(6\)\(b\), F.S.](#), for each meal during the travel period.

Most Economical Class of Transportation: The class having the lowest available fare.

Most Economical Method of Travel: The mode of transportation, state owned vehicle, privately owned vehicle, common carrier, etc., designated by an agency head pursuant to [Section 112.061, F.S.](#) The agency head should designate the most economical method of travel for each trip considering: the nature of the business; the most efficient and economical means of travel (considering time of the traveler, cost of transportation and per diem or subsistence required); and the number of persons making the trip and the amount of equipment or materials being transported.

Officer or Public Officer: An individual who, in the performance of his or her official duties, is vested by law with sovereign powers of government and who is either elected by the people or commissioned by the Governor and has jurisdiction extending throughout the state, or any person lawfully serving instead of either of the foregoing two classes of individuals as initial designee or successor.

Official Headquarters: The official headquarters is normally the same city or town as that of the office to which the employee is assigned. For an employee located in the field where there is no established office, the headquarters will be the city or town nearest to the area where the majority of the employee's work is performed, or such other city, town, or other area as may be designated by the agency head. In all cases of such designations, the location must be in the best interest of the agency and is not determined based upon the convenience of the employee.

Per Diem: Daily allowance for expenses incurred while traveling on official state business.

Per Diem rate: The greater of \$80 or actual lodging cost at a single-occupancy rate plus permitted meal allowances.

Point of Origin: The geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is the lesser distance from the destination.

Purchasing Card: A state issued credit card that can be used to pay for state authorized travel expenses and the purchase of commodities and services.

Travel Day: A period of 24 hours consisting of four quarters of six hours each.

Travel Expense: Necessary and actual expenses while traveling; actual expenses while traveling; the usual, ordinary, and incidental expenditures necessarily incurred by the traveler.

Travel Period: A period of time between the time of departure and the time of return pursuant to [Section 112.061, F.S.](#)

Traveler: An employee, public officer, or other authorized person, when performing authorized travel.

Vicinity miles: Miles incurred on official state business when travel is within the vicinity of official headquarters, the city limits of the city traveled to, or other areas traveled where map miles have not been identified, including miles incurred by travelers in excess of the FDOT published mileage charts.

PRE-TRAVEL PLANNING

It is the responsibility of each traveler to plan travel arrangements in advance, where possible, to ensure that the travel is within budget and that the most economical and efficient (for example, the time needed to pick up and return rental car or the proximity of a hotel to the meeting to be attended) methods are utilized. Generally, there will be a greater selection of travel times available and the traveler will get lower airline rates by making reservations at a minimum of 14 days prior to travel.

Class A and B travelers are allowed a per diem rate of \$80 or the actual costs of lodging plus meal allowances, whichever is greater. Travelers should request the single occupancy government rate for hotel or motel rooms, if claiming the actual cost of the room instead of per diem. Authorized travelers are reminded that obtaining economical hotel accommodations is a priority for in-state and out-of-state travel. Travelers should be prepared to justify situations where hotel costs appear excessive for the geographic areas in which the traveler is staying. In determining whether a hotel rate is excessive, consideration should be given to geographic area, seasonal fluctuations, and distance from the intended assignment location. A justification should be provided for hotel expenses that exceed \$150 per night (room rate only).

Class C travelers, those taking trips in a single day, are paid for transportation (common carrier, rental car, or mileage) and reimbursable incidental expenses. (The Implementing Bill for the General Appropriations Act will annually address the applicability of Class C travel reimbursement for meals.) Currently, *a state traveler shall neither be reimbursed for Class C Travel on a per diem basis, nor shall a traveler receive a meal allowance.*

Travelers are required to travel by utilizing the most efficient route, employing the most economical and efficient method of transportation, and requesting standard accommodations. If a more expensive route, method of transportation or accommodation is selected for personal convenience, reimbursement will be based on the lesser of the actual total expense

incurred and the amount of expense that would have been incurred had the traveler used the most efficient method. The reimbursement voucher must contain a comparative cost analysis statement differentiating the respective costs.

In selecting a method of transportation, consideration should be given to the total cost, including per diem, overtime, lost work time, number of persons traveling, amount of equipment or material being transported, and actual transportation cost. Methods of transportation authorized for official use include commercial airlines, passenger trains, taxicabs, buses, rental cars, and privately owned transportation.

Prior to using a rental car, travelers shall request the use of a non-law enforcement vehicle as the primary vehicle option through the Fleet Manager in General Services. In the event a non-law enforcement vehicle is not available, the traveler may use a rental car and indicate on the [Voucher for Reimbursement of Travel Expenses Form DFS-C1-500](#) that fleet vehicles were not available in the comment section.

If a privately owned vehicle (POV) is the method of travel selected and the destination is more than 100 miles round trip, employees must complete the [Rental Car vs. POV worksheet Form DFS-C1-1812](#) prior to travel. In the event the most economical method of travel is a rental car, employees will only be reimbursed up to the cost of a rental car. The [Rental Car vs. POV worksheet Form DFS-C1-1812](#) must be attached to the [Voucher for Reimbursement of Travel Expenses Form DFS-C1-500](#) for each individual trip where the POV miles is greater than 100 miles per trip.

CONFERENCES AND CONVENTIONS

No public funds shall be expended for attendance at conferences or conventions unless the main purpose of the conference or convention is in connection with the official business of the state and directly related to the performance of the statutory or constitutional duties and responsibilities of the agency participating; or unless the activity provides a direct educational or other benefit supporting the work and public purpose of the person attending; or the duties and responsibilities of the traveler attending such meetings are compatible with the objectives of the particular conference or convention.

A traveler must be approved, in advance, to attend a conference or convention (See Travel Authorization Section). When a traveler is authorized to attend conferences, conventions, seminars, or workshops or when a registration fee is paid, a copy of the signed authorization must be submitted with the [Form DFS-C1-500, Voucher for Reimbursement of Travel Expenses](#). The traveler must provide on the authorization form or the voucher a statement documenting the benefits to the state. The traveler must attach a copy of the conference, convention, seminar, or workshop agenda to the [Voucher for Reimbursement of Travel Expenses](#).

When claiming reimbursement for conference or convention travel when no registration fee was required, the statement “no registration fee required” must appear on the travel voucher. If the registration fee is paid by purchase order or by use of a state issued purchasing card, a

copy of the purchase order or a copy of the purchasing card receipt must be attached to the voucher and a statement must be on the voucher that the registration fee was paid by the purchase order or purchasing card.

When a registration fee is required and no meals are included in the fee, the statement “no meals included” must appear on the travel voucher. When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides for personal reasons not to eat the meal. As provided in [Attorney General Opinion 081-53](#), a continental breakfast is considered a meal and must be deducted if included in the registration fee for a conference, convention, seminar, or workshop.

If a traveler is claiming per diem for a day on which a meal is provided, the per diem rate for that day will be reduced by the meal allowance authorized.

TRAVEL AUTHORIZATION

The following types of travel must be authorized in advance by the Chief of Staff:

- Conferences (including workshops, seminars)
- Conventions
- Out of state travel (including foreign travel).

[Form DFS-C1-500A, Authorization to Incur Travel Expense](#) must be completed prior to this type of travel for all employees and authorized persons.

The traveler must complete the form entirely, providing the name of the traveler, social security number, the city or town designated as the traveler’s headquarters, the traveler’s residence and the traveler’s office location, including the mailing address. The traveler must indicate the date of each day of travel, beginning with the date of departure, each day away, and the date of return. The traveler must indicate the name of the city or town of origin and the final destination that day. Each location must be listed. Each city to be visited during the day’s travel in which official business will be conducted shall be listed separately, regardless of the frequency of travel to each city.

The purpose of each trip must be clearly indicated. The traveler must provide an estimate of travel expenses. A copy of the signed authorization form must be submitted with the [Voucher for Reimbursement of Travel Expenses Form](#).

[Form DFS-C1-500A, Authorization to Incur Travel Expense](#) is not required for all other types of travel. However, employees must still obtain supervisory approval prior to travel. Documentation of this approval should be maintained by the employee and supervisor.

TRAVEL ADVANCE

Travel advances are available and must be approved by the immediate supervisor. The agency encourages frequent travelers to request a state issued credit card (referred to as “purchasing card” or “P-card”) to minimize out-of-pocket expenses incurred in lieu of a travel advance. Travel advances are not provided for those employees with a purchasing card, except in emergency circumstances.

New employees and infrequent travelers may request a travel advance on [Form DFS-A2-25, Application for Advance on Travel Expenses](#) for 80 percent of the estimated travel expenses that will be ultimately reimbursed to the traveler. An advance will not be authorized for less than \$100.

Completed and approved requests for a travel advance should be transmitted to the Bureau of Financial and Support Services, Disbursements Section at least five (5) business days prior to departure. Travel advances received less than 24 hours prior to travel could result in the travel advance not being timely processed before the expected departure time.

The traveler must submit a completed [Form DFS-C1-500, Voucher for Reimbursement of Travel Expenses](#) within ten (10) workdays of returning to headquarters, regardless of whether a reimbursement is due. The traveler will complete the portion of the form for reimbursable expenses and the portion relating to the travel advance. If the travel advance was greater than the actual amount of travel expenses, the traveler will attach a personal check, money order, or certified check to reimburse the agency for the difference between the amount of travel advance and the amount of the actual travel expenses.

A traveler shall not have more than one travel advance outstanding at any time without written justification of circumstances that necessitate an exception to this restriction.

TRAVEL

The traveler must record on the [Form DFS-C1-500, Voucher for Reimbursement of Travel Expenses](#) the purpose of the travel, keep an accurate record of the point of origin for travel, the destination of travel for each day of the travel period, and the hour of departure from and return to the official headquarters or city of residence.

The traveler must indicate the mode of transportation on the form. This includes transportation provided by another traveler and the traveler must identify the name of the traveler that provided transportation. A traveler who is providing transportation to one or more other travelers must identify those travelers on the form.

The traveler must indicate on [Form DFS-C1-500, Voucher for Reimbursement of Travel Expenses](#) the purpose of travel or duties performed during each travel period and must attach the necessary documentation justifying the reason for travel, such as [Form DFS-C1-500A, Authorization to Incur Travel Expenses](#) when traveling outside the state or foreign travel or for conferences or conventions. If the travel involves attendance at a conference or

convention, the traveler must document the benefits to the state on either the [Voucher for Reimbursement of Travel Expenses Form](#) or on the [Authorization to Incur Travel Expenses Form](#).

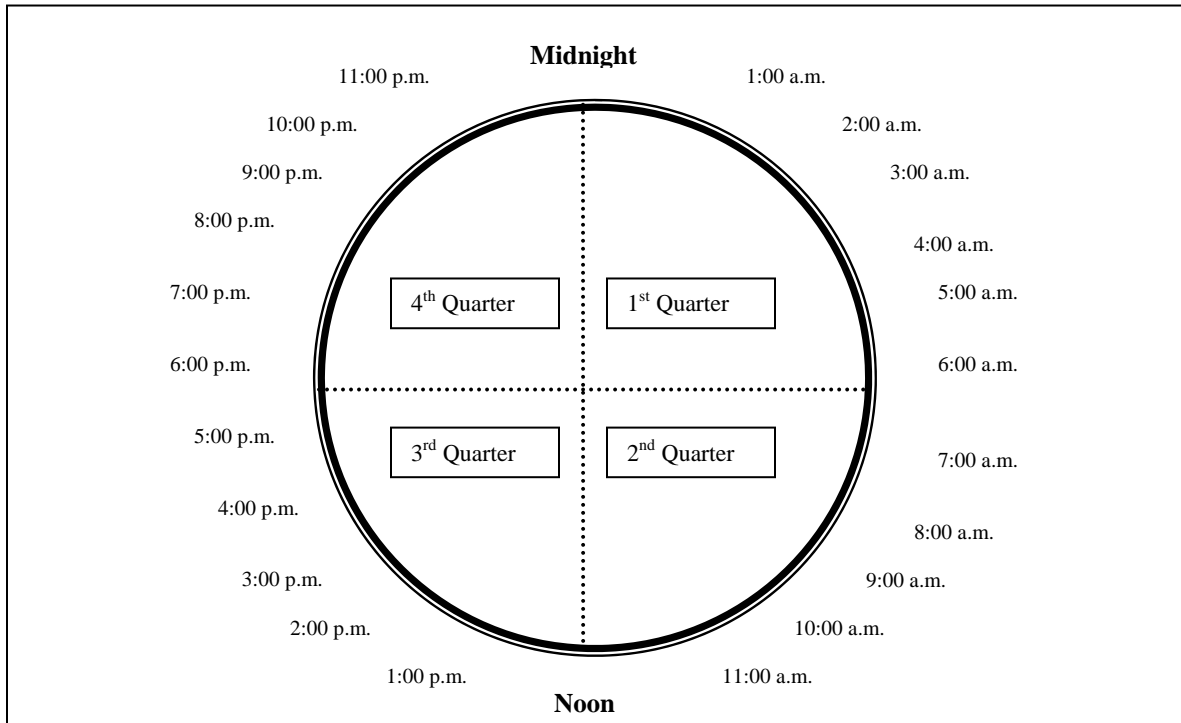
Any break in travel status for personal reasons in a travel period while performing travel must be explained on the form and covered by the use of either annual leave or compensatory time. The traveler will not receive reimbursement for any expenses occurring during the break in travel. The traveler may claim reimbursement of travel expenses during the return to official headquarters had the traveler been entitled to that reimbursement without an interruption in the travel period. The traveler must explain any instances when there is a break in travel and must state on the [Voucher for Reimbursement of Travel Expenses](#) that the break is for personal convenience. The traveler shall assume all travel costs during the break in travel. If a state paid rental car is being used, the car should be returned prior to the break in travel, or the rental car charges claimed should be reduced or refunded (if reimbursement does not cover the amount and/or the charge was made on the purchasing card) for the break in travel.

Per Diem

A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his/her official headquarters or residence unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the agency head or their designee.

The traveler will be reimbursed for travel in the amount of \$80 per diem per full day of travel for Class A and B travel. Travelers will be reimbursed at one-fourth of the authorized rate of per diem for each quarter or fraction thereof pursuant to the following chart.

Per Diem Clock



Travelers will be reimbursed \$20.00 for each quarter that travel begins or ends. Example: If the traveler opts to receive per diem and leaves at 9:00 a.m. on Monday and returns at noon on Wednesday, the traveler will be reimbursed \$60.00 for the 2nd, 3rd and 4th quarters on Monday, \$80.00 for all day on Tuesday, and \$40.00 for the 1st and 2nd quarters on Wednesday, for a total of \$180.

Actual Expenses

The traveler may claim reimbursement for actual expenses or per diem for Class A travel on a day by day basis (midnight to midnight).

A traveler choosing actual expenses for Class A or B travel must attach the original hotel receipt to [Form DFS-C1-500, Voucher for Reimbursement of Travel Expenses](#) in order to receive reimbursement unless the traveler uses a purchasing card to pay for the lodging. If a purchasing card is used to pay for the lodging, the original hotel receipt should be sent to the purchasing card reconciler and a copy of the receipt attached to the [Voucher for Reimbursement of Travel Expenses](#).

Lodging

Travelers will receive reimbursement of lodging expenses if the expenses are necessary, reasonable, are based on a single occupancy rate and are substantiated by paid receipts.

Travelers should request the single occupancy government rate for hotel or motel rooms if claiming the actual cost of the room instead of per diem. Authorized travelers are reminded that obtaining economical hotel accommodations is a priority for in-state and out-of-state travel. Travelers should be prepared to justify situations where hotel costs appear excessive for the geographic areas in which the traveler is staying. In determining whether a hotel rate is excessive, consideration should be given to geographic area, seasonal fluctuations, and distance from the intended assignment location. A justification should be provided for hotel expenses that exceed \$150 per night (room rate only).

Receipts for lodging expenses must show the name and address of the establishment, the name of the traveler, the daily rate(s) actually paid, the dates of “check-in” and “check-out”, and the number of persons who occupied the room. Employees will not be reimbursed for additional occupancy charges for non-state employees. Lodging expenses paid within the State of Florida with a state-issued credit card (referred to as the Purchasing Card or P-card) are exempt from state sales tax. The sales tax exemption number is printed on the front of the card. Travelers should make sure that any state sales tax is removed from the bill and not paid.

If a traveler shares a room with one or more other travelers, the traveler paying the bill shall request reimbursement for the total amount and note on the [Voucher for Reimbursement of Travel Expenses](#) that lodging was shared by one or more travelers. The other travelers sharing the room will also note on their [Voucher for Reimbursement of Travel Expenses](#) that lodging was provided by another traveler. Per Diem cannot be claimed by those additional travelers sharing the same room.

If a safe charge is a mandatory charge by the hotel, it will be reimbursed. This should be listed as a separate charge on the travel voucher and it should be stated that the “safe charge was mandatory.” If the safe charge is optional, it is the responsibility of the traveler to have the charge removed or the charge for the safe will not be reimbursed.

If there is a mandatory hotel parking or valet parking charge, it should be included on the hotel receipt and should be noted on the travel voucher as a separate charge and should include a statement that the charge was a mandatory charge.

Meal Allowances

In addition to receiving reimbursement of actual lodging expenses, travelers will receive meal allowances according to departure and return times per the chart below.

Meal	Traveler Must Depart Before:	And Return After:	To Claim Meal Allowance of:
Breakfast	6:00 a.m.	8:00 a.m.	\$6.00
Lunch	12:00 noon	2:00 p.m.	\$11.00
Dinner	6:00 p.m.	8:00 p.m.	\$19.00
All Day	6:00 a.m.	8:00 p.m.	\$36.00

It is not necessary for travelers to submit meal receipts in order to claim reimbursement for meals. Currently, there is no reimbursement for meals during Class C travel. (The Implementing Bill for the General Appropriations Act will annually address the applicability of Class C travel reimbursement for meals.) Currently, *a state traveler shall neither be reimbursed for Class C Travel on a per diem basis, nor shall a traveler receive a meal allowance.*

Transportation

Travelers may use a common carrier, a state owned vehicle, a privately owned vehicle, or a rented vehicle for transportation. Whether the traveler chooses one or a combination of modes of transportation, the traveler must use the most economical travel route and the most economical and efficient travel method. However, travelers are not required to use their privately owned vehicle. The use of a privately owned vehicle is voluntary and is contingent upon such use conforming to the requirements above.

Travelers using a common carrier must make sure that they abide by any state issued contract if one is in effect at the time of travel, unless use of the contract is not the most economical option or there is no common carrier on contract available at the time of travel. Travelers can find the current state contract online: [Click here.](#)

If there is not a state issued contract covering the use of common carrier at the time of travel, the traveler must make sure that he/she chooses the most economical method of travel.

Airline

Travel by airline, when authorized, shall be “coach class” accommodations only (free upgrades are allowed). “First class” accommodations are not authorized and will result in reimbursement of expenses at the lower “coach” rate. The traveler must attach the original receipt for the purchase of the ticket (if a state-issued purchasing card is not used to purchase the ticket) or a copy of the receipt (if the purchasing card is used).

When appropriate, travelers should make use of discount airfares; however, many discount offers are either non-refundable or require payment of a penalty if exchanged or canceled. Penalties for exchange or cancellation of discount airfares may be reimbursed only if the cause for cancellation is in the best interest of the state. Reimbursement will not be made if the change is made strictly for the convenience of the traveler. A detailed justification for reimbursement of the exchange or cancellation penalty must be included on the traveler’s reimbursement voucher.

No group tickets or group charges are to be made. Each traveler must have an individual ticket.

The traveler must return any unused portion of an airline ticket to the agency. Documentation verifying that the unused ticket has been submitted to the agency must be included in the voucher requesting payment.

Charges imposed by air carriers for lost or stolen tickets because of employee negligence will not be reimbursed by the state.

State owned vehicles

Travelers using a state owned vehicle must abide by the agency rules regarding use of the state vehicle and must list the number of the state vehicle on the [Voucher for Reimbursement of Travel Expenses](#).

Privately owned vehicles

Travelers may use their privately owned vehicle and when doing so will be reimbursed for authorized business travel. Travelers using a privately owned vehicle will be reimbursed on a mile for mile basis at the rate authorized in [Section 112.061, F.S.](#), which is currently \$.445 per mile. Miles traveled between the traveler's residence and official headquarters will not be reimbursed. Miles traveled between the point of origination and the point of destination must be based on the most current map miles maintained by the Florida Department of Transportation at [Click here](#).

Note: Travelers must calculate out to the third decimal point and round down to the nearest cent when calculating the allowable amount for all mileage. Example: 15 miles multiplied by \$.445 would equal \$6.675 and the amount to be paid to the traveler would be \$6.67.

If a privately owned vehicle (POV) is the method of travel selected and the destination is more than 100 miles round trip, employees must complete the [Rental Car vs. POV worksheet Form DFS-C1-1812](#) prior to travel. In the event the most economical method of travel is a rental car, employees will only be reimbursed up to the cost of a rental car. The [Rental Car vs. POV worksheet Form DFS-C1-1812](#) must be attached to the [Voucher for Reimbursement of Travel Expenses Form DFS-C1-500](#) for each individual trip where the POV miles are greater than 100 miles.

Vicinity miles incurred while conducting state business while in official travel status will be reimbursed on a mile-for-mile basis at the rate authorized in [Section 112.061, F.S.](#), which is currently \$.445 per mile, as a separate item on the reimbursement voucher. (See definition of vicinity miles under the section titled DEFINITIONS). Vicinity miles are determined in addition to the map mileage discussed in the previous paragraph. Vicinity mileage is determined by applying the lesser of "point of origin (see definition under the section titled DEFINITIONS) or headquarters". An example of vicinity miles would be the lesser distance from the traveler's home (point of origin) to the airport or from the traveler's headquarters to the airport. Another example of vicinity miles is the distance from a hotel (point of origin) in a city or town to a work assignment. It is the traveler's responsibility to accurately report vicinity miles incurred. The traveler must justify any vicinity miles that are deemed to be excessive.

A written explanation must be provided when vicinity mileage exceeds 50 miles in one day or 40 miles per day for two days or more in one trip. It is the responsibility of the traveler to use the most economical method and route of travel for each trip. If a traveler travels by an indirect route for his/her own convenience, any extra cost shall be borne by the traveler and reimbursement of the expenses for mileage shall be based only on such charges as would have been incurred by a usually traveled route.

When two or more travelers are traveling together, mileage reimbursement will be paid only to the owner of the vehicle. The traveler claiming mileage must identify the names of each traveler carpoled in the privately owned vehicle and each of those travelers must state on their travel reimbursement form that another traveler provided their transportation. No traveler shall be allowed either mileage or transportation expense when another traveler who is entitled to mileage gratuitously transports that traveler.

When travel begins at a point other than the headquarters, the traveler shall claim official map mileage for the lesser distance, either from the point of origin to the destination or from the headquarters to the destination. The balance shall not be reported as vicinity mileage.

If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided the miles claimed do not exceed the actual miles driven. If the traveler chooses to use this option, the traveler's regular work hours together with the miles from his or her residence must be stated on the voucher. A traveler may not claim more mileage than was actually incurred.

Travelers will not be reimbursed for expenditures relating to the operation, maintenance, and ownership of a privately owned vehicle while on authorized travel.

Rental vehicle

All rentals must be made under the terms of the state rental car contract and travelers are responsible for complying with the terms of the contract. The most recent state rental car contract is available at: [Click here](#).

Travel expenses for a rental vehicle that are not in compliance with the terms of the current state rental car contract will not be reimbursed unless there is approved justification for the noncompliance.

Travelers are required to use "Class B" rental vehicles. Travelers will not be reimbursed for use of a car larger than the "Class B" on the rental car contract because of the size or stature of the individual unless the requirements of the ADA are met. Any upgrade to a rental car class other than "Class B" must be justified in writing as the most economical and efficient method based on the number of persons traveling together and/or the amount of equipment being transported and submitted with the travel reimbursement voucher. Inadequate justification may result in reimbursement at the "Class B" rate.

It is the traveler's responsibility to ensure that he/she receives the appropriate rate under the terms of the contract and the appropriate class vehicle at that rate. The traveler must be diligent in ensuring that the state contract vendor provides the vehicle in accordance with the terms of the contract. If a traveler has made an advance reservation with a state contract vendor and the vendor does not have a "Class B" vehicle available at the time of the rental, the state contract vendor should upgrade the rental to the next class vehicle available, but should only charge the rate for a "Class B" vehicle. The traveler should make sure that the upgrade is not charged to the traveler.

Travelers may use other vendors when a vehicle is not available from the state contract vendor, when a vendor other than the state contract vendor offers a lower rate, or when a state contract vendor is not local and travel time or distance to the state contract vendor's site is not cost effective and/or practical.

The state contract vendor for rental cars provides primary insurance and collision damage coverage at no extra charge to the state. Therefore, when signing the rental agreement, travelers will refuse extra Personal Accident Insurance (P.A.I.) and refuse any daily Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) fees added to the contract. If the traveler approves these charges, the cost will be deducted from the travel claim and must be assumed by the traveler.

If renting from a company other than the state contract vendor, employees must verify prior to renting a vehicle that primary insurance is included in the rental. The traveler must purchase collision damage insurance if it is not included in the rental agreement and the charge will be reimbursed. If another rental car company is used, other than the state contract vendor, the [Voucher for Reimbursement of Travel Expenses](#) must document this (after considering all costs and other factors) and must justify the rental with one of the following phrases, "Vehicle with lower net rate rented" or "Vehicle not available from state contract vendor."

Incidental Expenses

Travelers must have a receipt for the following incidental expenses if they exceed \$25 per occurrence: taxi fares, all tolls, ferry fares, parking fees, and storage. Limousine services should not be used unless it can be shown that it is the most economical method of travel.

Parking or storage fees will not be reimbursed on a weekly or monthly basis for privately owned vehicles unless it can be established that such method results in a savings to the state.

Charges for photocopies and communication expenses will only be reimbursed when it is required for official state business. Communication expenses to contact the traveler's family or other non-business purposes will not be reimbursed.

Reasonable tips and gratuities may be reimbursed for actual tips paid to taxi drivers (not to exceed 15% of the fare), actual tips paid for mandatory valet parking (not to exceed \$1 per occasion), and actual tips paid for portage of baggage (not to exceed \$1 per bag and not to

exceed \$5 total per incident); additional tips will require justification. The number of bags must be included on the [Voucher for Reimbursement of Travel Expenses](#). Tips for meals are not reimbursable.

Other incidental travel expenses may be reimbursed upon presentation of receipt attached to the [Voucher for Reimbursement of Travel Expenses](#) and validation that the expense was incurred for official state business. Actual laundry, dry cleaning, and pressing expenses will be reimbursed when official travel extends beyond seven (7) days and such expenses are necessarily incurred to complete the official business portion of the trip. Actual passport and visa fees will be reimbursed if it is required for official business. Actual and necessary fees for the purchase of traveler's checks, fees charged to exchange currency, and the cost of maps will be reimbursed if it is documented that it is necessary for official state business.

Expenses related to lost keys or keys locked in a vehicle due to employee negligence are not reimbursable.

REQUEST FOR REIMBURSEMENT OF EXPENSES

The traveler must complete [Form DFS-C1-500, Voucher for Reimbursement of Travel Expenses](#) to receive reimbursement of travel related expenses.

Travelers are not authorized Class A or Class B per diem when the work assignment is within 50 miles from their official headquarters or residence. Exceptions to this restriction must be pre-approved by the agency head or their designee.

The traveler must submit a [Voucher for Reimbursement of Travel Expenses](#) within ten (10) working days after returning to their official headquarters, or at the completion of each 30-day travel period of continuous travel, or at the completion of each 30-day period of Class C travel trips.

Vouchers requesting reimbursement must be typed or completed in ink and must be legible. Vouchers that are not legible or that are incomplete will not be processed for reimbursement and will be returned to the traveler.

The traveler must provide his/her name, social security number, organization code, and expansion option (EO) code.

The traveler must complete the [Voucher for Reimbursement of Travel Expenses](#) with the purpose of travel, travel destination, travel times, and requested reimbursement of expenses as appropriate. [Vouchers for Reimbursement of Travel Expenses](#) must be signed and dated by the traveler and their supervisor.

The traveler will note travel expenses paid with a state issued credit card (referred to as "purchasing card" or "p-card") in the proper portion of the voucher and attach copies of the corresponding receipts. The original receipts should be marked "p-card charge," and signed, dated, and provided to the traveler's purchasing card reconciler. The traveler shall not use the

purchasing card to purchase items not authorized, such as meals or personal items such as movie rentals, games, etc. If the traveler has nonetheless used the state issued purchasing card to purchase or pay for items that are not authorized, the traveler will note the items in the proper section on the [Voucher for Reimbursement of Travel Expenses](#) and will either deduct the amount of the item(s) from the amount due to the traveler or attach a personal or cashier's check or money order to the [Voucher for Reimbursement of Travel Expenses](#) when the voucher is submitted.

The traveler must attach the original non-purchasing card receipts or copies of purchasing card receipts for all travel related expenses listed to the [Voucher for Reimbursement of Travel Expenses](#). Original purchasing card receipts and a copy of the completed travel reimbursement voucher/authorization to travel are to be provided to the purchasing card approvers for submittal with their monthly reconciliation. Travel expenses that are not supported by receipts will not be reimbursed unless the traveler can provide a reasonable explanation as to why the receipt cannot be provided. It is the traveler's responsibility to obtain and provide receipts for all travel related expenses.

Travelers are encouraged to retain a copy of the travel voucher and receipts for their records. The reimbursement voucher should be submitted with original signatures.

SICKNESS OR INJURY

A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of the agency may continue to receive a meal allowance during this period of illness or injury until such time as he or she is able to perform the official business of the agency or returns to his or her official headquarters, whichever is earlier.

TEXTING

A traveler may not under any circumstances compose or read text or email messages on their state issued or personal cell devices while operating a motor vehicle on state business.