

# Travel Guidelines

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**General Information** Expenditures properly chargeable to travel include, lodging per diem, subsistence allowance, common carrier transportation and other expenses incidental to travel, which are authorized by, law. Section 112.061, F.S., and Rule 69I-42, F.A.C., govern travel expenses.

Requests for travel reimbursement payments must include:

- The travel voucher. Original signature is needed. The Commission Travel Liaison will prepare voucher.
- Itemized hotel receipts, if applicable;
- Applicable transportation receipts for common carrier travel;
- Applicable incidental receipts;

## **Hotel and Auto Rental Receipts**

Itemized receipts for hotel expenses must be included as supporting documentation to the Voucher for Reimbursement of Travel Expenses when reimbursement for such expenses is being claimed for travel. While justification will not be required by the Bureau of Auditing in all cases where hotel expenses for in-state travel exceeds \$150 per night (room rate only), authorized travelers are reminded that the most economical use of hotel is required in all situations (in-state and out-of-state travel).

Travelers should be prepared to justify situations where hotel costs appear excessive for the areas in which the traveler is staying.

Hotel receipts must have a zero balance.

In the event a hotel receipt is lost and the hotel cannot provide a duplicate, the traveler shall provide a certification that the receipt was lost. The certification must include detailed hotel charges, the dates and location of travel, the name of the hotel and the city in which the traveler stayed.

Receipts for auto rental are also required when such expenses are being claimed.

## **Incidental Travel Expenses**

The following information shall be required with the traveler's reimbursement request when claiming reimbursement for incidental expenses pursuant to Rule 69I-42.010 F.A.C.

1. Receipts for taxi fares in excess of \$25 on a per-fare basis.
2. Receipts for storage, parking fees or tolls in excess of \$25 on a per transaction basis. Such fees are not allowed on a weekly or monthly basis unless it can be established that such method results in a savings to the State.
3. Receipts for baggage fees are required. Baggage fees for more than one bag must be justified.

## **The following do not require a receipt.**

1. Tips paid to taxi drivers that do not exceed fifteen percent of the taxi fare.
2. Tips paid mandatory valet parking not to exceed \$1 per incident.
3. Portage paid shall not exceed \$1 per bag not to exceed \$5 per incident. Portage charges exceeding \$5 per incident will require additional justification. Examples of an incident will be if the traveler's bags

are taken into the airport from the vehicle, then are carried from the airport to the vehicle upon reaching the destination, etc. The number of bags must be included on the travel reimbursement request.

4. Photocopy charges that are business related.

**The following do not require a receipt.**

5. Tips paid to taxi drivers that do not exceed fifteen percent of the taxi fare.
6. Tips paid for mandatory valet parking not to exceed \$1 per incident.
7. Portage paid shall not exceed \$1 per bag not to exceed \$5 per incident. Portage charges exceeding \$5 per incident will require additional justification. Examples of an incident will be if the traveler's bags are taken into the airport from the vehicle, then are carried from the airport to the vehicle upon reaching the destination, etc. The number of bags must be included on the travel reimbursement request.
8. Photocopy charges that are business related.

Hotel safe charges are reimbursable by state funds only if the charges are mandatory by the hotel.

**Per Diem and Subsistence Allowances - Computation of Travel Time for Reimbursement**

For purposes of calculating the per diem and subsistence allowances provided in s. 112.061(6), F.S., the following guidelines are prescribed:

- Class A travel is continuous travel of 24 hours or more away from official headquarters. The travel day for Class A is based on a calendar day (midnight to midnight).
- Class B travel is continuous travel of less than 24 hours which involves overnight absence away from official headquarters. The travel day for Class B travel begins at the same time as the travel period.
- Class C travel is short or day trips in which the traveler is not away from his/her official headquarters overnight. Class C allowances are currently NOT authorized to be reimbursed.

**Subsistence Allowance is as follows. No meals receipts are required:**

Breakfast - \$6.00 (When travel begins before 6 a.m. and extends beyond 8 a.m.)

Lunch - \$11.00 (When travel begins before 12 noon and extends beyond 2 p.m.)

Dinner - \$19.00 (When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment.)

**Reimbursement Per Diem (Last day of travel)**

--\$20.00 – for travel between 12:00 a.m. and 6 a.m.

--\$40.00 – for travel between 6:01 a.m. and 12:00 p.m.

--\$60.00 – for travel between 12:01 p.m. and 6:00 p.m.

--\$80.00 – for travel between 6:01 p.m. and 12:00 a.m.

### **Per Diem or Subsistence Allowance - Mileage Limitations**

A traveler may not claim per diem or lodging reimbursement for overnight travel within 50 miles (one-way) of his or her headquarters or residence unless the circumstances necessitating the overnight stay are fully explained by the traveler and approved by the agency head.

### **Transportation**

**General:** Transportation expenses incurred in connection with the performance of an activity, which serves a public purpose authorized by law to be performed by the agency, may be paid directly to common carriers or to individual travelers. The traveler must use the most direct route. If the traveler uses an indirect route for his/her convenience, any extra cost must be borne by the traveler. The agency head should designate the most economical method of travel for each trip, keeping in mind the following conditions:

1. The nature of the business.
2. The most efficient and economical means of travel (considering time of the traveler, cost of transportation and per diem or subsistence required).
3. The number of persons making the trip and the amount of equipment being transported.  
If the class of travel is other than the most economical method of travel, the agency head must authorize the expense in writing and describe the circumstances requiring such travel. This documentation shall be attached to the travel voucher.

### **Common Carrier**

Travelers whose transportation is by common carrier shall make use of any state term aircraft or auto rental contract, which may be in effect at the time. Failure to use state term contracts will require justification to be provided with the reimbursement information. Justification must be as allowed by the state term contracts.

### **Discounted Airline Ticket and Ticket Cancellation and Exchange Penalty Tickets**

Penalties for cancellation of discounted airline tickets may be paid from state funds only if the cause for cancellation is in the best interest of the State. The cost of unused nonrefundable tickets or cancellation penalties incurred are allowable for the convenience of the State and if the traveler has to cancel a trip due to illness of the traveler or death of a member of the traveler's immediate family, for which an employee is authorized to use sick or administrative leave. For non-employees, the cost of non-refundable tickets or cancellation penalties may be paid in circumstances, which the traveler would have been authorized to use sick or administrative leave if they had been a state employee. If a ticket is canceled for the convenience of the traveler, the cancellation penalty may not be reimbursed from state funds. Agencies and travelers should carefully evaluate the circumstances and risk of cancellation prior to purchase of discounted tickets.

Vouchers submitted for payment of unused nonrefundable tickets, cancellation penalties or exchange penalties must include documentation indicating that the costs were necessarily incurred in conducting state business or the costs were incurred because of the illness of the traveler or the illness or death of a member of the traveler's immediate family. Documentation verifying that the unused ticket has been submitted to the agency must also be included in the voucher requesting payment.

### **Lost Airline Tickets**

Charges related to lost airline tickets are only allowable if the agency provides justification as to why the expenditure is necessary in order for the agency to carry out its statutory responsibilities. Tickets lost because of employee negligence are not considered allowable charges against the State.

**Overbooking or Other Action by a Common Carrier**

If additional costs are incurred by a traveler due to overbooking or any other action of an airline or other common carrier and the traveler chooses to have such cost paid directly or indirectly by the State, then any compensation, in whatever form, received by the traveler from the common carrier for his inconvenience, shall accrue to the benefit of the State. In such instances, if the traveler is allowed to elect the form of compensation, the decision shall be based on the best interest of the State. In determining if additional costs are incurred in such situations, the compensation to the traveler (overtime pay, etc.), if applicable, as well as travel costs (additional per diem, meals, lodging, etc.) must be taken into consideration.

If no additional costs are incurred or the additional costs are borne by the traveler, then any compensation from the common carrier for the traveler’s inconvenience shall accrue to the traveler.

**Travel by Privately Owned Vehicle (POV)**

1. Consider using pool or rental vehicle prior to POV.
2. Cost of renting a vehicle can be significantly lower than cost of POV mileage.
3. POV worksheet developed to compare cost of POV vs. renting a compact vehicle.
4. A copy of the POV worksheet will be provided with the request to travel by POV and when the travel voucher is submitted for reimbursement.
5. Worksheet calculates POV mileage and rental vehicle cost including fuel and taxes.
6. Enter FDOT map mileage and actual number of the days of travel.

POV vs Rental Vehicle Calculation			
Privately Owned Vehicle		State Contract - Compact Vehicle	
Total Miles to be travelled based on FDOT map*	484	Number of days needed for official business	3
Cost to FDLE	\$215.38	Cost to FDLE*	\$121.12
*If FDOT map doesn't return a mileage, MapQuest may be used. Select shortest distance under options		*Taxes and fees for rental and fuel costs are estimated Reimbursement will be based on actual charges	

If approved, POV reimbursement will be the lower of the mileage allowance or the rental vehicle cost per the POV worksheet.

**Vehicle Rental – Enterprise/National is the new rental car provider for the State of Florida**

**Commission Members:**

**To reserve your rental vehicle with Enterprise/National:**

- Visit the reservation portal: <http://partner.rentalcar.com/StateofFlorida>, or;
- Call the state-dedicated toll-free customer service number at 877-690-0064.
- If you have any questions or concerns about Enterprise/National reservations, rates, or billings the

**The highlights of the new Enterprise/National contract are:**

- The in-state compact vehicle rate is \$25.55/day.
- All rates include unlimited mileage and roadside assistance; liability coverage and loss damage waiver are included in the rates for business use.
- Compact vehicles are still the recommended vehicle size and the rental of a larger vehicle or any optional items must be justified on the travel voucher. Reserving and being charged for a compact vehicle is the responsibility of the member, not Enterprise/National.
- The contract rates are available for personal/leisure rentals however; liability protection and damage waiver are not included.
- The vehicle refueling policy has changed slightly, to avoid fuel charges return the vehicle with the same level of fuel received at the time of check out. National provides a full tank and Enterprise provides a minimum of a half tank at checkout.
- Receipts for fuel purchased for a rental vehicle should continue to be included with the travel reimbursement voucher.
- For Protective Operations purposes, large SUVs (Ford Expedition) will now be available with a daily rate of \$98.50 regardless of in state or out-of-state.
- Payment methods remain the same as all major charge cards are accepted.

Below is a sample of the form letter to be used when non-members need to rent a vehicle using the state contract with Enterprise/National. Contact the CJSTC travel Liaison Cheryl Taylor, and she will send a rental letter with the date, and traveler's name. The letter will need to be signed by the correct program level of approval (Director Dean Register or Bureau Chief Glen Hopkins), in accordance with the mission critical travel authorization memorandum.

Date _____
Enterprise/National Car Rental EAN Services, LLC 2340 Lafayette Avenue St. Louis, MO 63104
To Whom It May Concern:
This letter is to certify that _____ is traveling on behalf of the Florida Department of Law Enforcement and is authorized to rent a vehicle under contract number XZ55500. All rates, conditions, requirements, etc. set forth in the contract are applicable.
Should you have any questions or need additional information, please contact (name and phone number of program representative).
Sincerely,
Signature approval level must be in accordance with the mission critical travel authorization memorandum.

**Fuel Allowances**

Privately Owned Vehicle or other agency vehicles should also be re-fueled during actual travel dates and time periods, to avoid confusion with our accountants and auditors as to costs incurred during the actual travel dates. In the event that some unknown or unpreventable situation occurs that would prevent the re-fueling of the vehicle upon the arrival back to the traveler's destination; a detailed statement should be documented on the travel voucher to justify the re-fueling cost being incurred outside of the actual travel dates.

**Mileage Allowances**

***Travelers Gratuitously Transported***

Mileage or transportation expenses allowed or allowable are intended to reimburse travelers for expenses incurred in conducting official state business. Therefore, no traveler who is entitled to mileage or transportation expense shall be allowed either mileage or transportation expense when he/she is gratuitously transported by another traveler. The traveler's payment information shall indicate complimentary travel.

Please provide receipts along with your original signature on your travel voucher.

The Commission travel liaison will prepare your request for reimbursement

Attention: Cheryl Taylor  
Florida Department of Law Enforcement  
Criminal Justice Professionalism Division  
Post Office Box 1489  
Tallahassee, FL 32302-1489.

**If you need assistance or have any questions, please contact Cheryl Taylor at  
(850) 410-8657 or Email [CherylTaylor@fdle.state.fl.us](mailto:CherylTaylor@fdle.state.fl.us)**