

TRAVEL TIPS

The State of Florida does not have an airline contract at this time. Please use the internet or other means of comparison shopping to obtain the best rate available for your trip.

The State of Florida has a rental car contract with Avis Car Rental. A compact car must be used (Class B). Receipts for gas must be included on your travel voucher under miscellaneous expenses. The state will reimburse for gas charges when renting a vehicle under state contract. The contract can be located at:

http://fcn.state.fl.us/st_contracts/518020051/. To make a reservation for a rental car contact the State of Florida Reservations Desk at 1- 800-338-8211.

The State of Florida will reimburse for tolls, parking, portage (\$1/bag up to \$5 per occasion), taxi, business calls, or other miscellaneous travel related expenses. Please list each one separately and provide receipts for each.

Hotel rooms can only be reimbursed for the single occupancy rate + taxes. The maximum allowable is \$100. If room rate is over \$100 per night, justification must be provided.

Travel by personal vehicle will be reimbursed at the state rate of \$0.29 per mile for map mileage, plus reasonable vicinity mileage.

Travel must be for a period of 24 hours or longer in order to claim meal reimbursement. Meals are reimbursed per the following schedule: \$3 for Breakfast: When travel begins before 6 a.m. and beyond 8 a.m.; \$6 for Lunch: When travel begins before 12 p.m. and beyond 2 p.m.; \$12 for Dinner: When travel begins before 6 p.m. and beyond 8 p.m.

BE SURE TO RETAIN *ALL ORIGINAL RECEIPTS* AND ATTACH THEM TO YOUR TRAVEL VOUCHER.