

TRAVEL

F & A TRAVEL CONTACTS

JUNE BERLEY

PH: 414-6327

EMAIL: june.berley@dms.myflorida.com

LINDA LOVE

PH: 487-9904

EMAIL: lindakay.love@dms.myflorida.com

Travel Booklet

Table of Contents

Section 1 – Rules Governing Travel

Florida Statutes

FMS-103 – DFS-AA-19 (2008-09) – Documentation Requirements for
Travel Restrictions Imposed by Chapter 2009-82, Laws of Florida

CFO Memorandum No. 3 (2005-06) – Reimbursement of Travel Expenses

Travel Portion of DFS Reference Guide to State Expenditures

DMS Administrative Policies and Procedures Regarding Travel

DMS Purchasing Carding Guidelines

Section 2 – Travel Tools

Helpful Websites

Travel Rates

FMS-103-Reference 3 – Per Diem Clock

FMS-103-Reference 1 – Travel Object Codes

Section 3 – Forms and Instructions

Email RE: 2009-10 Travel Authorizations

Travel Approval Memo from Secretary South

Restricted Travel Authorization Form

DFS-AA-13 – Authorization to Incur Travel Expenses

DFS-AA-15 – Voucher for Reimbursement of Travel Expenses

Checklist for Completing Travel Reimbursement Form

FMS- 103-F3 P-card Charge Approval Form

FMS-103-F4 Most Economical Method of Travel Cost Analysis

FMS-103-F4a Instructions for Most Economical Method of Travel Cost Analysis

FMS-103-F5 – Missing Receipt Form

DFS-AA-25 – Application for Advance on Travel Expenses

Conference Travel Instructions

Travel Tips

Section 4 – Rental Vehicle Information

Fuel Purchases on the Pcard with Avis Rentals

Personal Use of Avis Rental Vehicles While on State Business

Platepass/Etoll and Avis Billing

CFO Memorandum No. 1 (2008-09) – Hybrid Car Rentals

Email Regarding New State Contract for Rental Vehicles

State Contract 518-020-10-1 Rental Vehicles - Cover Sheet and Price List

Section 5 – Pcard Print Screen Samples

Avis Rental – In-state Regular and Conference

Gas Purchase – In-state Regular and Conference

Hotel – In-state Regular and Conference

Conference Registration – In-State

Airfare – In-state Regular and Conference

Agent Fee – In-state Regular and Conference

Avis ETolls – In-state Regular and Conference

Section 1 – Rules Governing Travel

Florida Statutes

FMS-103-DFS AA-19 (2008-09)

CFO Memorandum No. 3 (2005-06)

Travel Portion of DFS Reference Guide for State Expenditures

DMS Administrative Policies and Procedures Regarding Travel

DMS Purchasing Card Guidelines

Select Year: 2009 ▾

[Go](#)

The 2009 Florida Statutes

Title X
PUBLIC OFFICERS, EMPLOYEES,
AND RECORDS

Chapter 112
PUBLIC OFFICERS AND EMPLOYEES:
GENERAL PROVISIONS

[View Entire
Chapter](#)

112.061 Per diem and travel expenses of public officers, employees, and authorized persons.-

(1) LEGISLATIVE INTENT.--To prevent inequities, conflicts, inconsistencies, and lapses in the numerous laws regulating or attempting to regulate travel expenses of public officers, employees, and authorized persons in the state, it is the intent of the Legislature:

(a) To establish standard travel reimbursement rates, procedures, and limitations, with certain justifiable exceptions and exemptions, applicable to all public officers, employees, and authorized persons whose travel is authorized and paid by a public agency.

(b) To preserve the standardization established by this law:

1. The provisions of this section shall prevail over any conflicting provisions in a general law, present or future, to the extent of the conflict; but if any such general law contains a specific exemption from this section, including a specific reference to this section, such general law shall prevail, but only to the extent of the exemption.

2. The provisions of any special or local law, present or future, shall prevail over any conflicting provisions in this section, but only to the extent of the conflict.

(2) DEFINITIONS.--For the purposes of this section, the following words shall have the meanings indicated:

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

(b) Agency head or head of the agency--The highest policymaking authority of a public agency, as herein defined.

(c) 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.

(d) Employee or public employee--An individual, whether commissioned or not, other than an officer or authorized person as defined herein, who is filling a regular or full-time authorized position and is responsible to an agency head.

(e) Authorized person--

1. A person other than a public officer or employee as defined herein, whether elected or commissioned or not, who is authorized by an agency head to incur travel expenses in the performance of official duties.

2. A person who is called upon by an agency to contribute time and services as consultant or adviser.

3. A person who is a candidate for an executive or professional position.

(f) Traveler--A public officer, public employee, or authorized person, when performing authorized travel.

(g) Travel expense, traveling expenses, necessary expenses while traveling, actual expenses while traveling, or words of similar nature--The usual ordinary and incidental expenditures necessarily incurred by a traveler.

(h) Common carrier--Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

(i) Travel day--A period of 24 hours consisting of four quarters of 6 hours each.

(j) Travel period--A period of time between the time of departure and time of return.

(k) Class A travel--Continuous travel of 24 hours or more away from official headquarters.

(l) Class B travel--Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

(m) Class C travel--Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

(n) Foreign travel--Travel outside the United States.

(3) AUTHORITY TO INCUR TRAVEL EXPENSES.--

(a) All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid. The head of the agency shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the state and also stating the purpose of such travel.

(b) Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed by this section.

(c) Travel by public officers or employees serving temporarily in behalf of another agency or partly in behalf of more than one agency at the same time, or authorized persons who are called upon to contribute time and services as consultants or advisers, may be authorized by the agency head. Complete explanation and justification must be shown on the travel expense voucher or attached thereto.

(d) Travel expenses of public employees for the sole purpose of taking merit system or other job placement examinations, written or oral, shall not be allowed under any circumstances, except that upon prior written approval of the agency head or his or her designee, candidates for executive or professional positions may be allowed travel expenses pursuant to this section.

(e) Travel expenses of public officers or employees for the purpose of implementing, organizing, directing, coordinating, or administering, or supporting the implementation, organization, direction, coordination, or administration of, activities related to or involving travel to a terrorist

state shall not be allowed under any circumstances. For purposes of this section, "terrorist state" is defined as any state, country, or nation designated by the United States Department of State as a state sponsor of terrorism.

(f) The agency head, or a designated representative, may pay by advancement or reimbursement, or a combination thereof, the costs of per diem of travelers for foreign travel at the current rates as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)" and incidental expenses as provided in this section.

(g) 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 subsistence as provided in subsection (6) 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. Such subsistence may be paid when approved by the agency head or his or her designee.

(h) The State Surgeon General or a designee may authorize travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health. The Department of Health may establish rates lower than the rate provided in this section for these travel expenses.

(4) OFFICIAL HEADQUARTERS.--The official headquarters of an officer or employee assigned to an office shall be the city or town in which the office is located except that:

(a) The official headquarters of a person located in the field shall be the city or town nearest to the area where the majority of the person's work is performed, or such other city, town, or area as may be designated by the agency head provided that in all cases such designation must be in the best interests of the agency and not for the convenience of the person.

(b) When any state employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town shall be deemed to be the employee's official headquarters, and he or she shall not be allowed per diem or subsistence, as provided in this section, after the said period of 30 continuous workdays has elapsed, unless this period of time is extended by the express approval of the agency head or his or her designee.

(c) A traveler may leave his or her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from regular duties shall be taken as annual leave and authorized in the usual manner. The traveler shall not be reimbursed for travel expenses in excess of the established rate for per diem allowable had he or she remained at his or her assigned post. However, when a traveler has been temporarily assigned away from his or her official headquarters for an approved period extending beyond 30 days, he or she shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period actually taken to his or her home in addition to pay and allowances otherwise provided.

(5) COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT.--For purposes of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

(a) The travel day for Class A travel shall be a calendar day (midnight to midnight). The travel day for Class B travel shall begin at the same time as the travel period. For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. Class A and Class B travel shall include any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.

(b) A traveler shall not be reimbursed on a per diem basis for Class C travel, but shall receive

subsistence as provided in this section, which allowance for meals shall be based on the following schedule:

1. Breakfast--When travel begins before 6 a.m. and extends beyond 8 a.m.
2. Lunch--When travel begins before 12 noon and extends beyond 2 p.m.
3. Dinner--When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.

No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved. The Chief Financial Officer shall establish a schedule for processing Class C travel subsistence payments at least on a monthly basis.

(6) RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE.--For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are provided as follows:

(a) All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide state business, which convention, conference, or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conducting such business, either of the following for each day of such travel at the option of the traveler:

1. Eighty dollars per diem; or
2. If actual expenses exceed \$80, the amounts permitted in paragraph (b) for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.

When lodging or meals are provided at a state institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this subsection.

(b) All travelers shall be allowed the following amounts for subsistence while on Class C travel on official business as provided in paragraph (5)(b):

1. Breakfast \$6
2. Lunch \$11
3. Dinner \$19

(c) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the state.

(7) TRANSPORTATION.--

(a) All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The agency head or his or her designee shall 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, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required). When it is more efficient and economical to either the traveler or the agency head, jet service offered by any airline, whether on state contract or not, may be used when the cost is within an approved threshold determined by the agency head or his or her designee.

3. The number of persons making the trip and the amount of equipment or material to be transported.

(b) The Department of Financial Services may provide any form it deems necessary to cover travel requests for traveling on official business and when paid by the state.

(c) Transportation by common carrier when traveling on official business and paid for personally by the traveler, shall be substantiated by a receipt therefor. Federal tax shall not be reimbursable to the traveler unless the state and other public agencies are also required by federal law to pay such tax. In the event transportation other than the most economical class as approved by the agency head is provided by a common carrier on a flight check or credit card, the charges in excess of the most economical class shall be refunded by the traveler to the agency charged with the transportation provided in this manner.

(d)1. The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the agency head or his or her designee. Whenever travel is by privately owned vehicle:

a. A traveler shall be entitled to a mileage allowance at a rate of 44.5 cents per mile; or

b. A traveler shall be entitled to the common carrier fare for such travel if determined by the agency head to be more economical.

2. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business and reimbursement is made pursuant to this paragraph, except as provided in subsection (8).

3. All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

(e) Transportation by chartered vehicles when traveling on official business may be authorized by the agency head when necessary or where it is to the advantage of the agency, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle pursuant to paragraph (d).

(f) The agency head or his or her designee may grant monthly allowances in fixed amounts for use of privately owned automobiles on official business in lieu of the mileage rate provided in paragraph (d). Allowances granted pursuant to this paragraph shall be reasonable, taking into account the customary use of the automobile, the roads customarily traveled, and whether any of the expenses incident to the operation, maintenance, and ownership of the automobile are paid from funds of the agency or other public funds. Such allowance may be changed at any time, and shall be made on the basis of a signed statement of the traveler, filed before the allowance is granted or changed, and at least annually thereafter. The statement shall show the places and distances for an average typical month's travel on official business, and the amount that would be allowed under the approved rate per mile for the travel shown in the statement, if payment had been made pursuant to paragraph (d).

(g) No contract may be entered into between a public officer or employee, or any other person,

and a public agency, in which a depreciation allowance is used in computing the amount due by the agency to the individual for the use of a privately owned vehicle on official business; provided, any such existing contract shall not be impaired.

(h) No traveler shall be allowed either mileage or transportation expense when gratuitously transported by another person or when transported by another traveler who is entitled to mileage or transportation expense. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight under this subsection.

(8) OTHER EXPENSES.--

(a) The following incidental travel expenses of the traveler may be reimbursed:

1. Taxi fare.
2. Ferry fares; and bridge, road, and tunnel tolls.
3. Storage or parking fees.
4. Communication expense.
5. Convention registration fee while attending a convention or conference which will serve a direct public purpose with relation to the public agency served by the person attending such meetings. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the agency in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary. However, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in subsection (6).

(b) Other expenses which are not specifically authorized by this section may be approved by the Department of Financial Services pursuant to rules adopted by it. Expenses approved pursuant to this paragraph shall be reported by the Department of Financial Services to the Auditor General annually.

(9) RULES.--

(a) The Department of Financial Services shall adopt such rules, including, but not limited to, the general criteria to be used by a state agency to predetermine justification for attendance by state officers and employees and authorized persons at conventions and conferences, and prescribe such forms as are necessary to effectuate the purposes of this section. The department may also adopt rules prescribing the proper disposition and use of promotional items and rebates offered by common carriers and other entities in connection with travel at public expense; however, before adopting such rules, the department shall consult with the appropriation committees of the Legislature.

(b) Each state agency shall adopt such additional specific rules and specific criteria to be used by it to predetermine justification for attendance by state officers and employees and authorized persons at conventions and conferences, not in conflict with the rules of the Department of Financial Services or with the general criteria to be used by a state agency to predetermine justification for attendance by state officers and employees and authorized persons at conventions, as may be necessary to effectuate the purposes of this section.

(10) FRAUDULENT CLAIMS.--Claims submitted pursuant to this section shall not be required to be sworn to before a notary public or other officer authorized to administer oaths, but any claim authorized or required to be made under any provision of this section shall contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties and shall be verified by a written declaration that it is true and correct as to every material matter; and any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this section of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

(11) TRAVEL AUTHORIZATION AND VOUCHER FORMS.--

(a) *Authorization forms.*--The Department of Financial Services shall furnish a uniform travel authorization request form which shall be used by all state officers, employees, and authorized persons when requesting approval for the performance of travel to a convention or conference. The form shall include, but not be limited to, provision for the name of each traveler, purpose of travel, period of travel, estimated cost to the state, and a statement of benefits accruing to the state by virtue of such travel. A copy of the program or agenda of the convention or conference, itemizing registration fees and any meals or lodging included in the registration fee, shall be attached to, and filed with, the copy of the travel authorization request form on file with the agency. The form shall be signed by the traveler and by the traveler's supervisor stating that the travel is to be incurred in connection with official business of the state. The head of the agency or his or her designated representative shall not authorize or approve such request in the absence of the appropriate signatures. A copy of the travel authorization form shall be attached to, and become a part of, the support of the agency's copy of the travel voucher.

(b) *Voucher forms.*--

1. The Department of Financial Services shall furnish a uniform travel voucher form which shall be used by all state officers, employees, and authorized persons when submitting travel expense statements for approval and payment. No travel expense statement shall be approved for payment by the Chief Financial Officer unless made on the form prescribed and furnished by the department. The travel voucher form shall provide for, among other things, the purpose of the official travel and a certification or affirmation, to be signed by the traveler, indicating the truth and correctness of the claim in every material matter, that the travel expenses were actually incurred by the traveler as necessary in the performance of official duties, that per diem claimed has been appropriately reduced for any meals or lodging included in the convention or conference registration fees claimed by the traveler, and that the voucher conforms in every respect with the requirements of this section. The original copy of the executed uniform travel authorization request form shall be attached to the uniform travel voucher on file with the respective agency.

2. Statements for travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health shall be on forms approved by the Department of Financial Services.

(12) ADVANCEMENTS.--Notwithstanding any of the foregoing restrictions and limitations, an agency head or his or her designee may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his or her duties.

(13) DIRECT PAYMENT OF EXPENSES BY AGENCY.--Whenever an agency requires an employee to

incur either Class A or Class B travel on emergency notice to the traveler, such traveler may request the agency to pay his or her expenses for meals and lodging directly to the vendor, and the agency may pay the vendor the actual expenses for meals and lodging during the travel period, limited to an amount not to exceed that authorized pursuant to this section. In emergency situations, the agency head or his or her designee may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total amount authorized for meals each day. The agency head or his or her designee may also grant prior approval for a state agency to make direct payments of travel expenses in other situations that result in cost savings to the state, and such cost savings shall be documented in the voucher submitted to the Chief Financial Officer for the direct payment of travel expenses. The provisions of this subsection shall not be deemed to apply to any legislator or to any employee of the Legislature.

(14) APPLICABILITY TO COUNTIES, COUNTY OFFICERS, DISTRICT SCHOOL BOARDS, SPECIAL DISTRICTS, AND METROPOLITAN PLANNING ORGANIZATIONS.--

(a) The following entities may establish rates that vary from the per diem rate provided in paragraph (6)(a), the subsistence rates provided in paragraph (6)(b), or the mileage rate provided in paragraph (7)(d) if those rates are not less than the statutorily established rates that are in effect for the 2005-2006 fiscal year:

1. The governing body of a county by the enactment of an ordinance or resolution;
2. A county constitutional officer, pursuant to s. 1(d), Art. VIII of the State Constitution, by the establishment of written policy;
3. The governing body of a district school board by the adoption of rules;
4. The governing body of a special district, as defined in s. 189.403(1), except those special districts that are subject to s. 166.021(10), by the enactment of a resolution; or
5. Any metropolitan planning organization created pursuant to s. 339.175 or any other separate legal or administrative entity created pursuant to s. 339.175 of which a metropolitan planning organization is a member, by the enactment of a resolution.

(b) Rates established pursuant to paragraph (a) must apply uniformly to all travel by the county, county constitutional officer and entity governed by that officer, district school board, special district, or metropolitan planning organization.

(c) Except as otherwise provided in this subsection, counties, county constitutional officers and entities governed by those officers, district school boards, special districts, and metropolitan planning organizations, other than those subject to s. 166.021(10), remain subject to the requirements of this section.

(15) CLASS C TRAVEL.--Moneys appropriated from the State Treasury may not be used to pay per diem or subsistence related to Class C travel.

(16) SUPREME COURT JUSTICES.--Notwithstanding any provision of this section to the contrary, the Chief Justice of the Supreme Court is authorized to reimburse justices of the Supreme Court for travel expenses, including travel, per diem, and subsistence allowances, associated with travel to Tallahassee on official business for the state from the county in which the justice resides for no more than 36 trips per justice, provided that reimbursement may not be made for travel to Tallahassee if the justice resides within 50 miles of the headquarters of the Supreme Court. This subsection expires July 1, 2009.

History.--ss. 1, 3, ch. 22830, 1945; ss. 1, 2, 3, ch. 23892, 1947; ss. 1, 3, ch. 25040, 1949; ss. 1, 3,

ch. 26910, 1951; s. 1, ch. 28303, 1953; s. 1, ch. 29628, 1955; s. 1, ch. 57-230; s. 1, ch. 61-183; s. 1, ch. 61-43; s. 1, ch. 63-5; s. 1, ch. 63-192; s. 1, ch. 63-122; s. 1, ch. 63-400; ss. 2, 3, ch. 67-371; ss. 1, 2, ch. 67-2206; s. 1, ch. 69-193; s. 1, ch. 69-381; ss. 12, 23, 31, 35, ch. 69-106; s. 65, ch. 71-136; s. 1, ch. 72-213; s. 1, ch. 72-217; s. 1, ch. 72-324; s. 26, ch. 72-404; s. 1, ch. 73-169; s. 1, ch. 74-15; s. 1, ch. 74-246; s. 1, ch. 74-365; ss. 1, 2, ch. 75-33; s. 1, ch. 76-166; s. 2, ch. 76-208; ss. 1, 2, ch. 76-250; s. 1, ch. 77-174; s. 1, ch. 77-231; ss. 1, 2, ch. 77-437; s. 2, ch. 78-95; s. 51, ch. 79-190; s. 1, ch. 79-205; s. 1, ch. 79-303; s. 1, ch. 79-412; ss. 1, 2, ch. 81-207; ss. 1, 2, ch. 83-307; s. 1, ch. 85-140; s. 1, ch. 87-407; s. 4, ch. 88-235; s. 12, ch. 89-291; s. 18, ch. 91-45; s. 1, ch. 94-139; s. 1403, ch. 95-147; s. 26, ch. 95-312; s. 5, ch. 96-310; s. 43, ch. 96-399; s. 23, ch. 98-136; s. 9, ch. 99-8; s. 7, ch. 99-155; s. 16, ch. 99-399; ss. 48, 53, ch. 2001-254; ss. 46, 79, ch. 2002-402; s. 2, ch. 2003-125; s. 123, ch. 2003-261; s. 49, ch. 2003-399; s. 5, ch. 2004-5; s. 32, ch. 2004-269; s. 23, ch. 2005-71; s. 12, ch. 2006-1; s. 6, ch. 2006-18; ss. 14, 53, ch. 2006-26; s. 1, ch. 2006-41; s. 3, ch. 2006-54; s. 2, ch. 2007-196; s. 6, ch. 2008-6; s. 13, ch. 2008-153.

Disclaimer: The information on this system is unverified. The journals or printed bills of the respective chambers should be consulted for official purposes. Copyright © 2000-2006 State of Florida.

DATE: June 25, 2009

TO: Agency Addressed (No.19, 2008-2009)

FROM: Kimberly D. McMurray, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: DOCUMENTATION REQUIREMENTS FOR TRAVEL RESTRICTIONS
IMPOSED BY CHAPTER 2009-82, LAWS OF FLORIDA.

The following documentation will be required to support the travel restrictions imposed by Chapter 2009-82, §58, Laws of Florida, until July 1, 2010.

For any travel voucher that does not require an agency head's approval that travel is mission critical, each voucher or other attached documentation must contain a statement describing how the travel activity is critical to the agency's mission.

For any travel vouchers that seek payments for travel to foreign countries, other states, conferences, staff-training activities, or other administrative functions, the voucher must contain evidence of the agency head's written approval that such travel activities are critical to the agency's mission and that teleconferencing and other forms of electronic communication were considered as required by Chapter 2009-82, §58, Laws of Florida.

In order to make this process more efficient, each agency head may provide a signed memorandum setting forth his or her approval as to the types of activities that he or she deems mission-critical that require travel to foreign countries, other states or the District of Columbia, conferences, staff-training activities, or administrative functions. A copy of the determination memorandum should be included with each voucher that seeks payment for travel activities falling within any of these five categories.

This memorandum shall not apply to travel activities undertaken for law enforcement purposes, military purposes, emergency management activities and public health activities.

Questions regarding this agency addressed may be directed to Jeff Cagle at (850) 413-5504 or jeffrey.cagle@myfloridacfo.com.



399700

1261 to consider an appointment made by the Governor, the
1262 Commissioner of Agriculture, or the Chief Financial Officer, the
1263 council shall initiate, in accordance with this section, the
1264 nominating process within 30 days after the Senate's refusal to
1265 confirm or failure to consider such appointment. This
1266 subparagraph expires July 1, 2010.

1267 Section 55. The amendment to s. 377.6015(1)(a), Florida
1268 Statutes, made by this act applies retroactively to May 1, 2009.

1269 Section 56. Section 49 of chapter 2008-153, Laws of
1270 Florida, is repealed.

1271 Section 57. In order to implement the issuance of new debt
1272 authorized in the 2009-2010 General Appropriations Act, and
1273 pursuant to the requirements of s. 215.98, Florida Statutes, the
1274 Legislature determines that the authorization and issuance of
1275 debt for the 2009-2010 fiscal year should be implemented and is
1276 in the best interest of the state and necessary to address a
1277 critical state emergency.

1278 Section 58. In order to implement the funds appropriated in
1279 the 2009-2010 General Appropriations Act for state employee
1280 travel, the funds appropriated to each state agency, which may
1281 be used for travel by state employees, shall be limited during
1282 the 2009-2010 fiscal year to travel for activities that are
1283 critical to each state agency's mission. Funds may not be used
1284 to pay for travel by state employees to foreign countries, other
1285 states, conferences, staff-training activities, or other
1286 administrative functions unless the agency head has approved in
1287 writing that such activities are critical to the agency's
1288 mission. The agency head must consider the use of
1289 teleconferencing and other forms of electronic communication to

Limits
Travel



399700

1290 meet the needs of the proposed activity before approving
1291 mission-critical travel. This section does not apply to travel
1292 for law enforcement purposes, military purposes, emergency
1293 management activities, or public health activities. This section
1294 expires July 1, 2010.

1295 Section 59. A section of this act which implements a
1296 specific appropriation or specifically identified proviso
1297 language in the 2009-2010 General Appropriations Act is void if
1298 the specific appropriation or specifically identified proviso
1299 language is vetoed. A section of this act which implements more
1300 than one specific appropriation or more than one portion of
1301 specifically identified proviso language in the 2009-2010
1302 General Appropriations Act is void if all the specific
1303 appropriations or portions of specifically identified proviso
1304 language are vetoed.

1305 Section 60. If any other act passed during the 2009 Regular
1306 Session contains a provision that is substantively the same as a
1307 provision in this act, but that removes or is otherwise not
1308 subject to the future repeal applied to such provision by this
1309 act, the Legislature intends that the provision in the other act
1310 takes precedence and continues to operate, notwithstanding the
1311 future repeal provided by this act.

1312 Section 61. If any provision of this act or its application
1313 to any person or circumstance is held invalid, the invalidity
1314 does not affect other provisions or applications of the act
1315 which can be given effect without the invalid provision or
1316 application, and to this end the provisions of this act are
1317 severable.

1318 Section 62. Except as otherwise expressly provided in this

June 22, 2006

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 03 (2005-06)

SUBJECT: REIMBURSEMENT OF TRAVEL EXPENSES

Chapter 2006-41, Laws of Florida, amended the rates of per diem and subsistence allowance and the mileage allowance specified in Section 112.061 (6) and (7) effective July 1, 2006. The new rates are as follows:

Per Diem	\$80
Breakfast allowance	\$6
Lunch allowance	\$11
Dinner allowance	\$19
Mileage allowance	\$.445 per mile

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

Page T-6 of the Reference Guide for State Expenditures is amended, effective July 1, 2006 as follows: *While justification will not be required by the Bureau of Auditing in all cases where hotel expenses for in-state travel exceed \$150 per night (room rate only), authorized travelers are reminded that the most economical use of hotel is required (both 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. (NOTE: In determining whether a hotel rate is excessive, consideration should be given to geographic area and seasonal rate fluctuations.)*

Please contact Cheri Greene at 850-413-5593, Suncom 293-5593 or Cheri.Greene@fldfs.com if you need additional information.

TRAVEL

General Information

Expenditures properly chargeable to travel include registration payments, reimbursements of mileage for use of a privately-owned vehicle, per diem and subsistence allowance, common carrier transportation and other expenses incidental to travel which are authorized by law. Section 112.061, F.S., and Rule 3A-42, F.A.C, Rules of the Bureau of Auditing, govern travel expenses.

Requests for travel reimbursement payments must include:

1. The travel voucher;
2. Itemized hotel receipts, if applicable;
3. Applicable transportation receipts for common carrier travel;
4. Applicable incidental receipts;
5. In the case of a conference or convention, the benefits to the State must be provided along with the pages of the agenda that itemizes the registration cost.

Automated Travel

Agencies desiring to implement an automated travel system must meet the systems-related fiscal and internal control requirements listed below:

1. Effective June 18, 1996, the policy of the Bureau of Auditing is to limit the number of travel applications system platforms deployed in state agencies and certified by the Bureau of Auditing. However, to the extent that this directive cannot be met, each agency developing or purchasing an automated travel system must notify the Bureau of Auditing of their plans.
2. All DFS system and audit edits must be programmed into the travel application and specific agency internal controls established by agency management to ensure compliance with all Florida Statutes, rules and regulations. (A copy of the system and audit edit requirements may be requested from the Department of Financial Services, Bureau of Auditing, 200 East Gaines Street, Tallahassee Florida 32399-0355.
3. As an enhancement, each agency should plan to program the Federal Travel Per Diem rates into their travel application as soon as possible.
4. All agency-specific exception processes programmed into the travel application must be documented. These exceptions must be provided in writing to the Bureau of Auditing.
5. System documentation of the travel application should be available for review by the Bureau of Auditing.
6. A user manual must be provided to the Bureau of Auditing.
7. A tentative implementation schedule for the travel application must be provided to the Bureau of Auditing.
8. The travel application and any subsequent modifications must be reviewed and approved in advance by the Bureau of Auditing to ensure all edits are in place.
9. The travel application must be piloted with DFS prior to certification and submission of electronic vouchers to FLAIR.

Conferences and Conventions**Registration fees**

If the agency engages an instructor to perform training sessions for its employees, the fee will be a contractual service. However, if an employee enrolls in a workshop/seminar, etc., which is routinely offered to the public, the fee will be a registration fee.

Registration fees will not be paid for intra-agency or interagency meetings, seminars and workshops. All expenses related to such gatherings must be processed as a regular expenditure of the appropriate agency. However, registration fees may be paid to universities, DMS or other agencies for routine training classes conducted for employees of other agencies.

Reimbursement for registration fees and travel expenses in connection with attendance at conferences or conventions will not be paid unless:

1. The main purpose of the convention or conference is directly related to the statutory duties and responsibilities of the agency.
2. The duties and responsibilities of the traveler is related to the objectives of the convention or conference.
3. The activity provides a direct benefit supporting the work and public purpose of the person attending.

Vouchers submitted for payment of the registration fee or for a conference or convention must include a statement of the benefits to the state, a copy of those pages of the agenda that itemizes the registration fee and a copy of the travel voucher or a statement that no travel costs were incurred, if applicable. These vouchers should be scheduled as "pay and charge".

Meals Included in Registration Fee or Provided by Hotel or Airline

When a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, 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 a registration fee for a convention or conference. Pursuant to Section 112.061(8)(a) 5, F.S., actual expenses for banquets and other meal functions that are not a part of a basic registration fee may be reimbursed if participation in such event will directly enhance the public purpose of the agency.

In the case where a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.

Food Purchases Related Conference/Convention/Workshops

Food purchases for a conference or convention or in connection with the rental of a meeting room for agency workshops or meetings are **prohibited** unless expressly provided by law. Also, the negotiated price for the rental of a room should not include food and beverages.

Direct Billing Travel Cards

Prior approval by the Chief, Bureau of Auditing, DFS, 200 East Gaines Street, Tallahassee Florida 32399-0355 shall be obtained by agencies desiring to use direct billing travel cards. The approval request must be in writing and accompanied by a copy of the proposed contract. The proposed contract for the direct-billing travel card must include a clause stating that the state is not liable for payment.

Direct Payment

Direct payment of travel expenses may be made in situations that result in a cost savings to the State pursuant to Section 112.061(13), F.S. Avoidance of sales tax shall not be considered a cost savings to the State. Evidence of prior approval granted by the agency head or his designee detailing the cost savings shall be included with the payment information. The payment shall be vouchered and processed in the same manner as common carrier payments. Examples of criteria for cost savings include discount for earlier payment, documented savings in processing costs or free use of a hotel meeting room if the agency has a need for such room. These vouchers should be scheduled as "pay and charge".

Direct payment to vendors for the meals and lodging of an employee required to travel on emergency notice must be vouchered in favor of the vendor with the traveler as sub-vendor listing the traveler's name, social security number and cost. Any required receipts along with a copy of the travel voucher must be included with the original voucher maintained at the agency. The payment information should clearly state that payments to vendors are requested due to the employee being required to travel on emergency notice.

Emergency Situations

When a public officer, employee or authorized person away from his or her official headquarters on personal time is required to travel because of an emergency situation, the following shall apply.

1. The traveler may be reimbursed for travel expenses incurred by him/her in traveling from their actual point of origin to their point of destination, which may be their official headquarters.
2. If personal circumstances necessitate the traveler to return to their actual point of origin after the emergency situation has ended rather than returning to or staying at their official headquarters, the traveler may be reimbursed their travel expenses to return.

For example, an individual on personal time in California whose official headquarters is Tallahassee is required to travel back to Tallahassee because of an emergency situation. If due to personal circumstances the individual is required to travel back to California after the emergency situation has ended instead of remaining in Tallahassee,

the individual may be reimbursed their travel expenses to return to California.

3. If the traveler is able to return to or remain at their official headquarters, they may only be reimbursed the excess of their necessary travel expenses for the emergency situation over what they would have incurred for their own personal convenience. Detail of the cost shall be provided showing the net cost of what the traveler would have incurred against their actual cost of returning.

4. The traveler's reimbursement request of travel expenses claimed from an actual point of origin rather than their official headquarters shall contain an explanation of the emergency situation that necessitated their travel from such point.

5. If an authorized traveler has incurred certain unrecoverable costs associated with personal plans and is unable to carry out such plans due to an emergency situation, such costs that are not recoverable may be reimbursed by the agency. Requests for reimbursement must provide the circumstances of the emergency situation.

Requests for reimbursement of the emergency situations stated above must be presented in writing to the Chief, Bureau of Auditing, DFS, 200 East Gaines Street, Tallahassee, Florida 32399-0355 prior to being vouchered for payment.

Foreign Travel

Travel costs of authorized travelers for foreign travel should be reimbursed at the current rates as specified in the U.S. Department of State, Office of Allowances' federal publication "Per Diem Allowances for Travel in Foreign Areas" and must comply to Office of Allowances' "Standardized Regulations (DSSR)" and GSA's Office of Government-wide Policy "Federal Travel Regulations". The current website is: <http://www.state.gov/m/a/als/prdm>.

Rates for foreign travel shall not begin until the date and time of arrival in the foreign country from the United States and shall terminate on the date and time of departure from the foreign country to the United States.

Reimbursement allowances for lodging and meals while traveling in foreign areas are listed in the monthly publication "Maximum Travel Per Diem Allowances for Foreign Areas" (See Travel Exhibit 1 located at the end of this section.) Note: Please refer to the above reference website for current rates. The amounts listed in the column labeled "Maximum Lodging Amount" are the maximum amounts that may be claimed for lodging. Receipts are required for reimbursement of lodging costs. If the actual lodging expense of the traveler is less than the maximum amount listed, the lesser amount will be reimbursed.

Incidental expenses must be claimed and supported as provided in Section 112.061(8), F.S., and Rule 3A-42.010, F.A.C.

Meal allowance amounts are found in the column labeled "M&IE Rate" (See Travel Exhibit 2 located at the end of this section.) Note: Please refer to the above referenced website for current rates. An adjustment must be made to the amount listed in this column because this amount includes an allowance for incidental expenses. Since incidental expenses are reimbursed as stated in the above paragraph, the amount allowed for incidental expenses must be deducted from the total amount shown in the M&IE column. Receipts are not required for meal expense reimbursement. The meals and incidentals expense breakdown is located in Chapter 301-Federal Travel Regulation, Appendix B.

Example: Rome, Italy

Maximum Lodging Amount (lodging receipts required) \$232

Meals and Incidental Expense (M&IE) \$134

M&IE Rate Breakdown:

Breakfast	\$ 20
Lunch	34
Dinner	53
	107
Incidentals	27
Total	\$134

The total daily allowance for meals would be: \$134 less \$27 for incidentals = \$107

When a traveler goes from one foreign location to another, reimbursement for meals and lodging shall be based on the allowance listed for the referenced location during the meal or lodging period. For example: If the traveler departed Rome at 3:00 p.m. for Paris, the Rome allowance for breakfast and lunch would be used and the Paris allowance for dinner and lodging would be used.

The State of Florida per diem rate (currently \$80), may not be combined with reimbursement of foreign travel costs pursuant to the allowances under the federal guidelines for the same travel day. The two methods of reimbursement, state per diem and foreign allowances, cannot be claimed on the same travel day.

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 **both foreign and domestic 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.

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.

Hotel Costs Shared by Multiple Travelers

When multiple travelers share the hotel room and the hotel bill is paid by one of the travelers, the traveler paying the bill shall request reimbursement for the total amount of the bill. When multiple travelers have separate rooms and one traveler pays the hotel bill for all, the traveler paying the hotel bill shall request reimbursement for the total amount on his or her travel reimbursement request. The voucher should be scheduled as a "pay and charge." The traveler whose hotel bill is being paid must file a travel voucher with the authorizing agency and state on his travel voucher "hotel room compliments of John Doe".

If two travelers share a hotel room and split the bill, each traveler may claim one-half of the hotel bill on his/her travel reimbursement request.

In each of the above situations, each traveler shall provide an explanation of the circumstances and submit his/her travel reimbursement request to the Bureau of Auditing together or provide copies of the approved travel reimbursement requests of the other travelers. The travelers shall be on the same method of travel for reimbursement purposes.

Incidental Travel Expenses

The following information shall be required with the traveler's reimbursement request when claiming reimbursement for incidental expenses pursuant to Rule 3A-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. A statement that communication expenses were business related. This includes fax charges. Please note: personal telephone calls made to a traveler's family are not a reimbursable communication expense (Attorney General Opinion 75-7).
4. Receipts for dry-cleaning, laundry and pressing expenses when official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.
5. Receipts for passport and visa fees required for official travel.
6. Receipts for necessary fees charged to purchase traveler's checks for official travel expenses.
7. Receipts for fee charged to exchange currency necessary to pay official travel expenses.
8. Receipts for costs of maps necessary for conducting official state business.
9. Receipts or canceled checks for registration fees paid by the traveler.
10. Other travel expenses may be reimbursed if deemed to be in the best interest of the State and have approval of the Bureau of Auditing.

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 for 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.

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

Expenses related to lost keys or keys locked in a vehicle due to employee negligence are not reimbursable from public funds. Also, limousine services should not be used instead of taxi service unless it can be shown that it is the most economical method.

Meals, Food, Beverages and Travel Expenses for Emergency Operation and Relief Staff During Times of Disaster/Emergency Assistance

The standardized language in the Governor's Executive Order provides the State Coordinating Officer with the discretion to approve the suspension of Section 112.061, F.S., to the extent that the suspension is related to the delivery of disaster/emergency assistance. Under the suspension, the State Coordinating Officer is provided with the discretion to purchase meals, food, and beverages for the staff operating the Emergency Operation Center on a 24- hour basis during an emergency. The State Coordinating Officer's decision to approve the suspension of Section 112.061, F.S., must be made only after consultation with the Governor or his authorized staff.

Following the suspension of Section 112.061, F.S., each agency should adhere to the following guidelines:

1. The food service should not exceed the per diem amounts and the service should be carefully controlled.
2. Each agency head should be allowed to determine when food should be made available to the agency's workers.
3. Each agency is responsible for the payment of its bills and seeking federal reimbursement.
4. In order to insure the workers' health, all catered food should be from a licensed establishment meeting health inspection standards.

These guidelines are flexible depending upon the facts of each emergency. The agency head must approve any departure from the guidelines.

Per Diem and Subsistence Allowances

Computation of Travel Time for Reimbursement

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

1. 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).
2. 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.
3. Class C travel is short or day trips in which the traveler is not away from his/her official headquarters overnight.

Class C allowances have been reviewed by the State Legislature, and are currently NOT to be reimbursed to travelers.

Subsistence Allowance is as follows:

1. Breakfast - \$6.00 (When travel begins before 6 a.m. and extends beyond 8 a.m.)
2. Lunch - \$11.00 (When travel begins before 12 noon and extends beyond 2 p.m.)
3. 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.)

Class C Allowances – Taxable Income

Class C travel meal allowance is defined as taxable income and must be shown as a separate item on the travel voucher. Employee Class C travel should be deducted from the total claimed and processed through the Bureau of State Payrolls via the employee travel function of the State Payroll System.

Currently, a state traveler shall not be reimbursed or receive subsistence for Class C travel.

Calculation of Per Diem and Subsistence Allowances

Allowable rates for per diem are provided for in Section 112.061(6), F.S. All claims for per diem and subsistence must be within the limitations set forth in this section of the statutes. All travelers are allowed the authorized per diem for each day of travel or if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in Section 112.061(6) (b), F.S., plus actual expenses for lodging at a single occupancy rate. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual to per diem while on Class A travel on a midnight to midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 for each quarter from the time of departure until the time of return.

Volunteer Travel Allowances

Meals and lodging may be provided to regular service volunteers in accordance with Section 112.061, F.S. Pursuant to Section 110.504(3), F.S., transportation reimbursement (including reimbursement for travel from home to the office) may also be made for those volunteers whose presence is determined to be necessary to the agency. Volunteers may use state vehicles in the performance of agency-related duties. When meals are paid in bulk by the agency for volunteers, reimbursement may be made as other than travel. The names and number of volunteers attending must be provided with calculations showing that the allowance amount per volunteer is in accordance with the amounts provided in Section 112.061(6)(b), F.S.

Per Diem or Subsistence Allowance - Mileage Limits

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.

Reimbursement of Travel Expenditures by Individuals With Disabilities

When a payment reimbursement request is made for travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, F.S., and Rule 3A-42, F.A.C., and such excess travel expenses were incurred to permit the safe travel of an individual with disabilities, those excess expenses will be paid to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All claims for reimbursement shall be submitted in accordance with the instructions in the "Americans with Disabilities Act" section of this reference guide.

State of Florida Purchasing Card - Travel

Traveler transportation costs and lodging costs paid by the use of the State of Florida Purchasing Card (see "Purchasing Card Transactions") shall be an authorized direct payment to vendors pursuant to Section 112.061(13), F.S. Such payments shall be considered adequately documented for the purposes of Section 112.061(13), F.S., when recorded in the "Travel Performed by Common Carrier or State Vehicle" section of the traveler's "Voucher for Reimbursement of Travel Expenses" form.

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.

Pursuant to Comptroller's Memorandum #2(1999-00) 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.

Aircraft travel for which a state term contract does not exist must be the most economical rate and class available. Exceptions will be allowed only when fully justified. Any cost in excess of state term contracts that is not fully justified will be borne by the traveler. Travelers will not be reimbursed for use of a car larger than the B-car class on the rental car contract because of the size or stature of the individual unless the requirements of the ADA are met.

Direct Billing - Common Carrier

Common carrier charges may be billed directly to the agency pursuant to Rule 3A-42.007(6), F.A.C., or the traveler may pay his or her common carrier charges and request reimbursement. Request for reimbursement of common carrier charges billed directly to the agency shall be vouchered separately by the agency in favor of the vendor with the traveler as sub-vendor (pay and charge voucher). The traveler's social security number, name and cost of common carrier transportation shall be listed separately and properly object coded. Sufficient information must be included with the original voucher maintained by the agency, which relates to the common carrier charges. Common carrier charges paid by the traveler shall be included on the traveler's reimbursement request. Also, agencies may purchase airline tickets using a local purchase order and pay the vendor direct.

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.

Transportation-Privately-Owned Vehicles

Agency heads may authorize the use of privately-owned vehicles for official travel in lieu of publicly-owned vehicles or common carriers. The traveler is entitled to a mileage allowance at a fixed rate of 44.5 cents per mile effective July 1, 2006. Reimbursement for expenditures relating to the operation, maintenance and ownership of a vehicle shall not be allowed when privately-owned vehicles are used on public business.

Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location (See AGO 082-34). 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 that miles claimed may not exceed the miles actually driven.

Mileage Allowances

I. 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. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of the lesser of the state contract fare and the most economical direct commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight. If there is no state contract fare and no direct commercial flight, then reimbursement may be up to the most economical commercial flight closest to the point of origin and the point of destination.

II. Travelers Piloting Personal or Rented Aircraft

If a traveler is piloting his/her own aircraft, he/she may claim either the mileage rate specified in Section 112.061(7), F.S., or the lesser of the state contract fare and the most economical commercial direct airfare available for the same trip.

If a rented aircraft is used, and additional travelers are passengers on the aircraft, the pilot may be reimbursed for the lesser of the actual cost to rent the aircraft or the total of the airfare that would have been paid by the pilot and the passengers for the most economical commercial direct airfare for the same trip.

In both situations, if there is no state contract fare and no direct commercial airfare available between the points of travel, reimbursement is limited to the mileage rate specified in Section 112.061(7), F.S., or the most economical commercial airfare closest to the point of origin and the point of destination.

III. Passengers on Private Aircraft

A passenger on a private aircraft may be reimbursed for the actual amount charged and paid up to:

The mileage rate specified in Section 112.061(7), F.S., or the lesser of the state contract fare or the cost of the most economical direct commercial airfare available for the trip. If no direct commercial flight is available the most economical commercial airfare closest to the point of origin and the point of destination may be used.

IV. Rented Aircraft

If a rented aircraft is used, the reimbursement claimed by any traveler on the aircraft may not exceed a pro rata share of the actual cost of renting the aircraft and the reimbursement is subject to the limitations provided in subsections (II) and (III) of this section.

The most economical direct airfare means a commercial flight between the same points of travel as a private flight. For example, if a private aircraft is traveling from Miami to Tampa, then the traveler would be entitled to reimbursement up to the amount of the most economical commercial flight from Miami to Tampa.

Monthly Mileage Allowances

Agency heads may grant monthly allowances in fixed amounts for use of privately owned vehicles on official business in lieu of individual trips. Such allowance may be changed at any time and shall be made on the basis of a signed statement of the traveler filed before the allowance is granted or changed, or at least annually thereafter. The statement must show the places and distances for an average typical month's travel on official business, and the amounts that would be allowed under the approval rate per mile for the travel shown on the statements, if payment had been made based upon 44.5 cents per mile. A copy of the average typical months travel must be submitted with each request for payment of the monthly allowance. These payments must be directed to the Bureau of State Payrolls.

Travel Advance Requests

Advances may be made or authorized by an agency head or his designee to cover anticipated cost of travel to travelers. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his/her duties. A travel advance may not exceed 80 percent of the estimated travel expense payable to the traveler. An exception may be made to take advantage of a substantially discounted common carrier ticket. The travel advance may be an amount equal to 100 percent of the cost of the substantially discounted ticket plus 80 percent of the remaining estimated travel expenses. Other exceptions to the 80 percent restriction may be made if approved by the Bureau of Auditing. Requests for such approval must be in writing and must clearly demonstrate that the increased travel advance is in the best interest of the State. Approval will be in writing and must be included as documentation in the travel advance request for payment.

Travel advances shall not be requested earlier than 10 workdays before the travel period begins unless the traveler can provide justification of circumstances that may make this necessary. It is the responsibility of the authorizing agency to

ensure that the traveler does not have more than one outstanding advance at any time. Some exceptions to having more than one outstanding advance include discounted airline tickets and multiple advances for extended trips.

Travel Advance Settlement

The traveler must complete a travel reimbursement voucher form when the travel period has ended and submit it to the authorizing agency within ten workdays of the traveler's return to headquarters. The travel reimbursement request shall reference the statewide document number of the original advance. The travel expenses payable to the traveler shall be reconciled to the travel advance. If the travel advance exceeds the actual amount payable, then the traveler shall reimburse the agency within ten workdays of their return to headquarters. If the amount payable to the traveler exceeds the travel advance, the traveler shall receive the net amount owed in the form of a warrant from the agency.

Travel advances made from an approved revolving fund must be settled through the revolving fund. The revolving fund shall not be reimbursed for the advance until the advance has been settled pursuant to Rule 3A-23.005(4)(e), F.A.C.

Travel Forms

Section 112.061(11), F.S., requires DFS to provide uniform Travel Authorization and Voucher Reimbursement forms. Rule 3A-42.003(3), F.A.C., provides for the use of the Application for Advance on Travel Expenses. All officers, employees and authorized persons must use the forms authorized or furnished by DFS or DFS approved automated systems when requesting authorization to attend a conference or convention, an advance for travel, or reimbursement of travel expenses. Agencies desiring to use an alternative form or automated system to meet the unique needs of the agency shall first obtain the approval of the Bureau of Auditing. However, forms or systems must comply with the requirements of Section 112.061(11), F.S. Requests shall be submitted to:

Department of Financial Services
Bureau of Auditing
200 East Gaines Street
Tallahassee, Florida 32399-0355

The Authorization to Incur Travel Expense

Travel authorization shall be completed for each person requesting approval for the performance of travel to a conference or convention on the approved Form DFS-AA-13 or other approved form or means. It is not necessary to submit the travel authorization to the Bureau of Auditing. A statement disclosing the benefits to the State must be included with the information submitted to the Bureau of Auditing for reimbursement of expenses incurred in connection with a conference or convention. All travel authorization requests shall contain evidence of approval by the agency head or his or her designee.

The Voucher for Reimbursement of Travel Expenses

The request for reimbursement of travel expenses must be made on the approved form DFS-AA-15 or other approved means (i.e., computer file). All travel reimbursement requests submitted for reimbursement shall include evidence of approval by the official authorizing the travel. The traveler and the official authorizing the travel must sign the travel voucher either manually or by electronic means. Travel vouchers on file at the agency must contain original signatures in written or electronic form.

Application for Advance on Travel Expenses The Application for Advance on Travel, Form DFS-AA-25, or other approved form shall be used by all state officers, employees and authorized persons when requesting an advance for travel expenses to be incurred.

Also see "Purchasing Card Transactions - Travel."

Travel Exhibit 1

Maximum Travel Per Diem Allowances for Foreign Areas				
Locality	Max. Lodging Amount (A)	M&IE Rate + (B)	Max. PD Amount = (C)	Eff. Date
Italy				
Bari	167	68	235	8-1-02
Bologna	128	93	221	11-1-01
Catan	158	72	230	8-1-02

Ferrara	113	85	198	11-1-01
Florence	144	105	249	11-1-01
Gaeta				
(09/01 - 06/30)	62	57	119	11-1-01
07/01 - 08/31)	86	59	145	11-1-01
Genoa	135	64	199	11-1-01
La Spezia	85	97	182	11-1-01
Milan	228	125	353	8-1-02
Modena	104	79	183	11-1-01
Naples	175	83	258	8-1-02
Palermo	140	70	210	8-1-02
Pisa	104	86	190	11-1-01
Ravenna	107	89	196	11-1-01
Reggio Emilia	112	93	205	11-1-01
Rimini	113	85	198	11-1-01
Rome	232	134	366	8-1-02
Siena	95	91	186	11-1-01
Taormina	158	72	230	8-1-02
Trieste	125	73	198	11-1-01
Turin	121	57	178	11-1-01
Venice	159	79	238	11-1-01
Verona	107	64	171	11-1-01
Vicenza	59	40	99	11-1-01
Other	84	75	159	11-1-01

Note: Please refer to the referenced website for the complete listing of allowances for foreign areas.

Travel Exhibit 2

Meal Deductions for Federal Foreign Per Diem


Appendix B to Chapter 301 - Allocation of M&IE Rates to be used in making deductions from the M&IE Allowance

Note: Please refer to the referenced website for the complete table.

M&IE

Rate	Brkfst	Lunch	Dinner	Incidentals
123	18	31	49	25
124	19	31	49	25
125	19	31	50	25
126	19	32	50	25
127	19	32	51	25
128	19	32	51	26
129	19	32	52	26

130	20	32	52	26
131	20	33	52	26
132	20	33	53	26
133	20	33	53	27
134	20	34	53	27
135	20	34	54	27
136	20	34	55	27
137	21	34	55	27
138	21	35	55	27
139	21	35	56	27
140	21	35	56	28
141	21	35	57	28
142	21	36	57	28
143	21	6	7	29

		DEPARTMENT OF MANAGEMENT SERVICES ADMINISTRATIVE POLICY	
TITLE: Travel		POLICY NUMBER Financial Management Services 08-103 (formerly 2.03)	
EFFECTIVE: May 5, 2008 REVISED: October 16, 2009			

PURPOSE

The purpose of this section is to establish standard travel procedures for processing travel reimbursements for expenses incurred when traveling on official business for the Department of Management Services (department/agency/DMS).

SCOPE

This policy is applicable to persons traveling on official business for the department, all persons approving such travel and persons processing travel for payment.

AUTHORITY

Section 112.061, Florida Statutes (FS) - Per Diem and Travel Expenses of Public Officers, Employees and Authorized Persons
Rule 3A-42, Florida Administrative Code (FAC) – Travel Expenses
Department of Financial Services (DFS) Guidelines for State Expenditures
(http://www.fldfs.com/aadir/reference_guide/reference_guide.htm)
DMS P-Card Guidelines provided in Administrative Policy and Procedures:
Departmental Purchasing-09-101 (<http://www.dms.myflorida.com/policies>)
Chapter 2009-82, Laws of Florida (LOF)

DISTRIBUTION

The following individuals should be notified of this policy	Method of Notification
All DMS Employees	<ul style="list-style-type: none"> E-mails to all DMS employees from DMS Communications DMS Web site
DMS Executive Leadership	<ul style="list-style-type: none"> Executive Leadership meetings

POLICY

Section 112.061, Florida Statutes establishes standard travel reimbursement rates, procedures and limitations, with certain justifiable exceptions and exemptions, applicable to all public officers, employees and authorized persons whose travel is authorized and paid.

All travel must be approved prior to expenses being incurred or travel begins in accordance with Chapter 2009-82 L.O.F.

Travel must be the most economical and efficient means of travel unless specifically justified.

PROCEDURES

A. Request to Travel

1. Request to travel must be submitted to the appropriate Deputy Director prior to travel on the "DFS Authorization to Incur Travel Expenses Form" (DBF-AA-13) along with the restricted travel authorization form and most economical method of travel form (FMS 103-F4).

B. Travel Modes

1. Consider the traveler's time, cost of transportation and per diem to determining the most efficient and economical means of travel. Generally, the following modes of transportation should be considered (options are in no particular order):
 - a. Commercial air transportation,
 - b. Airport limousine or taxi service for minimal vicinity travel,
 - c. Rental cars under state contract rate for extensive vicinity travel or when limousine or taxi service is not practical,
 - d. State aircraft after evaluating the costs and overriding considerations for use. (the chief of staff is the approver of all state aircraft travel),
 - e. Private automobile when it is the most efficient means. Effective July 1, 2006, the travelers are reimbursed for approved mileage at a rate of 44.5 cents per mile, and
 - f. Transportation by chartered vehicles when traveling on official business (authorized by the secretary) when necessary or where it is to the department's advantage; reimbursement is limited to actual charges or the official mileage rate of 44.5 cents per mile, whichever is less.

C. State Aircraft

1. When travel by state aircraft has been approved by the chief of staff, provide the following information to the aircraft pool:
 - a. The date and time of desired arrival at each destination, including the return flight to Tallahassee.
 - b. The name, agency and agency billing code of each person authorized to travel. Non-state employees may travel on state aircraft only with the secretary's approval.
2. Persons traveling on state aircraft should be prepared to adjust their schedules, if necessary, to conform to the travel requirements of senior state officials traveling.
3. Passengers who are not ready to board aircraft at scheduled departure times cannot be assured of receiving transportation.
4. State aircraft departs from DMS hangar in Tallahassee. Passengers should check in at least 15 minutes prior to scheduled departure time.

D. Travel Arrangements

1. The traveler is responsible for all travel arrangements and ticket purchases. If available, commercial airlines and rental vehicles shall be used in accordance with contracted terms (see E.1. below).
2. Travelers may make arrangements through a minority vendor travel agency. Other travel agencies that handle state rates may be used, if necessary.
3. Travelers may purchase airline tickets and pay for other travel expenses with individual State of Florida Purchasing Cards (P-Card) or other personal resources. Cash advances are restricted to exceptional circumstances and must be approved by a division director. Advances will not be processed for a traveler who has a P-Card. Travel advances must be requested the "Request for Advance Travel Payment Form" (DBF-AA-25).

E. Exceptions to State Contract

1. Travelers may use non-state contract rental car companies or airlines when net rates are lower than the state rates, however, when choosing a non-state contract rental car company, the traveler must determine that primary liability and collision damage (non-deductible) insurance coverage is included in the rate.
2. Traveler must provide complete justification for use of a non-contract carrier. The justification must be included with the "Voucher Reimbursement of Travel Expenses Form" (DFS-11-15).

3. Examples of acceptable justification may include:

- documentation that an appropriate seat or flight was not available,
- an automobile was not available from the contract carrier, or
- a cost justification for using the non-contract carrier.

4. A traveler is not paid transportation expense when he is gratuitously transported by another traveler who is entitled to mileage or transportation expense.

5. Private aircraft may be used if the rate charged is the most efficient and economical. Evidence of this must be attached to the voucher reimbursement request.

F. Computation of Travel Time

1. For purposes of reimbursement and calculating fractional days of travel, the following definitions shall be used:

a. Class "A" Travel: Continuous travel of more than 24 hours away from official headquarters. A travel day is a 24-hours period with four quarters of six hours each as follows:

- Midnight to 6 a.m.
- 6 a.m. to Noon
- Noon to 6 p.m.
- 6 p.m. to Midnight

b. Class "B" Travel: Continuous travel of 24 hours or less which involves overnight absence from official headquarters. No allowance shall be made for meals when travel is confined to the vicinity of the employee's official headquarters. Vicinity is generally considered within 50 miles. The travel day begins at the commencement of the trip.

- Breakfast (\$6) - When travel begins before 6 a.m. and extends beyond 8 a.m.
- Lunch (\$11) - When travel begins before Noon and extends beyond 2 p.m.
- Dinner (\$19) - When travel begins before 6 p.m. and extends beyond 8 p.m.

c. Class "C" Travel: Travel of less than 24 hours with no overnight stay. No meal allowance or per diem is allowed per Florida Statutes.

2. Time of Departure and Return Computation:

a. Departure: Two hours prior to scheduled departure time of commercial aircraft and fifteen minutes prior to scheduled departure time of state aircraft may be used in computing time of departure.

b. Return: Thirty minutes after actual arrival time for baggage handling and other details may be used in computing time of return.

- c. Travel time to/from airport: Reasonable travel time to and from official headquarters to the airport may be also included, unless the traveler is leaving from or returning to a location that is closer to the airport. If leaving from or returning to a closer location, reasonable travel time from the closer location should be used.
- d. Travel Costs to/from Airport: Compute reasonable travel costs to and from the airport on the same basis as travel time (reference F.2.c. above).

G. Per Diem

1. For Class A and B Travel, travelers may receive a maximum daily per diem of \$80 in accordance with Florida Statutes. Per diem is calculated for six hour time periods.
 - Midnight to 6 a.m.
 - 6 a.m. to Noon
 - Noon to 6 p.m.
 - 6 p.m. to Midnight
2. A traveler may elect to be reimbursed for actual expenses for lodging at a single occupancy rate, plus meal allowance (reference), rather than per diem. Actual expenses for lodging must be reasonable and substantiated by paid receipts. Always request governmental room rates.
3. A traveler may switch from actual to per diem on the last day of an individual trip for Class A travel only. Class B travel must use the same method of payment for the entire trip. Class C travel has no per diem or meal allowance.
4. When lodging or meals are provided at a state institution the traveler shall be reimbursed only for the actual expenses of lodging or meals not to exceed the amounts specified by Florida Statutes.

H. Incidental Expenses

1. When supported by paid receipts a traveler may be reimbursed for the following incidental expenses if incurred during travel conducting official business:
 - Taxi and ferry fares,
 - Bridge, road and tunnel tolls,
 - Parking and automobile storage fees,
 - Telephone, fax charges or other approved communication charges, and
 - Airport use or landing fees.
2. When possible, submit receipts along with the traveler's voucher reimbursement request for all incidental traveling expenses. For incidental expenses in excess of \$25, the State Comptroller requires a receipt or justification as to why one was not submitted.

3. If paid by the traveler, convention registration fees shall be reimbursed. However, any meals or lodging included in the registration fees shall not be reimbursed. Receipts are required for all convention and conference registration fees.

I. Attendance at Conventions and Conferences

1. It is DMS' policy to send its employees and authorized persons to conventions or conferences of educational benefit or that relate directly to the statutory duties and responsibilities of the department. This policy shall be subject to the availability of travel funds for such purposes.
2. Conventions and conferences must be directly related to the statutory duties and responsibilities of attendees and should provide a direct educational benefit.

J. Advance Payment of Travel

1. The "DFS Request for Advance Travel Payment Form" (DBF-AA-25) must be completed to request a payment in advance of travel.
2. Cash advances are restricted to exceptional circumstances to be determined on a case by case basis and must be approved by a division director or designee.
3. Employees that have been issued a P-Card are not eligible for advance travel payments.
4. Advances may include cost of travel of any person transported in the care or custody of the traveler in the performance of his or her duties.
5. The advance cannot exceed 80 percent of the estimated travel expense.
6. Advances should not be requested earlier than 10 work days before the travel period begins unless the traveler can provide justification of circumstances that may make this necessary.
7. Traveler should not have more than one outstanding advance at a time.
8. Traveler must complete a "Voucher Reimbursement of Travel Expense Form" (DFS-AA-25) when the travel period has ended. It should be submitted to the Bureau of Financial Management Services within 10 workdays of the traveler's return to headquarters. If an advance travel payment was made, the statewide document number of the original advance must be provided on the reimbursement form.
9. The travel reimbursement is processed in the same voucher the advance was processed in.

K. Visa P-Card Transactions

Use P-Cards for purchase of hotel, airfare, parking tolls, car rentals, taxies and gas for Avis rentals. Do not use the P-Card for purchases of food or gas with the exception of the Avis rental.

The DMS disbursement section approves P-Card transactions once they receive a completed approved P-Card approval form and travel authorization.

A "Voucher Reimbursement of Travel Expense Form" (DFS-AA-25) must be filed for all travel placed on the P-Card.

If using the P-Card for travel, membership dues, conference, training or other transactions that require prior approval, make sure all appropriate forms are completed and approved prior to making the purchase.

RESPONSIBILITIES

Individual or Group	Responsibilities
Bureau of Financial Management Services	<ul style="list-style-type: none">• Annual review and update of this policy.• Provide guidance to divisions and employees.• Research current policy to determine whether a policy revision or policy rescission is required.• Submit a request to create, amend and rescind policy.• Maintain appropriate paper work regarding state-owned property.• Ensure policy content is accurate.• Monitor policy compliance and elevate concerns as appropriate.
Employee	<ul style="list-style-type: none">• Adhere to this policy.
Program Area	<ul style="list-style-type: none">• Receive all proper authorization for travel documents.• Ensure that all necessary forms and back up information is submitted to Financial Management Services in a timely manner.

ASSOCIATED FORMS AND REFERENCE MATERIALS

DFS-AA-13 - Authorization to Incur Travel Expenses
DFS-AA-15 - Voucher Reimbursement of Travel Expenses
DFS-AA-25 - Request for Advance Travel Payment
DFS-AA - Travel Performed by Common Carrier or State Vehicle

FMS-103-F1 - Conference Attendance Request Form
FMS-103-F2 - Post-Conference after Action Report
FMS-103-F3 - P-Card Charge Approval Form
FMS-103-F4 - Most Economical Method of Travel Cost Analysis
FMS-103-F5 - Missing Receipt Form

FMS-103-Ref-1 - Travel Object Codes
FMS-103-Ref-2 - MPG ratings
FMS-103-Ref-3 - Per Diem Clock

DEPARTMENT OF MANAGEMENT SERVICES

PURCHASING CARD GUIDELINES

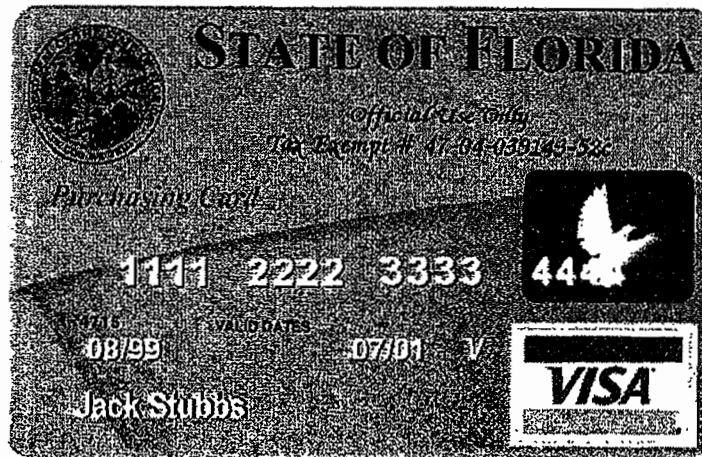


Table of Contents

Overview.....	3
1.0 General Program Guidelines	4
2.0 Cardholder Guidelines	6
3.0 Program Administrator Responsibilities.....	11
4.0 Supervisors, Approvers and Other Roles	12
5.0 Definitions	14

OVERVIEW

The Department of Management Services (DMS) worked together with the Department of Financial Services (DFS) to create the state Purchasing Card Program. The purchasing card has streamlined the purchasing process, improved management reporting, and reduced the cost of making small dollar purchases.

The purchasing card works just like a personal or corporate credit card. It can be presented to any merchant that accepts VISA. The difference with the purchasing card is that all transactions are applied directly to the cardholder's cost center and paid by DMS.

The benefits of using the purchasing card for small dollar purchases are:

Cardholder Benefits

- Convenience of purchasing without purchase orders.
- Quicker delivery of goods or services.
- Larger list of merchants to purchase from.

Agency Benefits

- Simplifies the purchasing process for low dollar purchases.
- Lowers the overall transaction processing cost per purchase.
- Allows accountability.

Merchant Benefits

- Expedites payment to the merchant.
- Reduces paperwork.
- Lowers risk for nonpayment.

The success of the Purchasing Card Program depends on the cooperation of all parties associated with it.

1.0 GENERAL PROGRAM GUIDELINES

1.1 Card Issuance and Cancellation

The Purchasing Card Administrator is responsible for the issuance and cancellation of all cards.

Purchasing Cards are issued following:

- Completion and approval of a cardholder profile.
- Completion of the purchasing card training.

Purchasing Cards are cancelled for the following:

- Cardholder terminates employment for any reason.
- Cardholder's job status changes such that they no longer require a purchasing card.
- Cardholder reports the loss or theft of the purchasing card.
- Cardholder misuse of the purchasing card.
- Untimely approval of transactions.

If a purchasing card is cancelled, it must be destroyed by cutting it down the magnetic strip. The Purchasing Card Administrator should be notified of all cancellations.

1.3 Limits and Restrictions

Spending Limits

Spending limits are determined by departmental program areas. Each purchasing card is tailored to meet the needs of the cardholder. The card limit controls are as follows:

- Credit (Cycle or Monthly) Limit – how much a cardholder can spend in a billing cycle
- Day Limit – how much a cardholder can spend per day
- Single Transaction Limit – how much a cardholder can spend on a single transaction

Single Transaction Limit

Single transaction limits cannot exceed \$1,000. Employees requiring a single transaction limit greater than \$1,000 must obtain approval from the Director of Administration. An email outlining the additional limits with proper justification should be forwarded to Purchasing Card Administrator. Once approval is given by the Director of Administration, the Purchasing Card Administrator will notify the program area. **Cardholders are prohibited from splitting transactions to bypass their single transaction limits.**

Merchant Category Codes (MCC)

The MCC are assigned by VISA to a merchant. It identifies the primary type of goods or service they provide. The MCC are used to restrict designated types of merchants from the purchasing card. The restrictions are imposed at the point of sale. If a blocked merchant requests authorization for a transaction, it will be declined.

Card Classes

The DMS has established three card classes. This allows program areas the flexibility of restricting the types of purchases made by their cardholders. Cards can be issued in one of these three classes:

- Class "A" allows cardholders to make **travel related charges only**.
- Class "B" allows the cardholder to make **commodity type purchases only**.
- Class "C" allows cardholders to make **both travel and commodity purchases**.

1.2 Allowable and Disallowable Purchases

Standards have been established by DMS for allowable and disallowable purchases. These standards fall within the statewide guidelines. The Merchant Category Code Listing details allowable and disallowable merchants.

Allowable purchases consist of a broad range of items that include, but are not limited to:

- Commodities necessary in order for the department to carry out its statutory duties.
- Travel purchases to conduct state business (airline tickets, car rentals, lodging accommodations, etc.)

Disallowable purchases include:

- Cash advances
- Food
- Entertainment, non-work or personal use
- Employee moving expenses
- Third party payments
- Charges for non-state employees (commissioners, board members, etc.)
- Items used generally for the personal convenience of employees (portable heaters, fans, refrigerators, microwaves, coffee pots and clocks, lamps or picture frames for private offices, etc.)
- Service awards such as plaques, clocks, gift certificates, etc. Please contact the Bureau of Personnel regarding the service award policy to find out how these items should be procured.

1.4 Emergency Cards

DMS has established two emergency cards. These cards provide purchasing capabilities when natural disasters or other unforeseen circumstances occur. Emergency cards are reduced to \$1 limits until an Emergency Order is issued by the Governor. At that time, the cards are raised to their preset limits.

1.5 Merchant Sign-up

It is important to the success of the Purchasing Card Program that merchants interested in doing business with the State of Florida receive assistance in doing so. If merchants currently accept VISA credit cards, they are already equipped to accept the purchasing card. A merchant who is not currently accepting VISA credit cards should contact:

- Bank of America's merchant service provider at 1-800-732-9195
- Their own financial institution
- Other merchant service provider

1.6 Reports

The purchasing card module updates information on purchasing card transactions daily. Reports are generated regarding the transactions. This information can be used by:

- Cardholders to validate charges or credits
- Supervisors or approvers to monitor and/or approve purchases being made
- Purchasing Card Administrator to track daily activity

1.7 Program Participation and Implementation

A DMS Agency Plan has been established to provide general program knowledge and overall guidance for the Purchasing Card Program. The Purchasing Card Guidelines provide more detailed procedures, guidance and assistance. Copies of the DMS Agency Plan and Purchasing Card Guidelines are available through the Purchasing Card Administrator.

2.0 CARDHOLDER GUIDELINES

The most important participant in the Purchasing Card Program is the cardholder. The cardholder is the key element in making the program successful.

2.1 Training

Cardholder training is critical. It ensures that the cardholder understands the policies and procedures of the purchasing card. All cardholders must complete training before they are issued a card.

Once training is complete, the cardholder signs the cardholder agreement. The cardholder agreement validates that the cardholder has received training and a copy of the Purchasing Card Guidelines. It confirms that the cardholder understands the policies and procedures of the card and is aware of potential disciplinary action due to abuse or misuse.

2.2 Cardholder Misuse

Each cardholder is responsible for the purchases made on their card. They are required to adhere to applicable Florida purchasing laws, rules and regulations, as well as, the policies and procedures set forth in these guidelines. Cardholders are expected to use good and reasonable judgment when making purchases.

Use of the card is a privilege based on trust. A cardholder is trained and understands the penalties for abuse of the purchasing card. The purchasing card is for official state business use only and the **purchase of personal or disallowable goods or services is strictly prohibited**. Misuse of the purchasing card may result in disciplinary action up to and including termination of the employment and prosecution to the extent permitted by law. Employees may refer to DMS rule #60-6.007, Standard Disciplinary Actions for further information.

Cardholders will be required to reimburse the department, including sales tax, for any purchases that are found improper or not for official business use.

2.3 Security

The security of each card is the cardholder's responsibility. Every precaution should be used to protect the account number. The account number should never be left in a conspicuous place. **The cardholder should mark out the last eight digits of the account number from receipts and other documentation before submitting to the approver.**

Use of the purchasing card is restricted to the authorized cardholder whose name appears on the face of the card and may not be loaned to any other person. The account number that appears on the purchasing card must not be given to any individual other than the merchant from whom the cardholder is making a purchase.

2.4 Lost or Stolen Cards

If the purchasing card is lost or stolen, the cardholder must immediately notify the Purchasing Card Administrator during business hours or **Bank of America Commercial Card Customer Services at 1-888-449-2273** after hours.

A cardholder should never order a replacement card from Bank of America. Instead, the Purchasing Card Administrator will order the replacement card through the purchasing card module.

The cardholder should notify all merchants who have the card number on file to update its records to reflect that the card was lost, stolen or cancelled.

2.5 Termination

A cardholder should discontinue use of the purchasing card immediately upon notification of termination. This will allow sufficient time for receipts to be submitted and for outstanding charges to be processed before leaving employment. Failure to do so may result in charges not being reconciled.

2.6 Financial Disclosure

Cardholders who are authorized to make purchases over \$15,000 may be required to comply with financial disclosure requirements set forth by the Department of State. Also, cardholders who expend federal funds will need to meet the requirements set forth by the federal grantor.

2.7 Purchasing Rules

The purchasing card is only a vehicle for making purchases. Existing Florida laws governing purchasing, accounts payable, records retention, and other applicable laws must still be followed. All purchasing rules of the department apply when using the purchasing card.

- **Information Technology and Furniture Purchases**
Information technology and furniture purchases are not allowed on the purchasing card without prior approval from Departmental Purchasing.
- **Purchases Under \$1000**
The procurement of commodities/services under \$1000 (except for information technology and furniture purchases) should be made on the purchasing card.
- **Budget Availability**
It is the responsibility of each cardholder to ensure that the proposed purchase is budgeted in his or her spending plan.
- **PCard Approval Form**
A PCard Approval Form must be submitted to the Bureau of Finance and Accounting for each purchase made on the purchasing card. This form should be submitted the same day that the charge is approved in FLAIR.
- **Purchasing Thresholds**
Although each purchasing card is set with specific limits, the cardholder must still follow Section 5 of the Departmental Purchasing Policies and Procedures regarding purchasing thresholds.
- **State Term Contracts**
Unless specifically approved by Departmental Purchasing, it is required that State Term Contract vendors be used when purchasing commodities that are available from State Term Contracts.
- **Minority Merchants & Recycled Material**
Cardholders are strongly encouraged to use State of Florida certified minority merchants and purchase commodities that are made of recycled material when possible. The purchasing card module will pull information from the merchant file to report purchases made from Florida certified minority merchants. The purchasing card module will also have a data field that will be used to indicate if the purchase qualifies as a "recycle purchase".

2.8 Tax Exemption

Purchases made in Florida and for use in Florida, are exempt from Florida sales tax. Although the tax-exempt identification number is printed on the face of the purchasing card, cardholders are also given a Consumer's Certificate of Exemption to use if additional documentation is needed. Purchases made in other states are subject to that state's sales tax. The cardholder must be diligent when dealing with the merchant regarding taxes. If the merchant cannot deduct the sales tax because of pre-set controls within their computer systems or will not honor the exemption, the cardholder may continue with the purchase but must note the refusal on the receipt. The cardholder cannot dispute taxes with Bank of America.

2.9 Credits

If a cardholder returns merchandise, a credit should be issued to the cardholder's purchasing card and a credit receipt obtained. **Under no circumstances should a cardholder receive cash or a credit voucher.** The cardholder or approver is responsible for reviewing the purchasing card module to ensure that credits are received and, if not, file the appropriate paperwork for disputed items. Cardholders should avoid merchants with restrictive merchandise return policies.

2.10 Disputes and Erroneous Charges

If there is a problem with a purchase or transaction, the cardholder must first attempt to reach a resolution directly with the merchant. In most cases, disputes can be resolved between the cardholder and the merchant. The merchant will usually issue a credit.

The cardholder should document all attempts to resolve any problem. If the item involves a reservation or order that has been cancelled, the cardholder is responsible for obtaining a cancellation number. If efforts to resolve the problem with the merchant are not successful or if a credit does not appear in the purchasing card module, the appropriate dispute paperwork should be filed.

A dispute can be filed with Bank of America within 60 days of the transaction date. The Bank of America dispute form must be used and requires the cardholder's signature. The form must be submitted to the Purchasing Card Administrator for submission to Bank of America.

Reasons for disputes include, but are not limited to the following:

- Unauthorized Charge – The cardholder did not make the purchase; the merchandise or services were not ordered or received.
- Alteration of Charge Amount – The electronic transaction amount in FLAIR is different than the amount on the sales receipt.
- Merchandise or Services Not Received – Although the transaction is valid, the items or services were not received and the cardholder is unable to resolve with the merchant.
- Disputed Transaction – The transaction took place, but there is a problem with the transaction and the cardholder is unable to resolve with the merchant.
- Defective or Wrong Merchandise – The merchandise ordered was different from that received or the merchandise was defective/damaged.
- Recurring Charge After Cancellation – A cardholder's account is charged although merchandise or services were cancelled.
- Credit Not Received – The cardholder received a credit slip from a merchant, but the credit has not appeared in the purchasing card module within 30 calendar days from the date the credit was issued.

2.11 Purchase Denied at Point of Sale

On occasion, a cardholder's purchase may be declined. The reason for the decline is usually available the same day as the attempted purchase and is kept by the bank for only 72 hours. Depending on the circumstances, an override on the charge may be performed.

Common reasons for declines are:

- MCC is restricted from the purchasing card.
- The cardholder has exceeded the single transaction, daily or monthly limit.
- Invalid expiration date.

2.12 Commodity Purchases

All commodity purchases over \$1,000 should be made through MyFloridaMarketPlace regardless of payment method. However, purchases such as the following will continue to be made on the purchasing card outside of MyFloridaMarketPlace:

- Subscriptions
- Conferences
- Dues and membership fees (cardholder must receive a notarized public records statement from the vendor)
- Emergency purchases
- Purchases in which the requestor is away from a computer and is unable to access MyFloridaMarketPlace

Cardholders should remind merchants that the purchasing card should not be charged until the item(s) have been shipped. This applies to backordered items. Florida law prohibits payment to a merchant prior to receipt of the goods or services except in specific circumstances.

2.13 Travel Purchases

If using the purchasing card for travel, membership dues, conference, training or other transactions that require prior approval, make sure all appropriate forms are completed and approved prior to making the purchase. **A travel reimbursement form must be filed for any travel placed on the purchasing card.**

The purchasing card may be used for the following:

- **Airline Tickets**
A cardholder may keep the purchasing card number on file with a travel agency. However, it is important to set up a separate account with a personal credit card for non-business trips. Do not purchase cancellation insurance.
- **Hotel**
If personal charges will be incurred while at the hotel, the cardholder should have a separate account opened with a personal credit card. Most hotels can accommodate this request and will produce two receipts at check out that separates personal and business expenses. If not, all personal charges should be paid with cash or a personal credit card and only business related charges should be placed on the purchasing card. Hotel receipts should be reviewed for accuracy to ensure that personal charges were not inadvertently charged to the purchasing card. **Placing personal charges on the purchasing card and then later having the amount deducted from the travel reimbursement form is not allowed.** If personal charges are inadvertently charged to the card and cannot be corrected with a credit, the cardholder will be responsible for reimbursing DMS.

Cardholders should keep the Consumer's Certificate of Exemption with their purchasing card. Some hotels will not allow the exemption without copying the certificate.

- **Transportation**
The purchasing card may be used for the following transportation costs:

- **Rental cars**
If a cardholder's business travel turns into personal travel, they must check the vehicle in at a local rental location and update their rental agreement with a personal credit card. Personal transportation expenses should not be combined with business expenses. It is not the rental car agency's responsibility to separate your business and personal travel expenses when returning the vehicle.

The use of PlatePass is outside the scope of the AVIS state term contract and not considered an allowable expense. A cardholder will be responsible for any fees associated with its use. Avoid using the purchasing card for PlatePass toll activity.

- **Taxi cabs**

A 15% tip for taxi drivers is allowed. The tip should not exceed 15% and should be included as part of the original transaction.

- Parking garages
- **Fuel Purchase with AVIS Rental**
Cardholders will be allowed to use their purchasing card for fuel purchases associated with the AVIS Rental Vehicle Contract if the following criteria are met:
 1. **The purchasing card will only be used to purchase fuel for an AVIS rental vehicle while on official state business.** If another rental car agency is used, do not use the purchasing card for fuel.
 2. The purchasing card will not be used to purchase fuel for state or personal vehicles even if on official state business.
 3. The cardholder must obtain itemized fuel receipts, regardless of the purchase amount. Receipts must show the name and address of vendor, date and time of purchase, price per gallon, quantity of fuel purchased and total cost.
 4. The AVIS rental must be in the cardholder's name. Cardholders should not purchase fuel on the purchasing card for someone else's AVIS rental.
 5. The cardholder must obtain an itemized AVIS receipt which contains sufficient details for a post audit. The receipt must include the type of vehicle, rental rate, rental dates and times, mileage, and amount of fuel at beginning and end of trip.
 6. Every fuel purchase on the purchasing card must have a corresponding AVIS receipt.
 7. The cardholder must complete a travel reimbursement form, regardless if reimbursement is due or not due.
 8. Copies of both the fuel and AVIS receipts must be attached to the cardholder's travel reimbursement form.
 9. If original receipts for fuel purchases are not available, the fuel charges may be deducted from the employee's travel reimbursement or the employee will have to reimburse the State for the amount.
 10. All fuel purchases claimed on a travel reimbursement form will be compared to the purchasing card module to ensure that reimbursements are not claimed by the cardholder in addition to payment of a purchasing card transaction.
 11. All travel reimbursement forms that include reimbursement for fuel must be turned into the Bureau of Financial Services within 5 days of completion of travel.
 12. Abuse of these procedures will lead to disciplinary action up to and including termination.

2.14 Receipts

- It is the cardholder's responsibility to obtain itemized receipts and any other pertinent backup documentation. Other documentation may include shipping documents and bills of lading. This information will be used for the agency to validate and reconcile charges.
- **Cardholders must forward their signed and dated receipts within 3 calendar days (from the date of purchase) to their approver for processing.** Cardholders will be given up to 10 days from the day that the charge is received in the purchasing card module to obtain missing receipts. After 10 days, the cardholder and approver will be notified that the card limit is being reduced to \$1 until receipts are obtained and the charge is processed. Repeated occurrences will result in suspension of the purchasing card.
- The amount on the receipt and the amount of the charge in the purchasing card module must match. Any discrepancies in amounts should be resolved with the merchant and an explanation regarding the resolution should be made on the receipt or other backup documentation. It is not sufficient to change the amount on the receipt only.
- The Missing Form may be used when a cardholder has exhausted all attempts to obtain a receipt from the merchant. The Missing Receipt Form must be signed by both the cardholder and the supervisor.
- Although credits can be processed without a receipt, an explanation of the credit is required.

3.0 Agency Purchasing Card Program Administrator

In order to implement and manage the Purchasing Card Program, DMS has designated an agency Purchasing Card Administrator and a backup Purchasing Card Administrator. The Purchasing Card Administrator serves as a liaison between cardholders, DFS and Bank of America regarding purchasing card issues.

3.1 Responsibilities

The Purchasing Card Administrator coordinates, monitors, and oversees the Purchasing Card Program, ensuring that key controls are in place and are operating as designed. The following are the primary responsibilities of the Purchasing Card Administrator:

- Administers the Purchasing Card Program and works with DFS to establish and maintain the agency and cardholder profiles, accounting hierarchy, and approval groups within the purchasing card module.
- Issues and cancels purchasing cards.
- Conducts training to ensure cardholder's understanding of the Purchasing Card Program.
- Assists cardholders, approvers and reconcilers with daily purchasing card issues.
- Assists in determining restrictions and limits for each cardholder.
- Reviews reports to ensure that transactions are approved and reconciled in a timely manner.
- Reviews reports for inappropriate activity.
- Conducts regular audits of the purchasing card reconciliations to ensure that policies and procedures are being followed.
- Monitors the progress of the agency's goals for purchasing card usage.
- Develops the Agency Plan and Purchasing Card Guidelines.

PURCHASING CARD CONTACTS

Angela M. Pereira
Purchasing Card Administrator
Department of Management Services
4050 Esplanade Way, Suite 260.3Y
Tallahassee, FL 32399-0950
Phone: 850-414-7746
Fax: 850-922-6549
E-mail: Angela.Pereira@dms.myflorida.com

4.0 SUPERVISORS, APPROVERS AND OTHER ROLES

Supervisors and approvers serve as liaisons between cardholders and the Purchasing Card Administrator in resolving purchasing card issues. Supervisors and approvers should be knowledgeable of the Purchasing Card Guidelines in order to assist cardholders and communicate effectively with all parties.

4.1 Responsibility of Supervisors

- Determine employee's need for a purchasing card.
- Determine card limits and class of card to be issued (Class A, Class B, or Class C).
- Ensure that the Purchasing Card Administrator is notified of employee transfers or terminations.
- When notified by the Purchasing Card Administrator of a cardholder's misuse, assists in taking the necessary disciplinary action.
- Review the Purchasing Card Guidelines to ensure appropriate purchasing practices are followed.
- Ensure that the cardholder or approver processes purchasing card transactions in a timely manner.
- Notify the Purchasing Card Administrator of any changes to a cardholder's default accounting information.

4.2 Approvers

Approvers are assigned by each program area to review and process purchasing card transactions in the purchasing card module. The charges are then electronically transmitted to the Bureau of Financial Management for validation and processing.

DMS must process a transaction within 10 days after receipt of the transaction into the purchasing card module. The 10-day approval period includes the entire approval process (beginning with the program areas through to the Bureau of Financial Management). Each program area is responsible for processing purchasing card transactions within 5 to 7 days after receipt of the transaction into the purchasing card module. A program area not meeting this requirement will jeopardize its participation in the Purchasing Card Program. Bank of America has the right to cancel participation of any participating entity for late payment after the first occurrence. DMS will not tolerate any program area causing payment delays.

Default accounting codes (i.e., organizational codes, expansion option, version and object codes) are automatically assigned to a given cardholder's transactions through the purchasing card module. If accounting codes are different from the default settings, changes may be made by an authorized approver or the Bureau of Financial Management before final approval for payment. Each program area is responsible for notifying the Purchasing Card Administrator of any changes in its accounting information.

When gas is purchased on the purchasing card, approvers must enter the AVIS receipt number and the dates of travel in the description field of the gas charge. The approver in the Bureau of Financial Management will perform a complete audit for every fuel charge to verify dates and charge amounts.

4.3 Reconciler

The reconciler is an individual responsible for the reconciliation of cardholder receipts to the purchasing card reconciliation reports. All receipts should be forwarded to the reconciler by the end of the month. The reconciliation process is required monthly and must be done within 10 days after each month. The following steps should be performed:

1. Review receipts for appropriateness - any suspicious or abnormal card usage should be reported to the cardholder's supervisor and the Purchasing Card Administrator.
2. Match and attach receipts to the charges listed on the reconciliation report.
3. If receipts do not match charge amount, the cardholder should be contacted for an explanation.
4. If a credit does not have a receipt, an explanation for the credit must be attached.
5. If the cardholder did not obtain the tax exemption, the cardholder should be notified to contact the merchant to request a credit.
6. Ensure that receipts are signed and dated by the cardholder and the credit card number is marked out.
7. After completing the reconciliation, sign and date the report.

All documents and records must be maintained in accordance with Florida record retention and disposal requirements for financial records. The current retention period is 5 years after audit.

4.4 Payer

The payer function is located in the Bureau of Finance and Accounting. The payer is responsible for reviewing approved transactions in the purchasing card module and validating them for payment. This validation may include, checking for available cash and budget and verifying data such as organizational codes and object codes.

5.0 DEFINITIONS

Agency - All local and state governmental entities.

Agency Plan - A plan prepared by the DMS which addresses the key controls and structure of its Purchasing Card Program.

Approver - A person who has been delegated the responsibility of reviewing and processing transactions in the purchasing card module.

Bank of America - The bank awarded the contract by the State of Florida to provide VISA cards to state employees.

Billing Cycle - The monthly billing period that begins 5th day of each month and ends the 4th day of each month with a 10-day grace period before payment is due.

Cardholder - A person designated by an agency to be given a purchasing card to make purchases within preset limits, on behalf of the agency.

Cardholder Agreement - An agreement signed by the cardholder that stipulates the policies and procedures of DMS and the responsibilities of the cardholder.

Cardholder Profile - Parameters set for a designated cardholder that identifies the cardholder, sets default accounting codes and provides restrictions and spending limitations of purchasing cards in purchasing card module.

Cycle Limit - A maximum dollar value of charges and/or number of transactions that may be applied to a cardholder's purchasing authority for the billing cycle.

Daily Limit - A maximum dollar value of charges and/or number of transactions that may be applied to a cardholder's purchasing authority per day.

Merchant - A vendor that accepts the Florida VISA credit card.

Merchant Category Code (MCC) - Merchant Category Code assigned to a merchant by VISA which identifies the primary goods or services that are provided by the merchant.

Payer - The payer ensures that adequate or appropriate accounting codes are assigned and check the available budget or cash. This is the last level of approval when routing a transaction through purchasing card module for payment.

Purchasing Card Program Administrator - The individual at the agency level that is responsible for that agency's Purchasing Card Program.

Reconciler - The individual that reconciles cardholder receipts to the monthly reports.

Supervisor - The individual that supervises a cardholder and may have been delegated the responsibility of reviewing and approving transactions in the purchasing card module.

Transaction - A charge, credit, correction or other activity associated to any cardholder or agency account.

Transaction Limit - A dollar limit that may be applied to a cardholder's purchasing authority per transaction but cannot exceed \$1,000 without written approval from the Director of Administration.

Section 2 – Travel Tools

Helpful Websites

Travel Rates

FMS-103-Reference 3 – Per Diem Clock

FMS-103-Reference 1 – Travel Object Codes

HELPFUL WEBSITES

DMS Travel Policies

http://dms.myflorida.com/agency_administration/administrative_policies_and_procedures_code_of_personal_responsibility/financial_management_services_f_a

The current version of all travel forms are found on this website.

DOT Map Mileage:

<http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>

Florida city to city mileage

Florida Statutes

http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&SearchString=&URL=Ch0112/SEC061.HTM&Title=->2009->Ch0112->Section%20061#0112.061

Florida Statutes governing travel

Avis Contract

http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts/rental_vehicles2/complete_contract_pdf

This contract became effective 9/30/09

Reference Guide to State Expenditures

http://www.fldfs.com/aadir/reference%5Fguide/reference_guide.htm

Department of Financial Services rules for payment of expenses. Click on Travel in the table of contents.

Avis

<http://www.avis.com/car-rental/avisHome/home.ac>

You can get a copy of your Avis rental receipt from this website.

eToll

<http://www.e-tolls.com/default.aspx>

You can get a copy of your eToll receipt from this website.

TRAVEL RATES AS OF JULY 1, 2006

PER DIEM:

\$80.00	PER DAY
\$20.00	EACH QUARTER

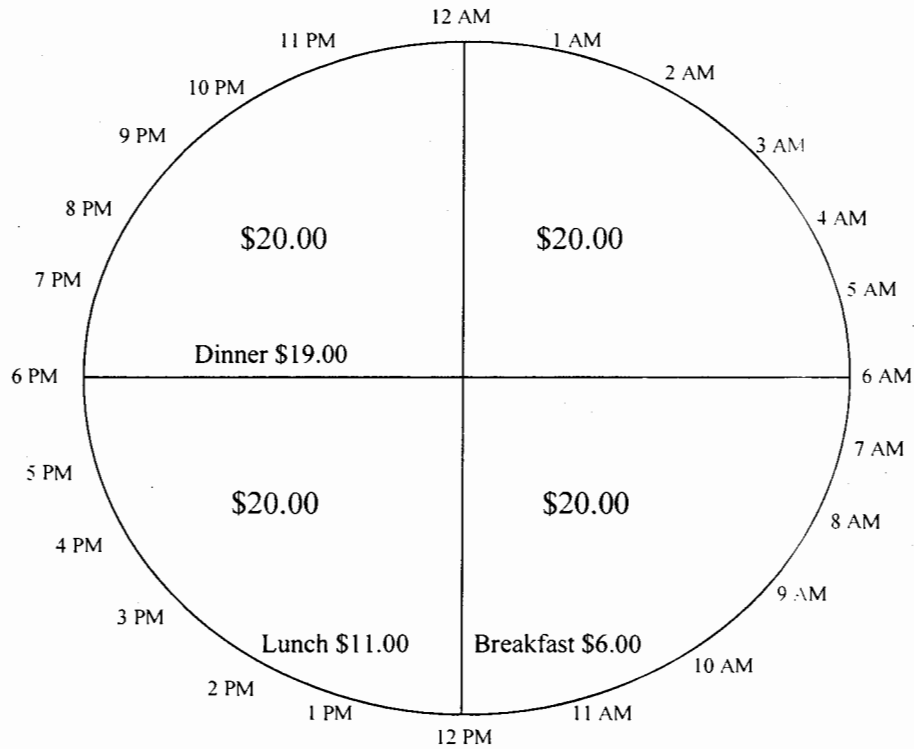
MEALS:

BREAKFAST	\$6
LUNCH	\$11
DINNER	\$19

MILEAGE: 44.5 CENTS PER MILE

NO CLASS C MEALS or PER DIEM

PER DIEM CLOCK



Per Diem may be claimed only when traveler does not claim actual expenses (hotel room rate + taxes and meal allowance) for that day. Traveler can claim \$20.00 per quarter; when travel falls within a quarter, the whole quarter may be claimed. Per diem or actual expenses are a daily choice, however, traveler should claim per diem the last day of every trip that is continuous travel of 24 hours or more.

Per Diem is a flat rate of \$20.00 per quarter – which equals \$80.00 per day.

Actual expenses – the lodging expense (government room rate + taxes) and meal allowances.

Breakfast – 5:59 AM to 8:05 AM

Lunch – 11:59 AM to 2:05 PM

Dinner – 5:59 PM to 8:05 PM

TRAVEL OBJECT CODES

IN-STATE TRAVEL:

261000 – In-State Travel – Other

261018 – In-State Travel – Other for Conference or Training

261100 – In-State Travel Per Diem

261118 – In-State Travel Per Diem for Conference or Training

261200 – In-State Travel Meals

261218 – In-State Travel Meals for Conference or Training

261300 – In-State Travel Mileage

261318 – In-State Travel Mileage for Conference or Training

261400 – In-State Travel Hotel

261418 – In-State Travel Hotel for Conference or Training

261500 – In-State Travel Airfare/Agent Fee/Baggage Fee

261518 – In-State Travel Airfare/Agent Fee/Baggage Fee for Conference or Training

261800 – In-State Travel – Registration fee for Conference or Training

OUT-OF-STATE TRAVEL

262000 – Out-of-State Travel – Other

262018 – Out-of-State Travel – Other for Conference or Training

262100 – Out-of-State Travel Per Diem

262118 – Out-of-State Travel Per Diem for Conference or Training

262200 – Out-of-State Travel Meals

262218 – Out-of-State Travel Meals for Conference or Training

262300 – Out-of-State Travel Mileage

262318 – Out-of-State Travel Mileage for Conference or Training

262400 – Out-of-State Travel Hotel

262418 – Out-of-State Travel Hotel for Conference or Training

262500 – Out-of-State Travel Airfare/Agent Fee/Baggage Fee

262518 – Out-of-State Travel Airfare/Agent Fee/Baggage Fee for Conference or Training

262800 – Out-of-State Travel – Registration for Conference or Training

FOREIGN TRAVEL

263000 – Foreign Travel - Other

263100 – Foreign Travel – Per Diem

263200 – Foreign Travel – Meals

263300 – Foreign Travel – Mileage

263400 – Foreign Travel – Hotel

263500 – Foreign Travel – Airfare

263800 – Foreign Travel – Training/Conference

**RETIREMENT SEMINAR
TRAVEL OBJECT CODES**

These object codes are for Retirement Employee's who travel to conduct Retirement Seminars for member agencies.

261050 – Travel for Retirement Seminar – Other

261150 – Travel for Retirement Seminar – Per Diem

261250 – Travel for Retirement Seminar – Meals

261350 – Travel for Retirement Seminar – Mileage

261450 – Travel for Retirement Seminar – Hotel

261550 – Travel for Retirement Seminar – Airfare

Section 3 – Forms and Instructions

Email RE: 2009-10 Travel Authorizations

Travel Approval Memo from Secretary South

Restricted Travel Authorization Form

DFS-AA-13 Authorization to Incur Travel Expenses

DFS-AA-15 – Voucher for Reimbursement of Travel Expenses

Checklist for Completing Travel Reimbursement Form

FMS-103-F3 – P-card Charge Approval Form

FMS-103-F4 – Most Economical Method of Travel Cost Analysis

FMS-103-F-4a – Instructions for Most Economical Method of Travel Cost Analysis

FMS-103-F5 – Missing Receipt Form

DFS-AA-25 – Application for Advance on Travel Expenses

Conference Travel Instructions

Travel Tips

Berley, June

From: Forbess, Debra
Sent: Monday, September 28, 2009 2:18 PM
To: DMS Leadership Team
Cc: DMS Independent Entities List; ADM Secretary List; ADM ALL; Berley, June; ADM Program Managers List; ADM Budget Contacts List
Subject: FW: Draft message and attachments for Travel
Attachments: 2009-10 Travel Authorizations.pdf; Restricted Travel Authorization Form.doc

Hi Everyone,

Attached is a travel authorization memo signed by the Secretary that pre-approves five types of travel and training (A. through E.). These five types require approval by the Secretary and the attached signed memo will serve as that pre-approval after review by your Deputy. Type (F.) travel will be reviewed and may be approved by the deputies.

Also attached is a restricted travel authorization form that should be submitted with each regular travel authorization form to be signed by the division director prior to submitting to your deputy for review. Please initial the space provided that indicates the type(s) of travel or training being requested.

In addition to attaching this restricted travel authorization form to each request for travel or training, you must include your "mission critical" statement on the regular travel authorization form. This statement may include a statutory requirement or how the travel or training must occur to support your division function. The statement must also include why you are unable to perform the function by using teleconferencing or other forms of electronic communication.

Please use the current regular travel authorization form which has a space for your mission critical statement. It can be found on the DMS website under travel policies. If the current form is not used your request will be returned.

The attached restricted authorization form is to be submitted with the regular travel authorization form to be processed for reimbursement.

Independent Entities: Since the attached memo signed by the Secretary is for DMS program areas only, each Director of the Independent Entities would act as the agency head and must approve all travel and training noted in the attached memo in travel types A. through E. There would be no delegation of authority for any travel or training that falls into these 5 types as outlined in the law.

Please let June Berley know if you have questions (414-6327).

Thanks,
Debra

Debra Forbess, Director of Administration
Department of Management Services
Phone: 850/487-9911
Fax: 850/922-6549

We Serve Those Who Serve Florida

For information regarding the Florida Discount Drug Card visit: www.FloridaDiscountDrugCard.com.




Office of General Counsel
4050 Esplanade Way, Suite 160
Tallahassee, FL 32399-0950
Tel: 850.487.1082
Fax: 850.922.6312

Governor Charlie Crist

Secretary Linda H. South

MEMORANDUM

TO: All DMS Managers and Employees
FROM: Linda South, Secretary 
DATE: September 22, 2009
SUBJECT: Travel Authorizations for FY 2009-2010

The restrictions to travel from the special legislative session on budget reduction from January 2009 were continued into the fiscal year from July 1, 2009 to June 30, 2010. Ch. 2009-82 Section 58 of the Laws of Florida imposes the following **restrictions on expenditures of state funds** for travel by state employees:

Section 58. In order to implement the funds appropriated in the 2009-2010 General Appropriations Act for state employee travel, the funds appropriated to each state agency, which may be used for travel by state employees, shall be limited during the 2009-2010 fiscal year to travel for activities that are critical to each state agency's mission. Funds may not be used to pay for travel by state employees to foreign countries, other states, conferences, staff-training activities, or other administrative functions unless the agency head has approved in writing that such activities are critical to the agency's mission. The agency head must consider the use of teleconferencing and other forms of electronic communication to meet the needs of the proposed activity before approving mission-critical travel. This section does not apply to travel for law enforcement purposes, military purposes, emergency management activities, or public health activities. This section expires July 1, 2010.

This memorandum contains my determination regarding when state-paid travel by department employees to foreign countries, other states, conferences, staff-training activities, or administrative functions will be considered critical to the mission of the Department of Management Services. No state-paid travel activity that falls within any of these five categories may be authorized without the prior approval of the deputy secretary of the appropriate program area that the activity is mission-critical in accordance with this memorandum. As agency head, I reserve the right to determine on a case-by-case basis whether any specific travel activity is mission-critical for purposes of travel expenditures.

A. Foreign Travel

Effective immediately until June 30, 2010, foreign travel by department employees is not authorized. For purposes of this memorandum, "foreign travel" is travel to any jurisdiction which is not one of the fifty states of the United States, including any insular U.S. possession.

B. Travel to Other States or District of Columbia

Effective immediately until June 30, 2010, travel by department employees to other states of the United States or the District of Columbia which is not mission-critical will not be authorized. No travel to any other state or the District shall be considered mission critical unless it meets one or more of the following criteria:

1. The purpose of the travel is for department officials to represent the State of Florida at a national or regional government or professional function which relates to a division function.
2. The purpose of the travel is to enable the department to play a required role in national or regional activities related to procurement, human resources, group insurance, retirement, telecommunications or facilities management policy guidelines.
3. The purpose of the travel is to enable the department to make a required appearance in a legal proceeding in a court of another state.
4. Travel that will be reimbursed by a third party.

C. Conference/Seminar Travel

Effective immediately until June 30, 2010, travel by department employees for the purpose of attending conferences will not be authorized, regardless of whether the conference is located within the State of Florida or in any other jurisdiction, unless attendance at such conference is mission-critical. No conference shall be considered mission-critical unless it meets one or more of the following criteria:

1. Department attendance is limited to officers and employees attending solely for a department presentation at the conference, including travel to conduct retirement seminars for members of the Florida Retirement System.
2. Department attendance is required to allow input into the formulation of rules, regulations, or policy proposals relevant to department functional activities.
3. Department attendance is required due to conditions of a federal or state grant award
4. Staff-training is required to obtain or maintain certification or qualification requirements deemed necessary for professional performance

D. Staff-training Travel

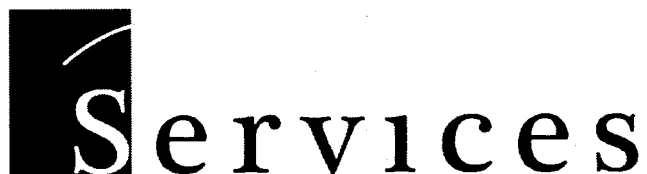
Effective immediately until June 30, 2010, travel by department employees for the purpose of attending staff training activities located outside of the State of Florida will not be authorized. Travel by department employees for the purpose of attending staff training activities located in Tallahassee or elsewhere in the State of Florida may be authorized only if such staff-training activity is mission-critical. No staff-training shall be considered mission-critical unless it meets one or more of the following criteria:

1. Staff-training is required in order to provide basic supervisory training to department supervisory and management personnel that cannot be provided via teleconference or other alternative means.
2. Staff-training is required to obtain or maintain certification or qualification requirements deemed necessary for professional performance

E. Other Travel

Effective immediately until June 30, 2010, in-State travel by department managers or employees for the general administrative purposes is not authorized. Only travel which is directly related to the direct supervision of the department's functions will be considered mission critical. No administrative travel shall be considered mission-critical unless it meets one or more of the following criteria:

1. Travel necessary to complete audits, inspections, management oversight, or real estate management activities that cannot be adequately performed via telephone or teleconference.
2. Supervisory activities that cannot be adequately performed via telephone or teleconference.
3. Travel related to fiscal and programmatic oversight to ensure compliance with federal and state guidelines and contract compliance, including security audits of service centers administered by outside vendors.
4. Travel by department employees in order to advise, assist and protect, investigate and resolve complaints made by or on behalf of the public that cannot be adequately performed via telephone or teleconference.
5. Travel by department staff that is required to support the operation of the department to include: travel related to mail delivery, travel related to required attendance at legislative hearings, legal proceedings and travel related to off site storage facility.
6. Travel necessary for department officials or staff to represent the department at a government or professional event or meeting which is related to the division function in order to fulfill the mission of the agency, such as job fairs or trade shows.



Office of the Secretary
4050 Esplanade Way
Tallahassee, Florida 32399-0950
Tel: 850.488.2786
Fax: 850.922.6149
www.dms.MyFlorida.com

Governor Charlie Crist

Secretary Linda H. South

Restricted Travel Authorization Form

The restrictions to travel and training from the special legislative session on budget reduction from January 2009 were continued into the fiscal year from July 1, 2009 to June 30, 2010. Chapter 2009-82 Section 58 of the Laws of Florida imposes certain restrictions on travel and training by state employees.

In accordance with this law, travel and training falling within the following types must be approved by the agency head. Please indicate which type(s) apply to this travel request by initialing the space on the left of the type(s) and indicate which criteria the travel or training falls under in the space provided on the right of each type. Please refer to the signed memo from the Secretary pre-approving types A-E. Refer to the descriptions in the signed memo for each type of travel and criteria to assist you in choosing the correct travel type.

- | | | |
|------------|---|------------|
| <u>N/A</u> | A. Foreign Travel – This type travel is not permitted at this time | <u>N/A</u> |
| _____ | B. Travel to other states or District of Columbia | _____ |
| _____ | C. Conference/Seminar Travel | _____ |
| _____ | D. Staff Training with or without Travel | _____ |
| _____ | E. Other Travel | _____ |
| _____ | F. Travel or training that does not fall under the type(s) listed above should indicate the statutory authority for how the travel and/or training support the division function in the spaces below. | |

ORG. CODE: _____
AGENCY _____
HEADQUARTERS _____
RESIDENCE (CITY) _____

Agency

HEADQUARTERS

RESIDENCE (CITY)

FORM DBF-AA-15
REV. 05/90

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN COMMON CARRIER IS BILLED DIRECTLY TO THE STATE AGENCY

Date	Ticket Number or State Vehicle Number	From	To	Amount	Name of Common Carrier or State Agency Owning Vehicle

STATE OF FLORIDA PURCHASING CARD CHARGES

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE STATE OF FLORIDA PURCHASING CARD

Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge

THIS SECTION TO BE COMPLETED ONLY WHEN NON-REIMBURSEABLE ITEMS WERE PURCHASED USING THE STATE OF FLORIDA PURCHASING CARD

Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge
Total (This amount must appear on the line "Less Non-Reimbursable Items Included on Purchasing Card" on the reverse side of this form.)			

GENERAL INSTRUCTIONS

Class A travel - Continuous travel of 24 hours or more away from official headquarters.

Class B travel - Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Class C travel - Travel for short or day trips where the traveler is not away from his official headquarters overnight.

Breakfast --- when travel begins before 6 a.m. and extends beyond 8 a.m.

Lunch ----- when travel begins before 12 Noon and extends beyond 2 p.m.

Dinner ----- when travel begins before 6 p.m. and extends beyond 8 p.m. or

when travel occurs during night-time hours due to special assignment.

NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler's regular place of employment. If travel expenses are approved and such special approval is noted on the travel voucher. Rate of Per Diem and Meals shall be those prescribed by Section 112.061, Florida Statutes.

Non-reimbursable items may not be charged on the State of Florida Purchasing Card. Inadvertent non-reimbursable charges are to be deducted from the travel reimbursement claimed on the reverse side of this form on the line "Less Non-reimbursable Items Included on Purchasing Card" and the above "Non-reimbursable Items" section of "State of Florida Purchasing Card Charges" section above must be completed.

Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles, beginning at midnight; less than 24-hours travel will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem

or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Claims for meals allowance involving travel that did not require the traveler to be away from headquarters overnight should be included in the "Class C Meals" column. Vicinity travel must appear in the separate column. When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly to the State agency, then the "Travel

Performed by Common Carrier or State Vehicle" section above should be completed. If travel is by common carrier and the carrier is paid by the use of the State of Florida Purchasing Card, then the "State of Florida Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental car (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a State-owned vehicle, the work "State" should be inserted in the "Map Mileage Claimed" column on the reverse side of this form, and the above section designated as "Travel Performed by Common Carrier or State Vehicle" should be completed. If lodging is paid by the use of the State of Florida Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card Charges" should be completed. Incidental travel expenses, which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or

conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any State employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "Statement of Benefits to the State" section must be completed or a copy of the Authorization to Incur Travel Expense, Form DBF-AA-13, must be attached. Additionally, a copy of an agenda and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.

CHECKLIST FOR COMPLETING TRAVEL REIMBURSEMENT FORM

MAKE SURE ALL ITEMS LISTED BELOW ARE COMPLETED

BEFORE SUBMITTING REIMBURSEMENT

- ✓ Travel authorization is complete, and attached to the reimbursement with the benefit to the state, mission critical statement, Most Economical Method of Travel form, Restricted Travel Authorization form and deputy approval.
- ✓ Traveler's name, org code, headquarters and residence listed. Check appropriate box for employee or non-employee.
- ✓ **SS# is only listed on original travel reimbursement** and not on travel authorization form or any other documents including the copies of the travel reimbursement form.
- ✓ Travel reimbursement signed and dated and title listed for both the traveler and the approver. Any other approval signatures or initials obtained as necessary. **Original signatures are required.** Electronic signatures are not acceptable.
- ✓ Dates of travel, point of origin, all cities visited and destination are listed on the dates the traveler was in each city and purpose of travel (**no acronyms**) and time of departure and return and times off and on the clock are listed. List travel **AS IT HAPPENED**, if traveler takes personal time and traveler returns another day it should be listed as such and not **AS IF** the traveler had returned at the end of the business.
- ✓ Meals listed under Meals for Class A&B. **IF a registration fee is paid that includes meals, you must deduct them even if the traveler did not eat them. F.S. 112.061(6)2(c).** If registration fee was not paid, traveler is not required to deduct meals unless the traveler chooses to deduct them. If the traveler chooses not to claim the meals, it should be noted on the reimbursement as "Traveler does not wish to claim meals on ____ (dates) ____"
- ✓ List Per Diem or Actual Lodging Expenses. If Pcard used to pay the lodging, you put "Pcard" on that date. If the American Corporate Card used to pay, list "AMEX" on that date. Only list the actual hotel cost by date if the traveler paid with cash or personal credit card. Per Diem claim on the last day of travel, normally. If the traveler claims per diem on a day where a registration fee was paid and meals provided, deduct the meals from the per diem.
- ✓ There is NO CLASS C MEAL ALLOWANCE OR PER DIEM at this time per the FL Statutes.

- ✓ Map mileage listed...Use DOT map when possible. All mileage driven that is above the amount listed for map mileage list under vicinity mileage.
- ✓ List other Expenses paid personally by the traveler. Portage fees should list the amount **AND** the number of bags taken on the trip. Allowable portage is \$1.00 per bag. Portage fees over \$5.00 must include a justification. All tips list by incident and explain. Tips to taxi drivers should not exceed 15% of the fare. We **DO NOT** pay safe charges unless they are mandatory and we **DO NOT** pay for unlocking service if keys are locked in a vehicle whether a state vehicle, rental or personal vehicle. Valet parking should not be used unless it is mandatory or is less expensive than self parking, which can have added in and out fees.
- ✓ All totals listed, deduct any advances and any non-reimbursable Pcard items such as Avis eToll administrative fees or Avis upgrades.
- ✓ Explanation is required for justification of Avis upgrades, including a list of passengers if that was the reason for the upgrade. List a registration fee if paid or any other information that is not self-explanatory by looking at the travel documentation you are attaching.
- ✓ List total amount on the form or amount due to the state. If an amount is due to the state, do not submit the payment until the reimbursement is audited and you are emailed the correct amount to be repaid.
- ✓ Complete the top section of page 2 listing information for Common Carrier. This is where you list a state vehicle or state airplane if used.
- ✓ Complete the second section of page 2 listing **ALL** Pcard charges **EVEN** those that paid at an earlier time such as registration fees, hotel advance deposits or airfare. Do not list items not paid by Pcard in this section.
- ✓ Complete the third section of page 2 listing Pcard items that are non-reimbursable. This would be Avis eToll administrative fees and Avis upgrades or Avis GPS charges. No other non-reimbursable items allowed on the Pcard. The total for this section is the amount that goes on page 1 under "less non-reimbursable items included on Pcard".
- ✓ Attach receipts, originals for items directly reimbursed to the traveler and copies for items paid by Pcard or AMEX. **All receipts require signature and date by the traveler.** If a traveler charges expenses to another employee Pcard, the cardholder should also sign and date the receipt. **MARK OUT ALL CREDIT CARD NUMBERS.**
- ✓ Make sure there is a copy of every travel document. Travel authorization form, restricted travel authorization form, most economical method of travel form, registration

form, receipts, agenda and copies of any memos regarding the trip. Copies of warrants should be included if registration fees were paid by methods other than Pcard or AMEX.

- ✓ Make sure to **list contact name** and phone number.
- ✓ Once you have everything needed for the travel reimbursement, **make a copy of the ENTIRE travel package and then make one extra copy of page 1 and page 2 of the travel reimbursement form** to submit to Finance and Accounting.
- ✓ Approve all related Pcard charges and email Pcard Approval Form and travel authorization form for all charges.
- ✓ Submit the original and the copies of the travel to F&A. If you are hand delivering the travel, place it in the incoming basket in cubicle 270.3Y for clock in.

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE BUREAU OF FINANCIAL MANAGEMENT SERVICES THE SAME DAY AS THE TRANSACTION FOR PAYMENT IS APPROVED IN FLAIR. SUBMIT BY EMAIL. IF EMAIL IS NOT POSSIBLE FAX TO 468-9082.

I DO HEREBY CERTIFY THAT PURCHASES ARE APPROVED PER SPENDING PLAN

CARDHOLDER NAME: _____

DIVISION DIRECTOR APPROVAL:

GROUP CODE: _____

DIVISION BUDGET APPROVAL:

[illegible]

MOST ECONOMICAL METHOD OF TRAVEL COST ANALYSIS

Traveler's Name _____

1. PERSONALLY OWNED VEHICLE (POV)	
Number miles driven	<input type="text"/>
x mileage rate	<input type="text"/> 0.445
Total Cost - POV	<input type="text"/> 0

POV MILEAGE RATE OF \$.445 IS TO
COMPENSATE FOR THE COST OF GAS
PLUS WEAR AND TEAR ON THE
TRAVELER'S VEHICLE

2. RENTAL VEHICLE -		FUEL CALCULATION	
Daily Contract Rental Rate for Class	<input type="text"/>	Number of Miles Driven	<input type="text"/>
Number days renting	<input type="text"/>	Miles Per Gallon for Class	<input type="text"/>
Rental Cost	<input type="text"/> 0.00	Gallons of Fuel Needed	<input type="text"/> #DIV/0!
Extra Hours or Extra Mileage Cost	<input type="text"/>	Per Gallon Fuel Cost	<input type="text"/>
Total	<input type="text"/> 0.00	Total Cost of Fuel	<input type="text"/> #DIV/0!
10% fee if renting from TLH Airport	<input type="text"/>		
Total Rental Rate	<input type="text"/> 0.00		

If the traveler's headquarters is in Southwood the Southwood Avis Rental Office must be used to omit parking and mileage fees. If not using Southwood Office justification must be provided.

3. STATE AIRCRAFT	The Bureau of Aircraft Operations has a King Air aircraft which seats 9 passengers and a Citation Bravo Jet which seats 8 passengers. Per person fares will change according to the number of passengers traveling. This is not limited to DMS travelers. If travelers from other agencies may be attending the same function, please inform the Bureau of Aircraft scheduler so they can contact the other agency(ies) and possibly lower the per person fares. For details on flight information and fares, contact the Bureau of Aircraft Operations at 488-4605.
Estimated Per Person Fare:	<input type="text"/>

4. COMMERCIAL AIR	Justification for Air Travel when trip is 4 hours or less to drive and for more than 2 bags taken on trip.
Ticket Price	<input type="text"/>
Agent Fee	<input type="text"/>
Number of Bags	<input type="text"/>
Price of 1st Bag	<input type="text"/>
Price of Additional Bags	<input type="text"/>
Parking or Mileage	<input type="text"/>
TOTAL AIR TRAVEL	<input type="text"/> 0

Miscellaneous Expenses	<input type="text"/>
Explain:	<input type="text"/>
Total Rental Cost	<input type="text"/> 0.00
Total Fuel Cost	<input type="text"/> #DIV/0!
Total Miscellaneous Expenses	<input type="text"/> 0
TOTAL - RENTAL/GAS/MISC.	<input type="text"/> #DIV/0!

If comparing different class vehicles complete more pages as necessary.

Instructions for Most Economical Method of Travel Cost Analysis

1. Complete the Personally Owned Vehicle (POV) area only if you are planning to use this method of travel. No one is required to drive his or her POV. Put the estimated total number of miles then press enter. This should bring up the POV cost in the bottom block.
2. Complete the Rental Vehicle, Gas and Miscellaneous Expenses by first indicating what class rental is being calculated in the heading beside "RENTAL VEHICLE -". Put rental rate, number of days the vehicle will be rented then press enter and the rental cost will be calculated. If there will be extra hours or extra mileage costs on the rental enter that in the block provided. The 10% fee block should remain empty for travelers renting from the Southwood Avis facility. This space use if the rental is from the airport because they have a 10% concession fee attached to their rentals. Anyone who completes the 10% fee block should provide a justification for renting from a facility other than the Southwood facility. The justification is required on the travel authorization form. If you do not work at Southwood, that is justification for not renting from that facility. If the Southwood rental facility is not open during the time of your departure and/or return that would be justification for not using that facility. After you complete the rental portion, press enter and the total rental rate will calculate in the block provided for that information. When completing the fuel calculation the same number of miles listed for the POV list under number of miles driven. When making your determination use the highway mileage and not the city mileage for each class vehicle from the list provided. Press enter and the Gallons of Fuel Needed will calculate. List the current price per gallon in the block provided then press enter and your fuel cost will calculate. Any miscellaneous expenses such as taxes and surcharges for travelers without pcards, late rental return fees, parking or mileage to the airport to pick up the rental or mileage someone drives you in your POV to pick up the rental list in the block provided with an explanation of what the expenses are. The total cost of the rental, gas and miscellaneous expenses will calculate below the Miscellaneous Expenses area.
3. If a group is traveling to the same locations call the Bureau of Aircraft Operations to get airfare rate per person and list that rate in the space provided. You can refer to the attached rate sheet for each state aircraft but you must call 488-4605 to verify the rate.

4. Complete the Section on Air Travel only if that is the method of travel you are choosing. List the ticket price, agent fee, number of bags you anticipate taking, cost of first bag, cost of additional bags (not cost per bag but total cost of additional bags), and cost of parking and/or mileage to the airport whether driving and parking or being driven by someone in your POV. Press enter and total air travel cost will calculate. Justification is required for traveling by air when trip could have been made driving 4 hours or less and for taking more than two bags on the trip.
5. If comparing the cost of more than one class rental vehicle you will need to complete another page with the information for another class vehicle.

Non-Stop Round-Trip Fares for the Citation Bravo Jet (as of July 21, 2009)

Destination Area Note: <u>YOU</u> choose the airport that is most convenient for <u>YOUR</u> business schedule.	Per Person Cost Full Plane (8 Passengers)	Per Person Cost Half-Full Plane (4 Passengers)	Typical Commercial Airline Fares¹
Ft. Lauderdale Area Airports: Ft. Lauderdale/Hollywood Int'l (FLL), Ft. Lauderdale Executive (FXE), Boca Raton (BCT) Total Charges for Aircraft: \$3,050	\$381	\$763	\$410 & Up FLL only
Ft. Myers Area Airports: Ft. Myers/Page Field (FMY), Ft. Myers Regional/ Southwest Florida Int'l. (RSW) Total Charges for Aircraft: \$2,275	\$284	\$569	\$693 & Up RSW only <u>No Direct Flts</u>
Ft. Pierce: Ft. Pierce/St. Lucie County Int'l (FPR), Vero Beach (VRB) Total Charges for Aircraft: \$2,275	\$284	\$569	No Airline Service
Jacksonville Area Airports: Jacksonville Int'l (JAX), Cecil Field (VQQ), Fernandina Beach Municipal (55J), St. Augustine (SGJ), Navy Bases Total Charges for Aircraft: \$1,450	\$181	\$363	\$929 & Up JAX only <u>No Direct Flts</u>
Miami Area Airports: Miami Int'l (MIA), Kendall-Tamiami Executive (TMB), Opa Locka Executive (OPF) Total Charges for Aircraft: \$3,050	\$381	\$763	\$410 & Up MIA only
Orlando / Kissimmee Area Airports: Orlando Int'l (MCO), Orlando Executive (ORL), Kissimmee, Sanford Int'l (ISM) Total Charges for Aircraft: \$1,900	\$238	\$475	\$459 & Up MCO only
Naples Area Airports: Naples Municipal (APF), Marco Island (MKY) Total Charges for Aircraft: \$2,400	\$300	\$600	No Airline Service
Pensacola Area Airports: Pensacola Regional (PNS), Naval Air Station Pensacola (NPA) Total Charges for Aircraft: \$1,450	\$181	\$363	\$929 & Up PNS only <u>No Direct Flts</u>
Tampa / St. Petersburg Area Airports: Tampa Int'l (TPA), Vandenberg (VDF), McDill AFB (MCF), St. Petersburg/Clearwater (PIE)	\$222	\$444	\$394 & Up TPA only

¹ Source: Travelocity.com search conducted on July 9, 2009 for flights departing on July 23, 2009.

Total Charges for Aircraft: \$1,775			
West Palm Beach: West Palm Beach Int'l (PBI) Total Charges for Aircraft: \$2,800	\$350	\$700	\$490 & Up PBI only

Looking for a fare for an airport not listed above (including destinations outside Florida)?

Looking for a fare for a trip involving multiple destinations?

If so, please contact the Bureau of Aircraft Operations at: **(850) 488-4605**

Non-Stop Round-Trip Fares for the King Air 350 (as of July 21, 2009)

Destination Area Note: <u>YOU</u> choose the airport that is most convenient for <u>YOUR</u> business schedule.	Per Person Cost Full Plane (9 Passengers)	Per Person Cost Half-Full Plane (4 Passengers)	Typical Commercial Airline Fares²
Ft. Lauderdale Area Airports: Ft. Lauderdale/Hollywood Int'l (FLL), Ft. Lauderdale Executive (FXE), Boca Raton (BCT) Total Charges for Aircraft: \$2,650	\$294	\$663	\$410 & Up FLL only
Ft. Myers Area Airports: Ft. Myers/Page Field (FMY), Ft. Myers Regional/ Southwest Florida Int'l. (RSW) Total Charges for Aircraft: \$2,225	\$247	\$556	\$693 & Up RSW only <u>No Direct Flts</u>
Ft. Pierce: Ft. Pierce/St. Lucie County Int'l (FPR), Vero Beach (VRB) Total Charges for Aircraft: \$2,225	\$247	\$556	No Airline Service
Jacksonville Area Airports: Jacksonville Int'l (JAX), Craig Municipal (CRG), Cecil Field (VQQ), Herlong (HEG), Fernandina Beach Municipal (55J), St. Augustine (SGJ), Navy Bases Total Charges for Aircraft: \$1,325	\$147	\$331	\$929 & Up JAX only <u>No Direct Flts</u>
Miami Area Airports: Miami Int'l (MIA), Kendall-Tamiami Executive (TMB), Opa Locka Executive (OPF) Total Charges for Aircraft: \$2,650	\$294	\$663	\$410 & Up MIA only
Orlando / Kissimmee Area Airports: Orlando Int'l (MCO), Orlando Executive (ORL), Kissimmee, Sanford Int'l (ISM) Total Charges for Aircraft: \$1,600	\$178	\$400	\$459 & Up MCO only
Naples Area Airports: Naples Municipal (APF), Marco Island (MKY) Total Charges for Aircraft: \$2,375	\$264	\$594	No Airline Service
Pensacola Area Airports: Pensacola Regional (PNS), Naval Air Station Pensacola (NPA) Total Charges for Aircraft: \$1,325	\$147	\$331	\$929 & Up PNS only <u>No Direct Flts</u>

² Source: Travelocity.com search conducted on July 9, 2009 for flights departing on July 23, 2009.

Tampa / St. Petersburg Area Airports: Tampa Int'l (TPA), Vandenberg (VDF), McDill AFB (MCF), St. Petersburg/Clearwater (PIE) Total Charges for Aircraft: \$1,500	\$167	\$375	\$394 & Up TPA only
West Palm Beach Area Airports: West Palm Beach Int'l (PBI), N. County General/ Palm Beach Garden (F45) Total Charges for Aircraft: \$2,450	\$272	\$613	\$490 & Up PBI only

Looking for a fare for an airport not listed above (including destinations outside Florida)?

Looking for a fare for a trip involving multiple destinations? If so, please contact the

Bureau of Aircraft Operations at: **(850) 488-4605**

MPG Ratings Provided by U. S. Fuel Economy Guide

Sub-Compact Class A	Chevrolet Aveo	25 city/34 highway
Compact Class B	Chevrolet Cobalt	24 city/33 highway
Mid-Size Class C	Pontiac G6	22 city/30 highway
Full Size Class E	Chevrolet Impala	18 city/29 highway
Full Size Hybrid Class E	Toyota Prius	48 city/45 highway
Minivan Class	Chrysler Town & Country	16 city/23 highway
Passenger Van	Chevy Express	12 city/15 highway
Standard SUV	Chevy Trailblazer	15 city/21 highway

**DEPARTMENT OF MANAGEMENT SERVICES
PURCHASING CARD PROGRAM**

MISSING RECEIPT FORM

CARDHOLDER NAME: _____

ORDER DATE: _____

VENDOR NAME: _____

PURCHASE AMOUNT: _____

DESCRIPTION OF PURCHASE: _____

QUANTITY ORDERED: _____

PRICE PER UNIT: _____

SHIPPING AND HANDLING CHARGES, IF ANY: _____

INSTALLATION CHARGES, IF ANY: _____

DATE GOODS RECEIVED: _____

RECEIPT WAS (check one) _____ LOST _____ NOT OBTAINABLE

I CERTIFY THAT THE ABOVE PURCHASE WAS MADE FOR OFFICIAL STATE BUSINESS.

CARDHOLDER SIGNATURE

SUPERVISOR SIGNATURE

DATE

DATE

DEPARTMENT OF FINANCIAL SERVICES

STATE OF FLORIDA

TALLAHASSEE

32399-0350

APPLICATION FOR ADVANCE ON TRAVEL EXPENSES

Payee: _____ Social Security #: _____

Headquarters: _____ Organizational Code: _____

Travel Period: _____ through _____ Destination: _____

Purpose of Travel: _____

Justification: _____

Estimated Cost of Travel:

* \$ _____ Per Day X _____ Days = \$ _____

** Transportation \$ _____

Incidental Expenses:

Type: _____

Type: _____

Total Incidental Expenses \$ _____

Total Estimated Expenses \$ _____ X 80%

Advance Travel Allowed \$ _____

* If the per day allowance exceeds \$80, an explanation must be furnished.

** Estimated cost for common carrier and rental charges billed directly to the State shall not be included in the travel advance calculation.

I hereby certify that the above estimated expenses are anticipated to be incurred by me as necessary traveling expenses in the performance of my official duties; attendance at the conference or convention directly relates to the official duties of the agency; any meals or lodging included in the registration fee have been deducted from this travel advance request. If the travel advance exceeds actual travel expenses incurred, I will refund to the State of Florida the remaining unexpended funds within 30 days after completion of the travel period.

Traveler's Signature: _____

Title: _____ Date Prepared: _____

Pursuant to Section 112.061, Florida Statutes, I hereby certify or affirm that the above anticipated travel will be on official business of the State of Florida.

Supervisor Signature: _____

Title: _____ Date Approved: _____

CONFERENCE TRAVEL

All conference or out-of-state travel requires **prior approval** for travel on a Travel Authorization form. Include a statement of how the state benefits from the traveler's attendance. Attach the Most Economical Method of Travel form and if the traveler is using a method other than the most economical method indicate on the travel authorization that the traveler will personally cover any extra expense or provide a justification for that method of travel. When more than one traveler is going to the same destination, all travelers should travel together as this is the most economical method. Personal agendas are not justification for added cost to the state.

When travel is complete, include the following in the travel package:

- ✓ Reimbursement form pages one and two
- ✓ Travel Authorization Form which includes the benefit to the state. Also attach the Restricted Travel Authorization Form and Most Economical Method of Travel Form.
- ✓ All receipts (originals for items reimbursed to the traveler and copies for all pcard charges) with an explanation of anything other than normal charges.
- ✓ Justification for Avis upgrades and multiple persons traveling in an Avis vehicle must have each name listed on the driver's travel reimbursement as being a passenger. The passenger must list on their reimbursement the name of the person who rented the car.
- ✓ When paying for Avis rentals with the pcard make sure the \$2.00 per day surcharge and taxes are not charged. If the fee/fees are charged, call our Avis representative Sharon McCarty at 1-800-525-7521, extension 32520 to get her to remove them.
- ✓ Indicate paid registration fees and provide a copy of the registration receipt (even if paid by a method other than pcard). This includes booth registrations that include conference registrations in their fee. Paid registration that includes meals is deducted from the meal allowance or per diem even if the person did not eat the meal per Florida Statutes.
- ✓ Provide a copy of the agenda.
- ✓ Anything out of the ordinary requires an explanation.
- ✓ Pcard charges for travel require approval as soon as possible upon appearing on the FLAIR screen. A pcard approval form and travel

authorization form should be emailed to F&A the same day the charge is approved in Flair so that the charges and the travel can be processed.

- ✓ Each pcard charge requires a separate listing on the travel reimbursement form. Items such as airfare and agent fees are separate charges and require to individual listing. Charges that will have a credit coming require both the charge and the credit listed separately.
- ✓ Small receipts such as toll, taxi, gas and parking have taped to a letter size sheet of paper so they will not be lost.
- ✓ Travel charges paid by someone other than the traveler, they are to be listed on the traveler's reimbursement form indicating whose pcard they were charged to. At time of approval, the traveler's SS# goes in the subvendor section on the FLAIR screen.

Travel Tips

The following are some helpful hints in completing travel reimbursements:

- A travel authorization form with appropriate approval signatures as imposed by Chapter 2009-82, §58, Laws of Florida is required for **ALL** travel along with the restricted travel authorization form and most economical method of travel form. The travel authorization form should indicate how the trip benefits the state and should list estimated costs for the trip, including the most economical method of travel and registration fees. Do not list the traveler's SS# on the travel authorization form.
- A travel reimbursement form is required for all travel even if the traveler is not receiving any reimbursement if there are other costs associated with the travel such as pcard charges or items paid by our Corporate American Express or paid through MyFlorida Marketplace.
- A travel reimbursement form should include the traveler's name as listed in People First, SS#, organizational code, traveler's signature, title and date and approval signature(s), title and date. It should also include a contact name in case there are questions regarding the travel. Please include the first and last name of the contact person. The contact person will be notified by email of any problems with the reimbursement and should **respond back by email** for documentation purposes.
- **Small receipts such as tolls, parking or gas receipts should be taped to a letter size piece of paper** so that they do not get lost and are easier to view for accuracy. Be careful not to tape over any information on the receipt because it will not copy.
- Put the package together as follows:
 - Original pages 1 & 2 of reimbursement form
 - Travel authorization form
 - Restricted travel authorization form
 - Most economical method of travel form
 - Original receipts to be reimbursed to the traveler
 - Copies of receipts for items paid by pcard
 - Copies of receipts of items paid by our Corporate American Express
 - A copy of MFMP paperwork, agenda and any other documentation of the travel
- Submit all receipts associated with the travel. The traveler must sign and date all receipts. For situations where someone else paid for the goods/service that person is required to sign and date the receipt as well. **Registration receipts paid well in advance are still to be included as well as airfares paid in advance no matter what method of payment was used or how far in advance they were paid.** Remember...the travel reimbursement should be a COMPLETE record of the travel. Everything that occurred requires documentation. When a traveler goes on personal time

from the travel, provide the time they went off the clock and the time they got back on the clock. Travel should be listed as it happened, including all personal time.

- List each Pcard charge separately. Do not combine airfare and agent fees and do not combine gas charges. Hotel expenses do not list by day but by the total amount of the pcard charge. Charges that will have a credit issued list as the original charge amount then list the credit on a separate line.
- If you upgrade an Avis rental, you must provide justification on the reimbursement form. Justification is as follows:

- 1 person = compact
 - 2 people = intermediate
 - 3 people = full
 - 4 people = van

Further justification would be taking equipment or supplies with you. Depending on the amount of equipment or supplies, one or more upgrade(s) is possible. The names of everyone riding in the Avis rental are required on the reimbursement form of the person who charges the vehicle to their pcard. The person who charges the rental should be the person who drives the rental and should pay all related expenses to the Avis rental such as tolls, gas and parking fees. A passenger in the car does not have justification or authorization to pay any rental related expenses. The passenger should indicate on their reimbursement form the name of the person who provided their transportation.

- The traveler can upgrade the rental for personal reasons and deduct it from their travel reimbursement. However, for personal days the traveler must have Avis switch methods of payment from pcard to personal credit card or can charge the entire rental on their personal credit card and only receive reimbursement for the state's portion of the rental.
- Do not use eToll...stop and pay the toll if that option is available. The state does not reimburse the surcharge attached with the toll charges for eToll. The traveler has to absorb that cost. The surcharge is \$2.50 for each day the vehicle was rented, no matter how much (or little) the toll fee is or how many days you had to pay tolls.
- Gas for an Avis rental can be paid with the pcard. Pcard is not for use in personal vehicles, state vehicles or other rental companies' vehicles. Purchase gas for those with a personal credit card or cash for reimbursement to the traveler. The state vehicle should have a Mastercard Fleet card for gas purchases.
- If a personal credit card is used and the traveler is requesting reimbursement for hotel, airfare, rental car and incidental expenses the **original** receipts are required. If those fees paid by pcard, American Express or through MFMP a **readable** copy of the receipt should be provided. If a personal credit card is used for Avis the traveler will have to pay tax and the per day surcharge, increasing the cost to the state.

- The Avis contract states the per day surcharge and tax are not to be charged to state employees using their pcard as method of payment. Have your travelers check their receipts when they return the rental to avoid having to request refunds after they get back to the office. If an unacceptable charge is not noticed until the traveler returns to the office request a refund for **both** the surcharge and tax. Contact our Avis representative, Sharon McCarty (1-800-525-7521, ext. 32520) for this purpose.
- When making an Avis reservation give the ADW # A113400. You can reserve the rental on line or call 1-800-338-8211. If you reserve a compact car, it should be available when you pick up the rental. If not, Avis should provide a larger car at no extra cost. If you do not make a reservation or wait until the last minute to call you will have to pay the rate for a larger vehicle if a compact is unavailable. GPS in an Avis vehicle is not a reimbursable expense and should deducted from the traveler's reimbursement amount.
- They hybrid vehicle is now part of the Full Size Class. You **MUST** request a hybrid when you make your reservation and there is **no guarantee** that they will have one when you arrive to pick up your vehicle.
- When calculating mileage use the DOT official highway mileage map (paper) or the DOT web map (<http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>). Do not include any mileage other than the official mileage under map mileage. Record any other mileage under vicinity mileage. Do not use Yahoo Maps or Mapquest except for out-of-state travel unless your destination city is not on the DOT map. The Department of Financial Services indicates that we should use the DOT map whenever possible.
- Remember to use the most economical method of travel. Economical method is the dollar amount reimbursed even if you do not use the most economical method. If two or more people from an office go to the same destination, consider renting vans or share rental cars depending on the number of travelers. If a group of eight or nine people will be traveling to the same destination, consider the state aircraft. If a traveler chooses to take their personal vehicle or rent a car when there is transportation provided, they will not receive reimbursement for any transportation costs.
- When approving pcard charges for travel use the traveler's SS# as the subvendor. There are occasions where someone other than the traveler will pay for a registration fee or hotel, etc. At time of approval of that person's pcard charges, do not use the cardholders SS#, use the traveler's SS# as the sub vendor so that it can be associated with the correct travel records in Flair.
- When attending a conference or training please refer to the Conference Travel handout for helpful information.
- Meals are \$6 for breakfast, \$11 for lunch and \$19 for dinner. Per diem is \$20 per quarter day, \$80 for the entire day or the traveler can claim expenses (hotel and meal allowance). See the Per Diem Clock handout to determine what meals the traveler is

eligible for and what times they have to be on the clock to receive those meals. Do not round time to 6:00 or 12:00. Put the exact times. The Department of Financial Services rounds down so if you put your return time as 6:00 PM when you returned at 6:05 you will only receive \$60 for 3 quarters of the day whereas if you listed 6:05 you would receive \$80 for the entire day.

- If hotel costs exceed \$150 per night, (room rate only) justification is required. Any extra charges to hotels that are business related will require explanation. Personal expenses pay before the traveler leaves the hotel and do not charge using the pcard.
- List anything that was COMP, such as hotel room or transportation. If paid by another state, traveler submits their reimbursements at the same time.
- The second page of the travel reimbursement form has a section for transportation (such as state car or state aircraft), a section for pcard charges and a section for non-reimbursable pcard charges. Please list all items in their appropriate section. Any non-reimbursable pcard charges list in the summary on page 1 of the reimbursement to for deduction from the traveler's reimbursement total, as these are unauthorized charges. Do not list reimbursable authorized pcard charges on page 1.
- Make sure meals and per diem are listed in the correct column. They each have their own column so do not put them both in the same column on the reimbursement form.
- Tips for taxi drivers should not exceed 15%. Anything over 15% deduct from the travel reimbursement total. Valet parking tips are not to exceed \$1 per incident and portage fees should not be more than \$1 per bag not to exceed 5 bags without written justification (such as when someone unloads an entire van full of boxes). The numbers of bags or boxes indicate on the reimbursement form. When flying, keep baggage to a minimum since the airlines now charge a fee for each checked bag. Use the carry-on option whenever possible.
- Changes made to the travel reimbursement by F&A will appear on the reimbursement copy that goes back to the travel contact with the check or EFT stub. Please review the reimbursement form and retain a copy for your records of changes made.

Section 4 – Rental Vehicle Information

Fuel Purchases on the pcard with Avis Rentals

Personal use of Avis Rental Vehicles While on State Business

Platepass/Etoll and Avis Billing

CFO Memorandum No. 1 (2008-09) – Hybrid Car Rentals

Instructions for Starting a Hybrid Vehicle

Email Regarding New State Contract for Rental Vehicles

State Contract 518-020-10-1 – Rental Vehicles

Berley, June

From: Pereira, Angela**Sent:** Friday, October 22, 2004 10:48 AM**To:** Dykes, Jeff; Aaron, Cindy; Abbott, Glenn; Abrams, Marie; Ackerman, Vincent; Aliyy, Ahmad; Allen, LaKay; Allen, Marvin; Amick, Tippy; Amirzadeh, Mohammad; Anderson, Mary Ellen; Archie, Rockal; Arcuri, Richard; Atkinson Ann; Austin, Geraldine; Austin, Jessie; Baker, Randall; Balboni, Martha; Balsera, J.C.; Banks, Erin; Barber, Patricia; Barfield, Ann; Barnett, Hunter; Barr, Susan; Bartel, Melody; Beard, Dan; Beck, Carol; Beckey, Patty; Beers, Chris; Bellows, John; Benghuzzi, Mohsin; Bennett, David; Blair, Brian; Blair, Martin; Blanton, Fran; Bos, Steve; Bowen, Adrienne; Bracken, Douglas; Branch, Hal; Briggs, Carolyne; Bright, Jorri; Brooks, Tom; Brown, Meg (STO); BROWN, RON; Bruce, Chuck; Bruce, Rosalyn; Buchanan, Linda; Burch, Debbie; Burnett, Anthony; Burns, Mary Ann; Butler, Robert; Button, Robert; Cargile, Dwayne; Carlisle, Timothy; CHAMBERS, VICTORIA; Chap, Mike; Chatham, Jerry; Cherry, Doug; Cherry, Kwan; Choppin, Suzanne; Clark, Tammy; Clement, Kay; Clemons, Kimberly; Clemons, Tom; Cloud, Marvin; Cohee, Lee; Colbert, Thomas; Cole, John; COMER, DAVID; Connolly, Pat; Cook, Beverly; Cook, Dennis; Cooper, Helen; Corbin, Curtis; Corley, Dave; Counts, Susan; Cox, Stu; Crim, Nick; Cromar, Sharon; Cunningham, John; Cunningham, Kay; Dalton, Rachael; Daniel, Derick; Daniel, John; Daniell, Jeremy; Davis, Bob; DeLaRosa, Rebecca (DMS); Dempsey, Sybil; Dennard, Stephanie; Dessommes, Hilda; Diaz, Angel; DiBenigno, Leo; Dickinson, Doug; Dixon, Gloria; DOLLAR, THERESA; Dominguez, Alberto; Dorsey, Wilford; Doyle, Bill; Dubra, Toolsie; Dunn, Barry**Cc:** CLARK, MITCHELL; Berley, June (DMS); Robinson, Terri; Pearson, Ronda**Subject:** Fuel Purchases on the PCard w/ AVIS Rental

Current Cardholders are being informed through this email that the Purchasing Card can be used for fuel purchases associated with an AVIS rental only while on official state business. Receipt of this email will serve as the cardholder's acknowledgment of the new policy and procedures.

Cardholders will be allowed to use their Purchasing Card for fuel purchases associated with the AVIS rental vehicle if the following criteria are met:

1. The Purchasing Card will only be used to purchase AVIS rental vehicle fuel while on official state business.
2. The Purchasing Card will not be used to purchase fuel for state or personal vehicles even if on official state business.
3. The Cardholder must obtain itemized fuel receipts, regardless of the purchase amount. Receipts must show the name and address of vendor, date and time of purchase, price per gallon, quantity of fuel purchased and total cost.
4. The Cardholder must obtain an itemized AVIS receipt which contains sufficient details for a post audit. The receipt must include the type of vehicle, rental rate, rental dates and times, mileage, and amount of fuel at beginning and end of trip.
5. Every fuel purchase on the Purchasing Card must have a corresponding AVIS receipt.
6. The Cardholder must complete a Voucher for Reimbursement of Travel Expenses form, regardless if reimbursement is due or not due.
7. Copies of both the fuel and AVIS receipts must be attached to the cardholder's Voucher for Reimbursement of Travel Expenses form.
8. Replacement receipts will not be accepted for fuel or AVIS purchases.
9. In the Purchasing Card Module, approvers must enter the AVIS receipt number and the dates of travel in the description field for the corresponding fuel purchase.
10. The Level 008 approver will perform a complete travel reconciliation for every cardholder fuel purchase. All fuel purchases in the Purchasing card module will be compared to the corresponding Voucher for Reimbursement of Travel Expenses form. This form must have the AVIS and fuel receipts attached. The receipts will be verified for proper dates and charge amounts.
11. All fuel purchases claimed on a Voucher for Reimbursement of Travel Expenses form will be compared to the Purchasing Card Module to ensure that reimbursements are not claimed by the state employee in addition to payment of a Purchasing Card transaction.
12. If copies of both the fuel and AVIS receipts are not attached to the Voucher for Reimbursement of Travel Expenses form, the

4/27/2006

fuel charges will be deducted from the employee's travel reimbursement or the employee will have to reimburse the State for the amount.

13. All Voucher for Reimbursement of Travel Expenses forms that includes reimbursement for fuel must be turned into the Bureau of Financial Services with 5 days of completion of travel.

14. Abuse of these procedures will lead to disciplinary action up to and including termination.

If you have any questions or concerns regarding these procedures, please contact me at 414-7746. Thanks.

Angela M. Pereira

Department of Management Services
Purchasing Card Administrator
4050 Esplanade Way, Suite 260I
pereira@dms.state.fl.us
(850)414-7746
(850)922-6549 fax

Berley, June

From: Pereira, Angela
Sent: Thursday, April 13, 2006 2:09 PM
To: Clark, Mitchell; Berley, June
Subject: FW: Personal Use of AVIS Rental Vehicles While on State Business

FYI

-----Original Message-----

From: Pereira, Angela
Sent: Thursday, April 13, 2006 9:39 AM
To: Nazario-Braddock, Leticia; MacVicar, Michelle; Majid, Abdul; Mallue, Jim; Marsiglio, Cindi; Martin, Jim; Martinez, Joe; Mason, Carolyn; Mathews, Sonja; Matthews, Billy; Matthews, Stephenie; Maxwell, Alicia; Maxwell, Rodney; McBride, Danette; McBride, Sue; McCampbell, Gene; McCann, Ed; McCarley, Rebecca; McConnell, Una; McCusker, Bill; McDaniel, Karen; McElroy, Cheryl; McGee, Brenshinita; McGovern, Betty; McGovern, Fred; McGriff, Linda; McKee, Akram; McLaughlin, Bob; McMillen, Timea; McPherson, Marta; Meck, Steve; Mendez, Martha; Meredith, Bruce; Meyers, Bruce; Mikell, Chip; Miller, Anthony; Miller, Elizabeth; Milligan, Jeff; Mims, Kimberly; Moneyham, Chuck; Moore, Bud; Morales, Bob; Moran, Casie; Morgan, Joyce; Morris, Neal; Morton, Mark; Motter, Diane; Moultrie, Robert; Moultry, Sharon; Mullen, Teresa; Myers, Linda; Sweat, Danielle; Ochoa, Pat; Ogle, Linda; Oglesby, Gary; Oliver, Joyce; O'Nan, Megan; O'Quinn, Dani; Owen, John; Owens, Regina; Padgham_D; Paige, Bonita; Paige, Windell; Paramore, Jacqueline; Parks, Don; Parks, Krls; Pate, Bill; Patterson, Ruthie; Peace, David; Pena, Lainey; Pereira, Angela; Phinazee, Mike; Pierce, Joe; Pierre-Louis, Quenedy; Pilecki, Andrew; Platt, Nicholas; Pollins, Stu; Poole, Donna; Potts, Ellen; Purcell, John; Quarterman, Jerald; Qureshi, Amir; Qureshi, Raghib; Rackley, Jeff; Raheb, Kent; Rakestraw, Jonathan; Ramphal, Al; Reed, Janice; Reed, Sandra; Rewiski, Rick; Reynaldos, Marcia; Reynolds, Ralph; Rhodes, Dolicia; Riles, Sandra; Ringgold, Lloyd; Ritter, John; Rix, Joey; Robertson, Kaye; Rocco, Terry; Rossman, Richard; Rothman, Russ; Rozar, Al; Ruby, Jack; Rudd, Ouida; Rumph, Steve; Runyan, Sharon; Rusk, Lona; Russo, Mike; Saliba, Jean-Pierre; Salmon, Bill; Sams, Cyndee; Sanders, Patti; Scott, Larry; Seidler, Fran; Selman, Bob; Shaw, Julie; Shoemaker, Trish; Showalter, John; Sibille, Clint; Simmonds, Leon; Simmons, Scott; Simmons, Sheila; Sims, Gene; Sinclair, Peter; Smith, Cathy; Smith, Donna; Smith, Fredrick; Smith, Jack; Snuggs, Andy; Snuggs, Sarabeth; Snyder, Dave; Snyder, Keith; Solomon, Paulette; Sondossi, Mahmoud; Spencer, Wanda; Stansell, Emory; Starling, John; Stephens, Hank; Stith, E J; Strickland, Patty; Sumrall, Daile; Sutherland, Lisa; Swanson, Bill; Zumbunn, Jim; Barbara Thompson-Yates; Tait, William; Tanton, Brandi; Taylor, Clifford; Taylor, Penney; Taylor, Sherry; Terry, Sharon; Thompson, Gary; Thompson, Lionel; Thornton, Bond; Thursby, Sharon; Tilton, Angela; Tooke, Susan; Tournay, Eric; Towne, Laura; Townsend, Chip; Tribley, Lloyd; Truckenbrod, Lisa; Tyre, Van; Varn, Jessica; Vera, Aida; Waddell, Roy; Wade, Sandie; Watson, Rick; Waugh, Carol; Wells, Brenda; Wells, Carlton; Welsh, Steve; Whitney, Rick; Wiggins, David; Wilbur, Tabitha; Williams, Charlene; Williams, Tina; Williams, Van; Wilson, Bruce; Wilson, Michelle; Winkler, Cary; Woelfel, Jerry; Womack, Sherry; Wonsch, Betsy; Woods-Obinna, Ricardo; Woolverton, Stacia; Wright, Chuck; Wright, Tommy; Yaffin, Josh; Yeaton, Jon; Yoerger, Roy; York, Gerard; Yown, Peggy; Yu, Fenglan; Zahner, Sharon
Subject: Personal Use of AVIS Rental Vehicles While on State Business

Attached is a memo from State Fleet Management addressing the personal use of AVIS rental vehicles while on state business. If your business travel turns into personal travel, you must check in at a local rental location and update your rental agreement with a personal credit card. Personal travel expenses should not be combined with business travel expenses. .

The same policy applies to your hotel stay. You must close out your business travel on your PCard at the front desk and place your personal stay on a personal credit card or pay cash. Placing personal charges on your PCard and then later having the amount deducted from your Travel Reimbursement Voucher or reimbursing by check is not allowed.

If you have any questions regarding these policies, please contact me at 414-7746. Thanks.

Angela M. Pereira
Department of Management Services
Purchasing Card Administrator
4050 Esplanade Way, 260.3Y
pereira@dms.state.fl.us
(850)414-7746
(850)921-5427 fax

7/13/2006



DEPARTMENT OF MANAGEMENT
SERVICES

"We serve those who
serve Florida"

JEB BUSH
Governor

Tom Lewis, Jr.
Secretary

MyFlorida.com



Division of Fleet Mgmt.,
FPA & BCP
4050 Esplanade Way
Suite 335
Tallahassee, Florida
32399-0950

Telephone:
850-488-4290

Fax:
850-922-6194

Internet:
www.MyFlorida.com

April 10, 2006

MEMORANDUM

To: All State Employees

From: Rosalyn M. Ingram, Director
State Fleet Management, FPA & PPM
Department of Management Services

Subject: Personal Use of Avis Rental Vehicles While on
State Business

When you rent an Avis vehicle for state business using a Purchasing Card and wish to continue the rental for personal use, you must check in at the local rental location and update your rental agreement using your personal credit card.

The rates for business and personal travel are the same, but business travel includes insurance coverage and tax exemption. It is not Avis's responsibility to break up your rental costs. Using the State Purchasing Card for the entire rental and then reimbursing the State is prohibited.

If you should have any questions on this matter, please contact the State of Florida, Department of Management Services at 850/488-4290 or your agency's Purchasing Card Administrator.

RB/db

cc: Tom Clemons
Angela Pereira
Cynthia Metcalfe

STC 518-020-05-1 Rental Vehicles

Posted: 05/29/2008

Edited: 05/29/2008

Message

Plate Pass Charges and Avis Billing:

The Department of Financial Services (DFS) will not pay for "Plate Pass" charges to P-Cards or other credit cards used on Avis Rentals. The Department of Transportation has implemented "Plate Pass," an innovative way to capture vehicle tags for those who go through SunPass Tolls without a SunPass Prepaid Transponder or one with insufficient funds. Plate Pass is a third party billing; therefore there are "added charges" over and above the actual "toll charge." DFS will reimburse for tolls upon paid toll receipts but will not pay for "Plate Pass" charges. Plate Pass bills the owners of the non-paying vehicles by dunning or charging those individuals/vendors. Avis Rentals passes those charges directly back to the vehicle renter. Avis can validate the date, time, and place and SunPass Transponder response including the Plate Pass capture data. They will provide this information to renters if asked. Plate Pass charges will never be included within the State Term Contract 518-020-05-1 Vehicle Rentals due to third party billing.

For additional information, contact Gary McGee at Gary.McGee@dms.myflorida.com.

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.

Please contact Cheri Greene at (850) 413-5593, cheri.greene@myfloridacfo.com or Marie Walker at (850) 413-5679, marie.walker@myfloridacfo.com if you have questions regarding this information.

STARTING

TOYOTA

PRiUS

POWERED BY HYBRID

VALET

INSTRUCTIONS

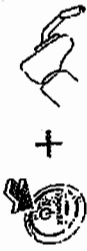
Affix to key ring and present to valet.

1



Insert key

2



Depress brake pedal + Press "Power" button

3



You may begin driving after the "READY" light remains on.

OVER

SHIFTING

1



Depress the brake pedal

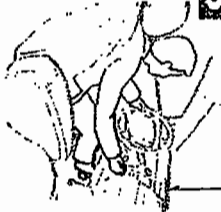
+

2

R



3



Check display to confirm shift position.

PARKING

1



Press "P" Park button

2



Press "POWER" button

3



Pull out "POWER" button key

Printed on recycled paper

MAIN 00505-VTS06-PRI

Berley, June

From: Berley, June
Sent: Wednesday, October 14, 2009 1:59 PM
To: Aaron, Cindy; Adams, Mailea; Anderson, Mary Ellen; Arora, Purnima; Barfield, Ann; Bickley, Kimberly; Bishop, Donna; Borger, Bettyjean; Bradley, Edith; Brandon, Betty; Brandon, Christine; Bratcher, Tery; Brock, Debi; Broome, Christie; Bullock, Jamie; Burch, Debbie; Burns, Mary Ann; Carlisle, Timothy; Cherry, Kwan; Clement, Kay; Coleman, Claire; Collins, Linda; Cutchen, Laura; Donaldson, Pam; D'Souza, Mary; Dyer, Lila; Edwards, Karen; Farmer, Stephanie; Gee, Ella; Hagan, Johnny; Harden, Peggy; Harrison, Patti; Hart, Ruth; Hawkins, Thelma; Henderson, Debbie; Hill, Kathleen; Houston, Amy; Howell, John; Huang, Belinda; Jones, Carolyn; Keele, Suzanne; Kinsey, Brad; Lett, Pamela; Lorberg, Barbara; Love, Linda Kay; McClure, Mike; McConnell, Una; McGovern, Betty; McGregor, Ramona; McGriff, Linda; Mullen, Teresa; Padgham, Donna; Parham, Melanie; Parks, Kris; Pereira, Angela; Pierre, Carla; Plyler, Carl; Prather, Christene; Radney, Laurie; Raymond, Susan; Reed, Sandra; Riles, Sandra; Rogers, Belinda (DMS); Routt, Sherrie; Rudd, Ouida; Sams, Cyndee; Shirley, Kim; Shoup, Debbie; Smith, Tammy; Southall, Celynna; Sparks, Susan; Sylvester, Toletha; Tanton, Brandi; Taylor, Penney; Terry, Sharon; Thompson-Yates, Barbara; Thursby, Sharon; Traylor, Tim; Vera, Aida; Walker, Nicole; Watson, Kathryn; Wheatley, Aisha; Wilbur, Tabitha; Wilson, Michelle; Wright, Denise
Subject: State Contract for Rental Vehicles - Autos and Trucks

Good Morning Everyone,

Attached is the link to the new state contract for rental vehicles effective 9/30/09. Avis continues to have the contract for cars and Enterprise has the contract for trucks and cargo vans. You can view the entire contract or just the sections that interest you such as the pricing sheets. Gas purchases on the pcard are still restricted to use with an Avis rental only.

Changes of note are:

The hybrid Prius is no longer in a class of its own. It falls within the full size car class and you **MUST** request the hybrid when making your reservation. Even with a reservation a hybrid vehicle is **NOT GUARANTEED**. Hybrids can only be rented from the state contract in Florida. No out-of-state hybrid option is available on the contract.

Mileage for business rentals is now unlimited on all contract vehicle classes. Unlimited mileage may not be available for personal rentals at the contract rate.

Fuel charges will be at the national average plus 10% so please refuel your rental **BEFORE** you return it.

The rates in all classes are lower and an SUV is now available on the contract at a rate lower than a minivan or passenger van.

http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts/rental_vehicles2/complete_contract_pdf

If you need assistance or have any questions please let me know.

June

Have a Blessed Day!

Exhibit A - 1st Tab

Company Name **Avis Rent A Car System, Inc.**

Per Gallon - Refueling Service Fee

Renewal Term

In State Rentals

for the Renewal Term \$ 0.10

Section	Class: Autos (including hybrids, Flex Fuel and Fuel Efficient vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	
43	Subcompact	\$ 20.75	\$ 4.15	\$ 124.50	\$ 539.50	Unlimited	N/A	
44	Compact	\$ 26.75	\$ 8.92	\$ 180.25	\$ 695.50	Unlimited	N/A	
45	Intermediate	\$ 28.75	\$ 7.44	\$ 190.28	\$ 773.50	Unlimited	N/A	
46	Full Size	\$ 35.75	\$ 11.92	\$ 250.25	\$ 929.50	Unlimited	N/A	
47	Minivan	\$ 44.80	\$ 14.93	\$ 268.50	\$ 985.50	Unlimited	N/A	
48	Passenger Van	\$ 30.75	\$ 7.89	\$ 184.50	\$ 676.50	Unlimited	N/A	
49	Standard SUV							
Section	Class: Trucks (including hybrids, Flex Fuel and Fuel Efficient vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	
50	Standard Pick-Up, Open Bed (2,500 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
51	3/4 - 1 Ton Pick-Up, Open Bed, Diesel w/Towing Package (15,700 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
52	Panel Van (2,500 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
53	Parcel Van 14' w/walk ramp (3,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
54	City Van 14' w/walk ramp (3,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
55	City Van 16' w/walk ramp (4,000 to 6,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
56	Straight Truck 16' (CDL may be required) w/walk ramp (4,000 to 6,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
57	Straight Truck 20' (CDL may be required) w/walk ramp (9,000 to 11,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
58	Straight Truck 24' (CDL may be required) w/walk ramp (9,000 to 11,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
59	Straight Truck 16' (CDL may be required) w/hydraulic lift gate (4,000 to 6,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
60	Straight Truck 20' (CDL may be required) w/hydraulic lift gate (9,000 to 11,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
61	Straight Truck 24' (CDL may be required) w/hydraulic lift gate (9,000 to 11,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
Section	Class: Executive/Order - Emergency Management Services (including hybrids, Flex Fuel and Fuel Efficient vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	
62	Standard SUV	\$ 19.75	\$ 3.95	\$ 118.50	\$ 434.50	Unlimited	N/A	
63	Standard Pick-Up, Open Bed (2,500 lbs. payload)	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	

Exhibit A - 1st Tab

Company Name **Avis Rent A Car System, Inc.**

Renewal Term:

Out of State Rentals

Section	Class: A/CX (Including hybrids, Flex Fuel and Fuel Efficient vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	
64	Subcompact	\$ 23.75	\$ 4.75	\$ 142.50	\$ 522.50	Unlimited	N/A	
65	Compact	\$ 29.75	\$ 5.95	\$ 208.25	\$ 654.50	Unlimited	N/A	
66	Intermediate	\$ 32.75	\$ 6.55	\$ 229.25	\$ 720.50	Unlimited	N/A	
67	Full Size	\$ 36.75	\$ 7.35	\$ 233.28	\$ 808.50	Unlimited	N/A	
68	Minivan	\$ 42.75	\$ 8.35	\$ 279.47	\$ 940.50	Unlimited	N/A	
69	Passenger Van	\$ 44.80	\$ 8.96	\$ 266.80	\$ 985.60	Unlimited	N/A	
70	Standard SUV	\$ 37.75	\$ 7.55	\$ 226.50	\$ 830.50	Unlimited	N/A	2 Wheel Daily (500 lb capacity)
Section	Class: Trucks (Including hybrids, Flex Fuel and Fuel Efficient vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	
71	Standard Pick-Up, Open Bed (2,500 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
72	3/4 - 1 Ton Pick-Up, Open Bed, Diesel w/Towing Package (10,700 lbs. payload)	\$ -	\$ -	\$ -	\$ -	600	\$ -	Included
73	Panel Van (2,500 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
74	Parcel Van 14' w/walk ramp (3,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
75	City Van 14' w/walk ramp (3,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
76	City Van 16' w/walk ramp (4,000 to 6,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
77	Straight Truck 16' (CDL may be required) w/walk ramp (4,000 to 6,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
78	Straight Truck 20' (CDL may be required) w/walk ramp (9,000 to 11,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
79	Straight Truck 24' (CDL may be required) w/walk ramp (9,000 to 11,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
80	Straight Truck 16' (CDL may be required) w/walk ramp (4,000 to 6,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
81	Straight Truck 20' (CDL may be required) w/walk ramp (9,000 to 11,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
82	Straight Truck 24' (CDL may be required) w/walk ramp (9,000 to 11,000 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	\$ -	Included
Section	Class: Executive Order - Emergency Management Services (Including hybrids, Flex Fuel and Fuel Efficient vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	
83	Standard SUV	\$ 19.75	\$ 3.95	\$ 118.50	\$ 434.50	Unlimited	N/A	
84	Standard Pick-Up, Open Bed (2,500 lbs. payload)	\$ -	\$ -	\$ -	\$ -	500	N/A	

Thomas Garland

Title **EVP Sales and Marketing**
Date **07/14/09**

Exhibit A - 1st Tab

Company Name **Enterprise Leasing Co. of Florida**

Renewal Term:

In State Rentals

Per Gallon - Refueling Service Fee
for the Renewal Term \$ -

Section	Class: Autos (including hybrids, Flex Fuel and Fuel Efficient Vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	
43	Subcompact	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
44	Compact	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
45	Intermediate	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
46	Full Size	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
47	Minivan	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
48	Passenger Van	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
49	Standard SUV	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
Section	Class: Trucks (including hybrids, Flex Fuel and Fuel Efficient Vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	2 Wheel Daily (500 lb capacity)
50	Standard Pick-Up, Open Bed (2,500 lbs. payload)	\$ 60.00	\$ 20.00	\$ 300.00	\$ 1,200.00	\$00	\$ 0.25	Included
51	Std - 4 Ton Pick-Up, Open Bed, Diesel w/locking Package (10,000 lbs. payload)	\$ 75.00	\$ 20.00	\$ 375.00	\$ 1,500.00	\$00	\$ 0.25	Included
52	Panel Van (2,500 lbs. payload)	\$ 70.00	\$ 20.00	\$ 350.00	\$ 1,400.00	\$00	\$ 0.25	Included
53	Panel Van 14' w/walk ramp (3,000 lbs. payload)	\$ 80.00	\$ 20.00	\$ 400.00	\$ 1,600.00	\$00	\$ 0.25	Included
54	City Van 14' w/walk ramp (3,000 lbs. payload)	\$ 80.00	\$ 20.00	\$ 400.00	\$ 1,600.00	\$00	\$ 0.25	Included
55	City Van 16' w/walk ramp (4,000 to 6,000 lbs. payload)	\$ 90.00	\$ 20.00	\$ 450.00	\$ 1,800.00	\$00	\$ 0.25	Included
56	Straight Truck 16' (CDL may be required) w/walk ramp (4,000 to 6,000 lbs. payload)	\$ 90.00	\$ 20.00	\$ 450.00	\$ 1,800.00	\$00	\$ 0.25	Included
57	Straight Truck 20' (CDL may be required) w/walk ramp (9,000 to 11,000 lbs. payload)	\$ 105.00	\$ 20.00	\$ 525.00	\$ 2,100.00	\$00	\$ 0.25	Included
58	Straight Truck 24' (CDL may be required) w/walk ramp (9,000 to 11,000 lbs. payload)	\$ 105.00	\$ 20.00	\$ 525.00	\$ 2,100.00	\$00	\$ 0.25	Included
59	Straight Truck 16' (CDL may be required) w/hydraulic lift gate (4,000 to 6,000 lbs. payload)	\$ 90.00	\$ 20.00	\$ 450.00	\$ 1,800.00	\$00	\$ 0.25	Included
60	Straight Truck 20' (CDL may be required) w/hydraulic lift gate (9,000 to 11,000 lbs. payload)	\$ 105.00	\$ 20.00	\$ 525.00	\$ 2,100.00	\$00	\$ 0.25	Included
61	Straight Truck 24' (CDL may be required) w/hydraulic lift gate (9,000 to 11,000 lbs. payload)	\$ 105.00	\$ 20.00	\$ 525.00	\$ 2,100.00	\$00	\$ 0.25	Included
Section	Class: Executive Order - Emergency Management Services (including hybrids, Flex Fuel and Fuel Efficient Vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	
62	Standard SUV	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
63	Standard Pick-Up, Open Bed (2,500 lbs. payload)	\$ 37.77	\$ 9.44	\$ 181.30	\$ 710.08	Unlimited	N/A	

Exhibit A - 1st Tab

Company Name **Enterprise Leasing Co. of Florida**

Renewal Term:

Out of State Rentals

Section	Class: Autos (including hybrids, Flex-Fuel and Fuel Efficient Vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	
64	Subcompact	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
65	Compact	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
66	Intermediate	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
67	Full Size	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
68	Minivan	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
69	Passenger Van	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
70	Standard SUV	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
Section	Class: Trucks (including hybrids, Flex-Fuel and Fuel Efficient Vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	2 Wheel Dolly (500 lb. capacity)
71	Standard Pick-Up, Open Bed (2,500 lbs. payload)	\$ 60.00	\$ 20.00	\$ 300.00	\$ 1,200.00	500	\$ 0.25	Included
72	3/4 - 1 Ton Pick-Up, Open Bed, Diesel w/Towing Package (10,700 lbs. payload)	\$ 75.00	\$ 20.00	\$ 375.00	\$ 1,500.00	500	\$ 0.25	Included
73	Panel Van (2,500 lbs. payload)	\$ 70.00	\$ 20.00	\$ 350.00	\$ 1,400.00	500	\$ 0.25	Included
74	Parcel Van 14' w/walk ramp (3,000 lbs. payload)	\$ 80.00	\$ 20.00	\$ 400.00	\$ 1,600.00	500	\$ 0.25	Included
75	City Van 14' w/walk ramp (3,000 lbs. payload)	\$ 80.00	\$ 20.00	\$ 400.00	\$ 1,600.00	500	\$ 0.25	Included
76	City Van 16' w/walk ramp (4,000 to 6,000 lbs. payload)	\$ 90.00	\$ 20.00	\$ 450.00	\$ 1,800.00	500	\$ 0.25	Included
77	Straight Truck 16' (CDL may be required) w/walk ramp (4,000 to 6,000 lbs. payload)	\$ 90.00	\$ 20.00	\$ 450.00	\$ 1,800.00	500	\$ 0.25	Included
78	Straight Truck 20' (CDL may be required) w/walk ramp (8,000 to 11,000 lbs. payload)	\$ 105.00	\$ 20.00	\$ 525.00	\$ 2,100.00	500	\$ 0.25	Included
79	Straight Truck 24' (CDL may be required) w/walk ramp (9,000 to 11,000 lbs. payload)	\$ 105.00	\$ 20.00	\$ 525.00	\$ 2,100.00	500	\$ 0.25	Included
80	Straight Truck 16' (CDL may be required) w/hydraulic lift gate (4,000 to 6,000 lbs. payload)	\$ 90.00	\$ 20.00	\$ 450.00	\$ 1,800.00	500	\$ 0.25	Included
81	Straight Truck 20' (CDL may be required) w/hydraulic lift gate (9,000 to 11,000 lbs. payload)	\$ 105.00	\$ 20.00	\$ 525.00	\$ 2,100.00	500	\$ 0.25	Included
82	Straight Truck 24' (CDL may be required) w/hydraulic lift gate (9,000 to 11,000 lbs. payload)	\$ 105.00	\$ 20.00	\$ 525.00	\$ 2,100.00	500	\$ 0.25	Included
Section	Class: Executive Order - Emergency Management Services (including hybrids, Flex Fuel and Fuel Efficient Vehicles)	Daily (Net Rate)	Hourly (Net Rate)	Weekly (Net Rate)	Monthly (Net Rate)	Daily Free Mileage	Per Mile Overage	
83	Standard SUV	\$ -	\$ -	\$ -	\$ -	Unlimited	N/A	
84	Standard Pick-Up, Open Bed (2,500 lbs. payload)	\$ 37.77	\$ 9.94	\$ 190.80	\$ 747.30	500	N/A	

Arie C Vance

Title Vice President/General Manager
Date 07/13/09

Section 5 – Pcard Print Screen

Avis Rental – In-state Regular and Conference

Gas Purchase – In-state Regular and Conference

Hotel – In-state Regular and Conference

Conference Registration – In-state

Airfare – In-state Regular and Conference

Agent Fee – In-state Regular and Conference

Avis ETolls – In-state Regular and Conference

***** Charge/Distribution Maintenance *****

Sep 14, 09

4 more >

Date CHG 08242009 CRD 01

Name

DT REC 08262009

SubVendor

Merchant AVIS RENT-A-CAR 1

ZIP 32399-

*Disapproval	CD	Reason
--------------	----	--------

PPI *SDN

[illegible]

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRNM MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

Scrolling performed.

DCDOMCO

***** Charge/Distribution Maintenance *****

DCDMMCQ5

< 4 more

10:42 AM

*Action (D,M) M Approve (Y/N) Amount 33.95

Date CHG 08242009 CRD 01

Name _____

DT REC 08262009

*Vendor ID F111998661025 Invoice 0166928

SubVendor

Merchant AVIS RENT-A-CAR 1

ZIP 32399-

*Disapproval	CD	Reason
--------------	----	--------

PPI *SDN

[illegible]

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCS

Scrolling performed.

DCDQMCQ ***** Charge/Distribution Maintenance *****
 Sep 14,09

DCDMMCQ1
 4 more >

*Action (D,M) M Approve(Y/N) _ Amount 33.95 Date CHG 08242009 CRD 01
 Name [REDACTED] DT REC 08262009
 *Vendor ID F111998661025 Invoice 0166928 SubVendor [REDACTED]
 Merchant AVIS RENT-A-CAR 1 ZIP 32399-
 *Disapproval CD _ Reason _ PPI _ *SDN _

LN	ACT	SC	SDN-LN	Amount	Org (L1-L5)	*EO	VR	*Object	Description
1_	-	-	-	33.95	72 [REDACTED]	01	01	261018	#105474983
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

Scrolling performed.

DCDQMCQ ***** Charge/Distribution Maintenance *****
 < 4 more

DCDMMCQ5
 10:44 AM

*Action (D,M) M Approve(Y/N) _ Amount 33.95 Date CHG 08242009 CRD 01
 Name [REDACTED] DT REC 08262009
 *Vendor ID F111998661025 Invoice 0166928 SubVendor [REDACTED]
 Merchant AVIS RENT-A-CAR 1 ZIP 32399-
 *Disapproval CD _ Reason _ PPI _ *SDN _

LN	ACT	Commodity Description	P-CD	B	G	Voucher	Line
1_	-	9/7_CONFERENCE	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

Enter changes

DCDQMCQ

Sep 14,09

***** Charge/Distribution Maintenance *****

DCDMMCQ1

4 more >

*Action (D,M) M_ Approve(Y/N) _ Amount 12.50 Date CHG 08242009 CRD 01
 Name [REDACTED] DT REC 08272009
 *Vendor ID F590904473014 Invoice 0166985 SubVendor [REDACTED]
 Merchant GATE STORE 1210 Q80 ZIP 32301-
 *Disapproval CD _ Reason _ PPI _ *SDN _

LN	ACT	SC	SDN-LN	Amount	Org (L1-L5)	*EO	VR	*Object	Description
1_	-	-	-	12.50	72 [REDACTED]	01	01	261000	GAS 105474983
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

Scrolling performed.

DCDQMCQ

***** Charge/Distribution Maintenance *****

DCDMMCQ5

< 4 more

10:44 AM

*Action (D,M) M_ Approve(Y/N) _ Amount 12.50 Date CHG 08242009 CRD 01
 Name [REDACTED] DT REC 08272009
 *Vendor ID F590904473014 Invoice 0166985 SubVendor [REDACTED]
 Merchant GATE STORE 1210 Q80 ZIP 32301-
 *Disapproval CD _ Reason _ PPI _ *SDN _

LN	ACT	Commodity Description	P-CD	B	G	Voucher	Line
1_	-	9/7	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

DCDQMCQ
Sep 14, 09

***** Charge/Distribution Maintenance *****

DCDMMCQ1
4 more >

```
*Action (D,M)  M_ Approve(Y/N)  _ Amount 12.50      Date CHG 08242009 CRD 01
Name [REDACTED]                                     DT REC 08272009
*Vendor ID F590904473014_ Invoice 0166985      SubVendor [REDACTED]
Merchant GATE STORE 1210      Q80              ZIP 32301-
*Disapproval CD      Reason _____          PPI  _ *SDN _____
```

[illegible]

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  QUIT  RETRN MAIN  FLIP  CONFM BKWRD FRWRD X-ALL LEFT  RIGHT PRCSS
```

DCDQMCQ
< 4 more

***** Charge/Distribution Maintenance *****

DCDMMCQ5
10:45 AM

```
*Action (D,M)  M  Approve(Y/N)  _ Amount 12.50          Date CHG 08242009 CRD 01
Name [REDACTED]                                     DT REC 08272009
*Vendor ID F590904473014  Invoice 0166985  SubVendor [REDACTED]
Merchant GATE STORE 1210  Q80                      ZIP 32301-
*Disapproval CD  Reason                               PPI  *SDN
```

[illegible]

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  QUIT  RETRN MAIN  FLIP  CONFM BKWRD FRWRD X-ALL LEFT  RIGHT PRCSS
```

DCDQMCQ
Sep 14, 09

***** Charge/Distribution Maintenance *****

```
DCDMMCQ1
4 more >
```

*Action (D,M) M_Approve(Y/N) _ Amount 237.90 Date CHG 08222009 CRD 02
Name [REDACTED] DT REC 08252009

*Vendor ID _____ Invoice 0166904 SubVendor _____
Merchant HILTON HOTELS DISNEY ZIP 32830-

*Disapproval	CD	Reason	PPI	*SDN
--------------	----	--------	-----	------

[illegible]

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  QUIT  RETRN MAIN  FLIP  CONFM BKWRD FRWRD X-ALL LEFT  RIGHT  PRCS
Scrolling performed.
```

DCDQMCQ
< 4 more

***** Charge/Distribution Maintenance *****

DCDMMCQ5
1:21 PM

*Action (D,M) M Approve(Y/N) _ Amount 237.90 Date CHG 08222009 CRD 02
Name [REDACTED] DT REC 08252009

*Vendor ID _____ Invoice 0166904 SubVendor _____
Merchant HILTON HOTELS DISNEY ZIP 32830-

*Disapproval	CD	Reason	PPI	*SDN
--------------	----	--------	-----	------

[illegible]

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  QUIT  RETR  MAIN  FLIP  CONF  BKWRD  FRWRD  X-ALL  LEFT  RIGHT  PRCS
```

Sep 14, 09

4 more >

*Disapproval	CD	Reason	PPI	*SDN
--------------	----	--------	-----	------

[illegible]

Scrolling performed.

< 4 more

1:21 PM

*Disapproval	CD	Reason	PPI	*SDN

1

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCSS

Enter changes

DCDQMCQ

Sep 14, 09

***** Charge/Distribution Maintenance *****

DCDMMCQ1

4 more >

*Action (D,M) M Approve(Y/N) _ Amount 430.21 Date CHG 09022009 CRD 01
Name [REDACTED] DT REC 09082009

*Vendor ID [REDACTED] Invoice 0167325 SubVendor [REDACTED]
Merchant AMERICAN AI 0017452505662 ZIP 74063-

*Disapproval CD _ Reason _ PPI _ *SDN _

LN	ACT	SC	SDN-LN	Amount	Org(L1-L5)	*EO	VR	*Object	Description
1				430.21	72 [REDACTED]	01	00	261500	9/7-10

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCS

Scrolling performed.

DCDQMCQ

***** Charge/Distribution Maintenance *****

DCDMMCQ5

< 4 more

10:51 AM

*Action (D,M) M Approve(Y/N) _ Amount 430.21 Date CHG 09022009 CRD 01
Name [REDACTED] DT REC 09082009

*Vendor ID [REDACTED] Invoice 0167325 SubVendor [REDACTED]
Merchant AMERICAN AI 0017452505662 ZIP 74063-

*Disapproval CD _ Reason _ PPI _ *SDN _

LN	ACT	Commodity Description	P-CD	B	G	Voucher	Line
1							

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCS

Scrolling performed.

DCDQMCQ

***** Charge/Distribution Maintenance *****

DCDMMCQ1

Sep 14,09

4 more >

*Action (D,M) M Approve(Y/N) _ Amount 430.21 Date CHG 09022009 CRD 01
 Name [REDACTED] DT REC 09082009

*Vendor ID [REDACTED] Invoice 0167325 SubVendor [REDACTED]
 Merchant AMERICAN AI 0017452505662 ZIP 74063-

*Disapproval CD _ Reason _ PPI _ *SDN _

LN	ACT	SC	SDN-LN	Amount	Org(L1-L5)	*EO	VR	*Object	Description
1				430.21	72 [REDACTED]	01	03	261518	9/7-10

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCS

Scrolling performed.

DCDQMCQ

***** Charge/Distribution Maintenance *****

DCDMMCQ5

< 4 more

10:52 AM

*Action (D,M) M Approve(Y/N) _ Amount 430.21 Date CHG 09022009 CRD 01
 Name [REDACTED] DT REC 09082009

*Vendor ID [REDACTED] Invoice 0167325 SubVendor [REDACTED]
 Merchant AMERICAN AI 0017452505662 ZIP 74063-

*Disapproval CD _ Reason _ PPI _ *SDN _

LN	ACT	Commodity Description	P-CD	B	G	Voucher	Line
1		CONFERENCE					

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCS

Enter changes

DCDQMCQ

***** Charge/Distribution Maintenance *****

DCDMMCQ1

Sep 14,09

4 more >

*Action (D,M) M Approve(Y/N) _ Amount 28.00

Date CHG 09022009 CRD 01

Name [REDACTED]

DT REC 09082009

*Vendor ID [REDACTED] Invoice 0167326

SubVendor [REDACTED]

Merchant AGENT FEE 0017452505662

ZIP 22203-

*Disapproval CD _ Reason _

PPI _ *SDN _

LN	ACT	SC	SDN-LN	Amount	Org (L1-L5)	*EO	VR	*Object	Description
1	-	-	-	28.00	72 [REDACTED]	01	00	261500	9/7-10
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCS

Scrolling performed.

DCDQMCQ

***** Charge/Distribution Maintenance *****

DCDMMCQ5

< 4 more

10:52 AM

*Action (D,M) M Approve(Y/N) _ Amount 28.00

Date CHG 09022009 CRD 01

Name [REDACTED]

DT REC 09082009

*Vendor ID [REDACTED] Invoice 0167326

SubVendor [REDACTED]

Merchant AGENT FEE 0017452505662

ZIP 22203-

*Disapproval CD _ Reason _

PPI _ *SDN _

LN	ACT	Commodity Description	P-CD	B	G	Voucher	Line
1	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCS

DCDQMCQ
Sep 14, 09

***** Charge/Distribution Maintenance *****

DCDMMCQ1
4 more >

*Action (D,M) M Approve(Y/N) _ Amount 28.00 Date CHG 09022009 CRD 01
 Name [REDACTED] DT REC 09082009
 *Vendor ID [REDACTED] Invoice 0167326 SubVendor [REDACTED]
 Merchant AGENT FEE 0017452505662 ZIP 22203-
 *Disapproval CD _ Reason _ PPI _ *SDN _

LN	ACT	SC	SDN-LN	Amount	Org (L1-L5)	*EO	VR	*Object	Description
1	-	-	-	28.00	72 [REDACTED]	01	03	261518	9/7-10
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCS
Scrolling performed.DCDQMCQ ***** Charge/Distribution Maintenance *****
< 4 moreDCDMMCQ5
10:53 AM

*Action (D,M) M Approve(Y/N) _ Amount 28.00 Date CHG 09022009 CRD 01
 Name [REDACTED] DT REC 09082009
 *Vendor ID [REDACTED] Invoice 0167326 SubVendor [REDACTED]
 Merchant AGENT FEE 0017452505662 ZIP 22203-
 *Disapproval CD _ Reason _ PPI _ *SDN _

LN	ACT	Commodity Description	P-CD	B	G	Voucher	Line
1	-	Conference	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCS

Scrolling performed.

DCDQMCQ

***** Charge/Distribution Maintenance *****

DCDMMCQ1

Sep 14, 09

4 more >

*Action (D,M) M Approve(Y/N) _ Amount 13.50

Date CHG 09012009 CRD 01

Name [REDACTED]

DT REC 09082009

*Vendor ID Invoice 0167343

SubVendor

Merchant AVIS RENT A CAR TOLLS

ZIP 11021-

*Disapproval CD Reason

PPI _ *SDN

LN	ACT	SC	SDN-LN	Amount	Org (L1-L5)	*EO	VR	*Object	Description
1	-	-	-	13.50	72 [REDACTED]	01	01	261000	9/7-10 etoll
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCS

Scrolling performed.

DCDQMCQ

***** Charge/Distribution Maintenance *****

DCDMMCQ5

< 4 more

11:01 AM

*Action (D,M) M Approve(Y/N) _ Amount 13.50

Date CHG 09012009 CRD 01

Name [REDACTED]

DT REC 09082009

*Vendor ID Invoice 0167343

SubVendor

Merchant AVIS RENT A CAR TOLLS

ZIP 11021-

*Disapproval CD Reason

PPI _ *SDN

LN	ACT	Commodity Description	P-CD	B	G	Voucher	Line
1	-	WILL REIMBURSE SURCHARGE	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP QUIT RETRN MAIN FLIP CONFM BKWRD FRWRD X-ALL LEFT RIGHT PRCS

DCDQMCQ
Sep 14, 09

***** Charge/Distribution Maintenance *****

```
DCDMMCQ1
4 more >
```

*Action (D,M) M Approve(Y/N) _ Amount 13.50 Date CHG 09012009 CRD 01
Name [REDACTED] DT REC 09082009

*Vendor ID _____ Invoice 0167343 SubVendor _____
Merchant AVIS RENT A CAR TOLLS ZIP 11021-

*Disapproval	CD	Reason	PPI	*SDN
--------------	----	--------	-----	------

[illegible]

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  QUIT  RETRN MAIN  FLIP  CONFM BKWRD FRWRD X-ALL LEFT  RIGHT  PRCSS
Scrolling performed.
```

DCDQMCQ
< 4 more

***** Charge/Distribution Maintenance *****

DCDMMCQ5
11:01 AM

*Action (D,M) M Approve(Y/N) _ Amount 13.50 Date CHG 09012009 CRD 01
Name [REDACTED] DT REC 09082009

*Vendor ID	Invoice 0167343	SubVendor
Merchant AVIS RENT A CAR TOLLS		ZIP 11021-

*Disapproval	CD	Reason	PPI	*SDN
--------------	----	--------	-----	------

[illegible]

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  QUIT  RETRNR MAIN   FLIP   CONFM  BKWRD  FRWRD  X-ALL  LEFT   RIGHT  PRCSS
```

