

TRAVEL TIPS

Please use the internet or other means of comparison shopping to obtain the best rate available for your trip. We ask that you contact 3 vendors when possible.

The State of Florida rental car contract with Avis is only available for state employees. Please obtain the least expensive and most reasonable rate when renting a car for state travel. For your information and determination of reasonableness, state travel requires rental of compact cars. Again, we ask that you contact 3 vendors when possible.

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

Hotel rooms can only be reimbursed for the single occupancy rate + taxes. The maximum allowable rate is \$150 per night. If the rate is greater than \$150 per night, justification must be provided on the travel voucher. Again, we ask that you contact 3 vendors when possible.

Travel by personal vehicle will be reimbursed at the state rate of 44.5¢ per mile for map mileage, plus reasonable vicinity mileage.

Travel must be for a period of 24 hours or longer in order to claim meal reimbursement. Meals are reimbursed per the following schedule: \$6 for Breakfast: When travel begins before 6 a.m. and beyond 8 a.m.; \$11 for Lunch: When travel begins before 12 p.m. and beyond 2 p.m.; \$19 for Dinner: When travel begins before 6 p.m. and beyond 8 p.m.

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