

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.)*

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