STATE OF FLORIDA		TRAVELER John Doe				AGENCY JAC				
VOUCHER FOR REIMBURSEMENT		SOCIAL SECURITY NO. 123-45-6789 (not required)				HEADQUARTERS Tallahassee				
OF TRAVEL EXPENS	SES	CHECK ONE: X OFFICER/EMPLOYEE NONEMPLOYEE IND. CONTRACTOR (OPS			RESIDENCE (0	CITY)	Tallahassee		
DATE	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure And Hour of	Meals for Class A & B	Per Diem or Actual Lodging	Class C Meals	Map Mileage Claimed	Vicinity Mileage Claimed		Other Expenses
05/00/40	Tolloh assas to Alternanta Carinas	Lustine Administrative Commission Confessor 2040	Return	Travel	Expenses			2	Amount	Type
	Tallahassee to Altamonte Springs	Justice Administrative Commision Conference 2016	11:00 AM	1				3		
	Altamonte Springs Vicinity	Justice Administrative Commision Conference 2016		\$36.00					\$6.00	
	Altamonte Springs Vicinity	Justice Administrative Commision Conference 2016		\$36.00						Parking
05/05/16	Altamonte Springs to Tallahassee	Justice Administrative Commision Conference 2016	7:00 PM		\$80.00			3	\$25.00	Gas for Rental
			 							
			 							
			 							
		*Mileage from JAC to Enterprise Rent-A-Car	 							
		Mileage from SAC to Enterprise Rent-A-Car								
			 							
		*Jane Smith rode in rental car with John Doe								
		Jane Smith rode in rental car with John Doe	 							
		*Charged room service to Pcard in error	 							
		Charged room service to Pcard in error								
Statement of Benefits	to the State: (Conference or Convention)	<u> </u>				0.1			0.1	
IAC provides adminis	strative consises to 50 entities under funtion Adm	ninistration IAC hosted a training conference for all Justice Administration		Column	Column	Column	6.00	MI.	Column	Summary
JAC provides administrative services to 50 entities under Justice Administration. JAC hosted a training conference for all Justice Administration offices to provide training regarding state processes and procedures necessary for effectively providing services. John Doe was a presenter at				Total	Total	Total			Total	Total
the traning conference		, , , , ,					44.5	¢ Mi.		
		T		\$ 102.00	\$ 80.00	\$ -	\$ 2.67		\$ 74.00	\$ 258.67
Revolving Fund:		Advance:		LESS ADVANC	CE RECEIVED					
Check No.		Warrant No.		LESS CLASS (C MEALS (Office	rs/Employees C	nly)			\$ -
Check Date		Warrant Date		LESS NON-RE	IMBURSABLE I	TEMS INCLUDE	D ON PURC	HASING CAF	RD	\$ (12.99)
Agency Voucher No.		Statewide Doc. No.		NET AMOUNT	DUE TRAVELE	R				\$ 245.68
		Agency Voucher No.			DUE THE STAT					
I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of			Pursuant to Section 112.061 (3) (a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the travel was on official business of the State of Florida and was for the purpose(s) stated above.							
Section 112.061, Florida	a Statutes			SUPERVISOR	'S SIGNATURE:					
TRAVELER'S SIGNA	TURE:			SUPERVISOR'S TITLE:						
SIGNATURE DATE:	TITLE			SIGNATURE DATE:						
FOR AGENCY USE:										
									Form	n DES-AA-15 (Rev. 07/06)

Date	Ticket Number or State Vehicle Number	STATE OF FLC SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVE	To ORIDA PURCHASING CARD CHARGES EL DEL ATED EVIDENCES ADE DAID BY LISING THE	Amount E STATE OF ELOPIDA DI IPOHASINO A	Name of Common Carrier or State Agency Owning Vehicle	
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		SECTION NEGOTILE TO BE SOMPLETED ONET WHEN THAVE	LE NELATED EXTENSES AND PAID BY USING THE	_ STATE OF FEORIDA FUNCTIASING (CARD	
5/2		Merchant/Vendor		Description of Item Acquired	Amou	nt of Charge
	Enterprise Rent-A-Car		Rental Car			\$127.50
5/2	Embassy Suites		Hotel Room			\$99.00
5/3	Embassy Suites		Hotel Room			\$99.00
5/4	Embassy Suites	<u></u>	Hotel Room			\$99.00
1	THIS SEC	CTION REQUIRED TO BE COMPLETED ONLY WHEN NON-REIN	MBURSEABLE ITEMS WERE PURCHASED USING	THE STATE OF FLORIDA PURCHASIN	NG CARD	
Date		Merchant/Vendor		Description of Item Acquired		nt of Charge
5/4 E	Embassy Suites			Room Service	\$	12.99
-	Total /This amount must appear on the li	ne "Less Non-Reimbursable Items Included on Purchasing Card" o	on the reverse side of this form		\$	12.99

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 word "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 a agenda and and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.