



Employee ID:

Award #:

Origin: _____ Destination: _____ Purpose of Travel: _____

Meals:	Breakfast = Travel begins before 6:00 AM and extends beyond 8:00 AM Lunch = Travel begins before 12:00 PM and extends beyond 2:00 PM Dinner = Travel begins before 6:00 PM and extends beyond 8:00 PM NOTE: If line item is red, reduce to maximum reimbursement.
Lodging:	Limited to a maximum nightly room rate of \$225 (excluding taxes/fees). Hotel receipt must be provided for reimbursement.
Per Diem:	\$20 per quarter depending on time of departure and return each travel day. Cannot be claimed with hotel expenses being charged the same day. QTR 1 = 12:01 AM - 6:00 AM. QTR 2 = 6:01 AM - 12:00 PM. QTR 3 = 12:01 PM - 6:00 PM. QTR 4 = 6:01 PM -12:00 AM.
Rental Car:	Must be at the lowest economical rate. Agency will be responsible for all upgrades. State will not reimburse any add-ons (insurance, fuel, tolls, etc.). Itemized final receipts must be provided for reimbursement. Fuel can only be claimed with rental cars. Receipts for fuel charges must be provided for reimbursement.
P. Vehicle:	Documentation of map mileage (i.e., google maps) must be submitted with reimbursement. Cannot claim fuel costs for personal, state, or agency vehicle. Mileage will be reimbursed at the federal IRS approved rate.
Other:	Itemized receipts must be provided. Taxi/Rideshare tips cannot exceed 15% of the fare. If training registration, agenda is required. If meals are provided, the meal rates must be deducted for that day.

I hereby certify that this claim for reimbursements is true and correct in every material matter, that the travel expenses were actually incurred by me as necessary for the performance of official duties under the program, that per diem claimed has been appropriately reduced by any meals or lodging included in any conference/training registration, and that this form conforms in every respect with the requirements of Section 112.061, F.S., Administrative Rule 69I-42.010, and Chapter 11Q-1, Florida Administrative Code.

Traveler Signature: _____

Typed Name:

Date: _____