

**Department of Community Affairs**  
**TRAVEL**  
**A Quick Reference Guide**

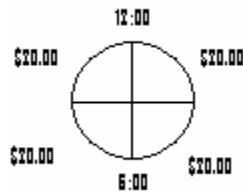
**Voucher for Reimbursement of Travel expense Form DFS-AA-15**

**Brief instructions to complete a voucher for reimbursement of travel expenses, form DFS-AA-13.**

1. **Payee** – The first name, middle initial and last name of the payee. The designation of Junior or a Third, etc., must agree with the employee's W-4 card on file with the State Comptroller's Office.
2. **Address, City, State, And ZIP Code** – Enter the traveler's complete office address.
3. **Type of Employee** – Mark the traveler's employment status.
4. **Social Security Number (SSN)** – Enter the traveler's correct SSN.
5. **Headquarters and Acronym** – Enter the city to which the traveler is currently assigned. Enter the office acronym.
6. **City of Residence** – Enter the city of the traveler's official residence.
7. **Date** – Enter the date(s) on which travel was performed. All receipts must correspond with dates of travel.
8. **Travel Performed from Point of Origin to Destination** – Enter the precise city of origin and destination that correspond with receipts and travel performed. **No abbreviations.**
9. **Purpose or Reason (Name of Conference)** – Enter the specific purpose of the travel performed. Enter the name of the conference, convention, workshop or meeting. **No abbreviations.**
10. **Conference, Convention, Workshop, Seminar, Out-of-State, Paid Registrations, Etc.** – A copy of the Authorization to Incur Travel (DFS-AA-13), with benefits accruing to the state, and the agenda or program must be attached as required supporting documentation. The form DFS-AA-13 must be completed with all required signatures. Travel authorization shall be completed for each person requesting approval for travel to a conference, convention or out-of-state on the approved form DFS-AA-13.
11. **Hour of Departure and Hour of Return** – Time of departure and return must be entered along with a.m. or p.m. Traveler taking personal leave at the end of a trip must estimate the return time to headquarters or city of residence.
12. **Class A and B Meals** – Class A is continuous travel of 24 hours or more away from official headquarters. Class B is continuous travel of less than 24 hours involving overnight absence away from official headquarters. The travel day for Class B travel begins at the same time the travel begins. Subsistence for class A or class B travel are as follows:
  - a. **Breakfast** - \$6 (When travel begins before 6 a.m. and extends beyond 8 a.m.)
  - b. **Lunch** - \$11 (When travel begins before 12 noon and extends beyond 2 p.m.)
  - c. **Dinner** - \$19 (When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment).

13. **Per Diem or Actual Lodging Expenses** – Enter the actual lodging expense and meal allowance or per diem in the specified columns.
- a. Lodging** – Itemized legible receipts for hotel expenses must be included as supporting documentation to the travel voucher. Lodging expenses will only be paid at the single occupancy rate. Check the hotel receipt for one or more guest in the room. When one or more travelers share a hotel room a copy of the other traveler’s travel voucher and hotel receipt must be provided. Lodging expenses shall only include room and taxes. Charges for parking, business telephone calls, mandatory safe charges, etc. must be listed under incidental expenses. Justification shall be provided for room rates over \$150 before taxes per night. In the event a hotel receipt is lost and a duplicate cannot be provided by the hotel, 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 city in which the traveler stayed.
- b. Per Diem or Subsistence – Mileage Limits** – A traveler shall not claim per diem or lodging reimbursement for overnight travel within 50 miles (one-way) of his headquarters or residence unless the circumstance necessitating the overnight stay are fully explained by the traveler and approved by the agency head.
- c. Per Diem** – Per diem shall be calculated using four six hour periods beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual expenses 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.

#### Daily Per Diem Clock



14. **Map Mileage Claimed** – If a personal automobile is used, map mileage would be reimbursed at the rate of \$0.445 per mile. Map mileage claimed cannot exceed that shown on the Department of Transportation Official Highway Mileage chart.
15. **Vicinity Mileage Claimed** – When a personal automobile is used, vicinity mileage will be reimbursed at \$0.445 per mile for miles driven for business purposes within the city limits of the point of destination or the point of origin. If the vicinity miles are of an extraordinary amount then a justification statement should be included on the travel voucher.
16. **Incidental Expenses** – The following incidental expenses of a traveler may be reimbursed:

- a. Taxi Fares** – Receipts for taxi fares in excess of \$25 on a per fare basis.
  - b. Taxi Tip** – Tips paid to taxi drivers must not exceed fifteen percent of the taxi fare.
  - c. Storage, Parking Fees or Toll** – Receipts for storage, parking fees or tolls in excess of \$25 on a per transaction basis.
  - d. Communication Expenses** – A statement that communication expenses were business related. This includes fax charges.
  - e. Maps** – Receipts for actual cost of maps necessary for conducting official business.
  - f. Registration fees** – A receipt or canceled check must be provided when the traveler pays the registration fee. Fees paid by the agency must be stated on the face of the travel voucher.
  
  - g. Mandatory Valet Parking** – Must be indicated on the Voucher for Reimbursement of Travel Expenses. Actual amount paid for mandatory valet parking not to exceed \$1 per occasion.
  - h. Portage** – Actual portage paid shall not exceed \$1 per bag not to exceed \$5 per incident. The number of bags must be included on the travel voucher. A justification is required for portage if it exceeds \$5.00.
  - i. Copies** – A statement that photocopy charges were business related.
  - j. Mandatory Hotel Safe Charges** – Safe charges are reimbursable by state funds only if the charges are mandatory by the hotel and stated on the travel voucher.
  - k. Common Carrier Expenses** – Travelers whose transportation is by common carrier shall make use of any state term aircraft or auto rental contracts that are in effect at the time. Failure to use state term contracts will require written justification on the face of the Voucher for Reimbursement of Travel expense Form DFS-AA-15 travel voucher. Justification must be in compliance with the state term contracts. Aircraft transportation for which a state contract does not exist must be the most economical rate and class available to the traveler. Exceptions will only be allowed when fully justified. Any cost in excess of state term contracts that are not fully justified will be borne by the traveler. Traveler will not be reimbursed for a rental car larger than the B-Car class because of the size or stature of the individual unless the requirements of the American with Disabilities Act (ADA) are met.
  - l. Limousine Services** – Should not be used instead of taxi unless it can be shown that it's the most economical method.
  - m. Other Incidentals Expenses** – Bus, train, etc.
  - n. Laundry** – Receipts for dry-cleaning, laundry and pressing expenses when official travel extends beyond 7 days and such expenses are necessarily incurred to complete official business portion of the trip.
17. Amount Totals – The traveler must assure the mathematical accuracy of each column by adding both down and across the travel voucher. Employee's travel advances, etc. shall be deducted from the travel voucher summary total giving the net amount due the traveler or the State of Florida.

18. Payee Signature and Title – Payee shall provide original signature and job title. The traveler’s signature certifies that the travel claim is true and correct in the performance of official duties. No abbreviations.
19. Date Prepared/Name and Telephone Number of the Person Preparing the Travel Voucher – Enter the date the travel voucher is prepared. Enter the preparer’s name and telephone number and area code or indicate that it is a SUNCOM number.
20. Supervisor’s Signature – All travel vouchers must be signed by the supervisor.
21. Supervisor’s Title – Enter the supervisor’s official title. No abbreviations.
22. Approval Date – Enter the date approved by the supervisor.
23. Organization Code – Enter the 8 digits of your office organization code.
24. Expansion Option (EO) – Enter the correct EO for your unit.
25. Payee’s Social Security Number – Enter and verify the correct social security of the traveler.
26. Grant – Enter the correct grant for your unit.
27. Object Code – Enter the required object code for in-state (261XXX), out-of-state (262XXX).
28. General Information - Vouchers submitted in payment of travel reimbursement requests must include:
  - a. A legible travel voucher.
  - b. Itemized legible hotel receipts.
  - c. Applicable/Legible transportation receipts for common carrier travel.
  - d. Applicable/Legible incidental receipts.
  - e. In the case of a conference or convention, form DFS-AA-13 with benefits to the state must be provided along with the pages of the agenda that itemizes the registration cost.
29. Conference, Conventions, Workshops, Seminars, Etc. - When a meal is included in a registration fee, the meal allowance shall be deducted even if the traveler decides for personal reasons not to eat the meal. A continental breakfast is considered a meal and must be deducted if included in a registration fee for a convention or conference. The deductions will also reduce Per Diem.
30. The Authorization to Incur Travel Expenses - Travel authorization shall be completed for each person requesting approval for travel to a conference, convention or out-of-state, etc. on the approved Form DFS-AA-13. A statement disclosing the benefits to the State must be provided with the information submitted to the Office of the Comptroller for reimbursement of expenses incurred in connection with a conference or convention. All travel authorization requests shall contain evidence of approval by supervisor.
31. General/Transportation – The agency head shall designate the most economical method of travel for each trip, keeping in mind the following conditions:
  - a. The nature of the business.
  - b. The most efficient and economical means of travel (considering time of the traveler, cost of transportation, and per diem or subsistence required).
  - c. The number of persons making the trip and the amount of equipment being transported.