



Travel Guidelines for Partner Travel

These guidelines are based on the State of Florida travel policies pursuant to Florida Statute 112.061.

TRAVEL ARRANGEMENTS

It is the responsibility of each traveler to plan travel arrangements as early as possible to ensure the most economical and efficient methods of travel are utilized. Travelers are required to travel by using the most efficient route, employing the most economical and efficient method of transportation and requesting standard accommodations.

DOMESTIC AIR TRAVEL

Travelers are expected to use the lowest logical airfare available that allows the traveler to fulfill all scheduling requirements. If traveling within the state, it may be more economical to drive.

All domestic air travel should be in Coach class (free upgrades through airline status, etc. are allowed).

Fees for selection of seats are permitted up to \$50 per trip (or \$25 per leg) if applicable. For example, purchase of Early Bird Check-In on Southwest or the seat selection fee on American is allowed to ensure a seat in case of overbooking.

One checked bag is reimbursable.

Purchase of airline trip insurance is not permitted unless the traveler has a valid, approved business reason. Read the policy carefully as most do not cover flight changes or cancellations due to business commitment changes.

LODGING

Hotel selection should be appropriate to the location and nature of the business. The type of hotel the traveler is expected to reserve is as follows:

- Properties where there are company-negotiated rates, if possible
- Group negotiated rate at conferences and conventions
- The least expensive property in a similar hotel category
- Moderately priced hotel chains such as Marriott (Courtyard or Fairfield Inn) or Hilton (Hilton Garden Inn, Hampton Inn, Doubletree)

Travelers will be reimbursed based on actual and reasonable hotel room costs. Hotel receipt must be submitted. Travelers should be prepared to justify hotel costs that exceed \$150 per night.

For travel that includes an overnight stay, the traveler is allowed a daily per diem rate of \$80 **OR** the actual cost of lodging plus meal allowances, whichever is greater. A traveler would choose the per diem option when staying with family or friends instead of at a hotel. (A hotel would not be reimbursed in the per diem situation.) See examples on page 5.

The original hotel receipt should be attached to the expense report, and each item on that receipt should be itemized on the expense reimbursement form. Personal items will not be reimbursed.

If there is a hotel parking charge, it should be included on the hotel receipt and should be noted on the expense form. Valet parking is not reimbursable unless there is no self-parking option.

Tips for the housekeeping staff are not reimbursable.

Travelers are not authorized for a lodging reimbursement when the work assignment is within 50 miles of their office or residence unless the circumstances are fully explained and pre-approved.

Travelers are responsible for canceling hotel rooms and will not be reimbursed for “no-show” charges unless there is sufficient proof of extenuating circumstances. Justification for non-use of a room should be explained on the traveler’s expense report.

Do not prepay your hotel stay unless required to do so. If the trip is canceled, the hotel will not refund that cost or apply it to a future stay. Conferences may require a one-night prepaid deposit.

RENTAL CAR

Travelers should rent a car TO their destination when

- Driving is more cost-effective than airline travel
- Transporting large or bulky material

Travelers may rent a car AT their destination when

- It is less expensive than other transportation modes such as taxis, airport car service and shuttles and still allows the traveler to meet scheduling requirements. Don’t forget to factor in the cost of hotel parking.

If a rental car is needed, employees are expected to use reasonable prudence in selecting a rental car provider. Per state travel policies, employees are expected to rent a **Compact** class automobile. Any upgrade should be justified in writing on the expense report as the most economical and efficient method based on number of persons traveling together and/or the amount of equipment and luggage being transported.

Travelers should consider the cost of renting a car versus driving their own. If a personal vehicle is the method of travel selected even though a rental car is more economical, employees will only be reimbursed up to the cost of a rental car plus gas.

Cars should be refueled before returning them to avoid a “refueling fee” which is generally more expensive.

Renters may use their own personal SunPass/E-PASS transponders or use the third party service provided by the rental car company. Please supply a receipt from your toll company account or go to the websites below for rental car toll receipts.

Enterprise: <https://www.htallc.com/en/tollpass?agency=Enterprise>
Hertz: <https://bill.platepass.com/receipt/receipt.aspx>
Avis: www.e-tolls.com

OTHER TRANSPORTATION

Personal Vehicles

Employees may use their personal car for business purposes:

- If it is less expensive than renting a car, taking a taxi or alternate transportation
- If it is more timely than taking public transportation
- When transporting company goods for delivery

If a personal vehicle is the method of travel selected even though a rental car is more economical, employees will only be reimbursed up to the cost of a rental car plus gas. If an employee chooses to drive their own car for personal reasons when others are carpooling to the same destination, personal mileage may not be claimed.

To be reimbursed for use of a personal car for business, travelers should provide the following on their expense report:

- Purpose of the trip, including who the meeting was with
- Date and location
- Receipts for tolls, parking

Mileage

When traveling to an off-site meeting/event/conference or to the airport before departing on a business trip, travelers will be reimbursed for business usage of personal cars at the state rate of \$0.445 per mile. No fuel charges can be claimed.

When travel begins at a point other than the workplace (i.e. home), the traveler should claim mileage for the lesser distance – either from point of origin to the destination or from the workplace to the destination. If the traveler is heading to the airport (or to the convention center for an expo, etc.) mileage would be calculated using the distance from the traveler's home to the airport or from the workplace to the airport – whichever is the lesser of the two. **The exception to this is if the traveler leaves home on a weekend, then mileage from home to the location can be claimed even if it is longer than from office to location. The exception also applies if the traveler leaves home or travels back to home at least an hour before the work day starts or ends.**

If carpooling, the traveler claiming the mileage must note in the comment box the name of each traveler in the vehicle. Passengers should note in their own expense reports that another traveler provided their transportation. Employees will not be reimbursed if they choose to travel individually for personal reasons instead of joining the carpool.

Taxis, Ubers, etc.

Employees traveling to the same location should share ground transportation including to and from the airport whenever possible. The most economical mode of transportation should be used to and from airports. The following modes of transportation should be considered:

- Trains, subways, taxis
- Uber (use Uber X class not Uber Black, etc. Uber XL may be used when transporting more than 3 passengers)
- Hotel and airport shuttle services
- Personal car

Taxis should not be used to and from the airport if the cost of parking your personal vehicle at the airport during travel is less expensive and vice versa.

MEALS AND PER DIEMS

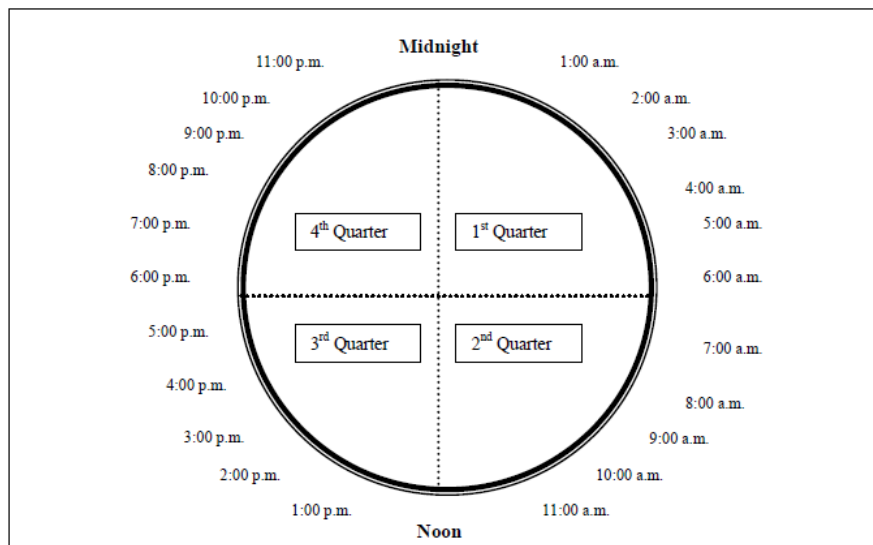
Per diem is defined by the State as \$20 every six hours of travel (maximum of \$80 per day). Meal allowances are claimed when staying in a hotel and not claiming per diem.

- Per state travel policy, travelers taking trips in a single day (not overnight) are reimbursed for transportation, parking, etc. **but not meals.**
- For travel that includes an overnight stay, the traveler is allowed a per diem rate of \$80 **OR** the actual cost of lodging plus meal allowances, whichever is greater.
- No receipts are necessary in order to receive the per diem amount or the meal allowance.

Per Diem

To choose the per diem option, the clock below should be used. Travelers will be reimbursed \$20.00 for each quarter that travel begins or ends. On the return day of travel, only a \$40 per diem may be claimed. See sample trip calculations on page 5.

Per Diem Clock



Meal Allowance

Travelers will receive meal allowances according to departure times per the chart below.

Meal	Traveler Must Depart Before:	To Claim Meal Allowance of:
Breakfast	6:00 a.m.	\$6.00
Lunch	12:00 noon	\$11.00
Dinner	6:00 p.m.	\$19.00

When a meal is included in a conference, convention, seminar or workshop registration fee, the meal allowance should not be claimed even if the traveler decides for personal reasons not to eat the meal. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and should be deducted if included in the registration fee.

Meal allowances are only the amounts in the chart above and do not require receipts.

SAMPLE PER DIEM AND MEAL CALCULATIONS

Single Day Travel with no Overnight

Travel: Employee leaves at 9:00 a.m. and returns home at 9:00 p.m.

Expense Calculation: There will be no reimbursement for per diem or meals because there is no overnight stay.

Overnight Travel – Lodging Plus Meal Allowance

Example 1

Travel: Employee leaves at 9:00 a.m. on Monday and returns at 6:00 p.m. on Tuesday

Expense Calculation:

Monday: Lunch \$11.00
Dinner \$19.00
(breakfast can't be claimed as travel began after 6:00 a.m.)

Tuesday: \$40 (on return day there is no meal allowance, only the flat rate of \$40 per diem)

Hotel charges are claimed.

Example 2

Travel: Employees leaves at 2:00 p.m. on Monday and returns at 10:00 p.m. Wednesday

Expense Calculation:

Monday: Dinner \$19.00
(lunch can't be claimed as travel began after 12:00 noon)

Tuesday: Breakfast \$6.00
Lunch \$11.00
Dinner \$19.00

Wednesday: \$40 (on return day there is no meal allowance, only the flat rate of \$40 per diem)

Hotel charges are claimed.

Overnight Travel – Per Diem

The traveler would claim the per diem option for overnight travel if not staying in a hotel but instead staying with family or friends.

Travel: Employee leaves at 6:00 a.m. on Monday and returns at 3:00 p.m. on Wednesday

Expense Calculation:

Monday:	Per diem quarters 2, 3 and 4	\$60.00
Tuesday	Per diem quarters 1, 2, 3 and 4	\$80.00
Wednesday	Return day of travel per diem flat rate	\$40.00

No hotel charges are claimed.

EXPENSE REPORTING

Travelers should provide the following information in order to be reimbursed for expenditures:

- Exact amount and date of the expense
- Business purpose
- Destination
- Mode of transportation including traveling with another traveler
- Hour of departure and return
- Original receipt with item breakdown, if available

Travelers should submit the following documentation along with their expense report:

- Air – online receipt or email confirmation showing price, class of flight, times of flight.
- Hotel – hotel folio showing breakdown of charges and payment
- Car Rental – emailed final receipt or receipt printed from online account
- Tolls – SunPass activity report or rental car third party toll statement (Enterprise HTALLC, Hertz PlatePass or Avis eToll)
- Please avoid attaching credit card statements as receipts.

TIPPING

Reasonable tips and gratuities may be reimbursed for actual tips paid:

- To taxi drivers (not to exceed 15% of the fare)
- For mandatory valet parking (not to exceed \$1 per occasion)
- For portage of baggage (not to exceed \$1 per bag and not to exceed \$5 total per incident)
- Tipping for hotel housekeeping staff is not reimbursable.