

## TRAVEL GUIDELINES FY11-12

### Mileage:

- Mileage Rate \$0.445 (this is the state approved rate)
- Mileage within Florida can be calculated on the following webpage:  
<http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>
- [MapQuest](#) or [Google Maps](#) print out must be attached for all trips 50 miles and up (one way)
- In County Mileage reimbursement requests should be submitted at least quarterly
- Out of County Mileage reimbursement requests should be submitted at least monthly, by the 10<sup>th</sup> of the following month

### Overnight Travel:

All overnight/conference travel must be pre-approved by your director and the CEO.

- Travel Approval Request form-
  - This is used to estimate the cost of your overnight travel (incl registration, hotel, rental or mileage, and meals) and forward to your director for approval **prior to travel**
- Overnight travel reimbursement requests should be submitted within one week of returning home
- Must include the conference or meeting agenda as part of the request for reimbursement

### Meals:

- Meals are only paid on overnight travel at the following rates **if they are not provided while attending a conference:**
  - \$6.00 for breakfast if travel begins before 6:00 a.m.
  - \$11.00 for lunch if travel begins before 12 noon
  - \$19.00 for dinner if travel begins before 6:00 p.m. and extends beyond 8:00 p.m.
  - Meal receipts are not required
  - Prior authorization is needed for payment of meals for non-CFC employee attending approved conferences or meetings

### Per Diem Policy – Last Day of Travel:

- On the last day of travel you may claim per diem in place of a meal allowance as follows:
  - \$20.00 if you return home before 6:00 a.m.
  - \$40.00 if you return home before noon
  - \$60.00 if you return home before 6:00 p.m.
  - \$80.00 if you return home after 6:00 p.m.

### Direct Deposit:

- Your travel reimbursement may be direct deposited into your bank account by completing the deposit form available from the Finance Department.
- This direct deposit request is separate from Payroll.

### Cost Savers

All employees will be reimbursed for the most cost-effective way of travel.

- Taxes-If you are a Corp Amex card holder, request a tax exempt certificate from Finance prior to your travel this should be used to eliminate taxes on all associated travel fees (hotel, rental, etc) (you may make copies for future travel)
- Car rentals-The Avis card is available for a discounted compact vehicle, an upgrade can be requested when justified, i.e. carpooling.
- Conference/Training Registration- Look for Early Bird Registration or group discounts

**All travel reimbursement requests for each fiscal year must be submitted by July 10<sup>th</sup> of the new fiscal year.**

## AVIS RENTAL CONTRACT

CFC is now able to access the State of Florida car rental contract with AVIS Rent-A-Car allowing CFC employees to receive the state contracted rates for business purposes and for personal use.

Highlights of the contract are as follows:

### **For In-State Business Travel**

- Reservations must be made in advance by calling 1-800-338-8211. In order to receive the State of Florida contract rates you must reference our **Avis Worldwide Discount Number, B343430**.
- Rental rates are available uniformly at any on-airport or off-airport rental location operated by Avis.
- Compact Class B (Avis Class CDAR) must be used except when the number of passengers or the volume of materials to be transported makes use of the Compact Class vehicle impractical. Request rental vehicle by rental class not by vehicle make or model.
- **Payment will be made through the use of an Avis Central Billing Credit Card available from Guerdly Daniel in Finance. The card may be checked out the day before your scheduled travel.**
- In-state rentals are tax exempt when paid with Avis Central Billing Credit Card. Out-of state rentals are not.
- Vehicle will be rented with a full tank of gas and must be returned with a full tank of gas or a refueling service charge will be applied. (Applies to both in-state and out-of-state rentals). Reimbursement for fuel purchased will be made using the employee's Voucher for Reimbursement of Traveling Expenses.
- Drop off charges do not apply to in-state rentals. They do apply to out-of-state rentals.
- Insurance coverage – liability, property damage, collision and loss damage are included in the rental rate. Coverage is provided to licensed drivers (business associates) that drive the vehicle with the permission of the renter. **Insurance coverage is included only when vehicle is rented for business purposes.**
- Personal Accident Insurance, Personal Effects Protection, and Prepaid Gas Option are not included as a part of the contract rental rate. Employees electing these types of coverage will do so at their own expense.
- Parking and all other traffic violations are the responsibility of the renter.
- Mandatory seat belt use is required.
- All accidents must be immediately reported to appropriate police department, Avis and CFC supervisor. Avis' accident/incident report must be completed in full. Failure to do so may result in employee's personal responsibility.
- In-state rental rates are attached.

### **For Personal or Leisure In-State Travel**

- Employee and all authorized drivers must be 25 years of age or older.
- Employee is responsible for purchasing insurance and assumes responsibility for all loss or damage done to rental vehicle, up to and including full value of rental vehicle, regardless of fault.