

State of Florida Department of Health

Examiner/Consultant Travel Guidelines

General Guidelines

- ♦ Use the most efficient and economical means of travel (considering time of traveler, cost of transportation and per diem or subsistence required).
- ♦ Requests for reimbursement payments must include:
 - ♦ Completed Travel Schedule Form
 - ♦ Signed and dated State of Florida Voucher for Reimbursement form
 - ♦ Signed and dated Critical Mission form
 - ♦ Applicable itemized paid hotel receipt, transportation receipts for common carrier travel, and incidental receipts (Receipts for meals are **not** required with the travel voucher.)
- ♦ **Submit completed Travel Schedule, signed and dated Voucher for Reimbursement form and Critical Mission form, and applicable receipts within 10 days of the travel end date to:**
 - Division of Medical Quality Assurance
 - Bureau of Operations
 - Practitioner Reporting & Examination Services (PRES) Unit
 - Attention: Zohre Bahrayni or Michael Curtis
 - 4052 Bald Cypress Way, Bin C90
 - Tallahassee, FL 32399-3290
- ♦ **Meal Allowance reimbursement is as follows:**
 1. Breakfast - \$6.00 (When travel begins before 6 a.m. and extends beyond 8 a.m.)
 2. Lunch - \$11.00 (When travel begins before 12 noon and extends beyond 2 p.m.)
 3. Dinner - \$19.00 (When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment.)
- ♦ **Per Diem allowance reimbursement is as follows:**
 - ♦ 12:00 am- 6:00 am = \$20.00
 - ♦ 6:01 am- 12:00 pm = \$20.00
 - ♦ 12:01 pm- 6:00 pm = \$20.00
 - ♦ 6:01 pm- 12:00 am = \$20.00
 - ♦ Not to exceed \$80 per 24 hour period
- ♦ **Please NOTE: You will not receive reimbursement for meals, per diem, or hotels for one-day trips or if you live within 50 miles of the meeting/exam site.**
 - ♦ The Department has approved reimbursement for expenses for examiners/consultants who live within 50 miles of the Nova site for the Dental and Dental Hygiene examinations.

Rental Cars

- ♦ **All state employees or consultants working on behalf of the state must utilize AVIS rental car services. To contact AVIS by phone, please dial: 1-800-338-8211**
- ♦ If another rental car service other than AVIS is used, traveler must provide justification with proof for reimbursement with receipt (ie. No rental cars available from AVIS, rental from alternate source more cost effective.)
- ♦ Travelers will not be reimbursed for use of a car larger than a compact class regardless of the size or stature of the individual unless the requirements of the ADA are met.
- ♦ Gas receipts must be submitted with the travel reimbursement form and **must include store name, store address, date purchased, number of gallons, price per gallon, total amount paid and gas/fuel indicated.**
- ♦ Traveler must purchase reimbursable collision damage insurance regardless of any personal insurance they may have.

Personal Vehicles

Governor's travel policy – Effective March 30, 2011

The Governor's Office has asked that all travel meet expectations of fiscal restraint and be as cost effective as possible. To that end, he has requested that any use of a personal vehicle must be proven less expensive than a rental car. This can be evidenced by the Rental Car Versus POV Worksheet, which should be attached to your travel reimbursement request.

- ♦ If vehicle mileage is estimated to be over 100 miles per travel day, then use of a personal vehicle (POV) must be proven to be less expensive than a rental vehicle and evidenced by an attached Rental Car Versus POV Worksheet.
- ♦ The Department of Financial Services requires justification for the rental of a hybrid vehicle. Refer to the Hybrid Car Matrix document to determine if renting a hybrid vehicle is the most economical method of travel.
- ♦ If a personal vehicle is being used, you may not be reimbursed for the full mileage (.445 cents per mile); instead, you may be reimbursed for what it may have cost for a rental car.

Airlines

- ♦ Aircraft travel must be the most economical rate and class available.
- ♦ You are encouraged to buy non-refundable tickets. The cost of unused nonrefundable tickets or cancellation penalties incurred, are allowable for the convenience of the State or if the traveler has to cancel a trip due to illness of the traveler or death of a member of the traveler's immediate family.
- ♦ If travel time is less than four (4) hours driving, please use ground transportation.
- ♦ You will need to provide proof of flight (ticket stub) and proof of payment (receipt or credit card bill) for all flights. A printed itinerary for an e-ticket will NOT suffice.
- ♦ If a traveler is piloting his/her own aircraft, he/she may claim either the mileage rate specified in Section 112.061(7), F.S., which is currently at .445 cents per mile, or the lesser of the state contract fare and the most economical commercial direct airfare available for the same trip based upon. Please provide three (3) separate quotes as verification of charges for commercial direct airfare.

Hotels

- ♦ Hotel rates must be less than or equal to \$100 per night per authorized traveler before taxes.
- ♦ When sharing a room with another examiner/consultant the following must apply:
 - 1) When multiple travelers share the hotel room and the hotel bill is paid by one of the travelers, the traveler paying the bill shall request reimbursement for the total amount of the bill. When multiple travelers have separate rooms and one traveler pays the hotel bill for all, the traveler paying the hotel bill shall request reimbursement for the total amount on his or her travel reimbursement request. The traveler whose hotel bill is being paid must file a travel voucher with the authorizing agency and state on his travel voucher "hotel room compliments of John Doe".
 - 2) If two travelers share a hotel room and split the bill, each traveler may claim one-half of the hotel bills on his/her travel reimbursement request. There must be a separate receipt from each traveler that reflects the split cost.
 - 3) **In each of the above situations, each traveler shall provide an explanation of the circumstances and submit his/her travel reimbursement request to the Department together or provide copies of the approved travel reimbursement requests of the other travelers.**
- ♦ Any additional charges incurred for additional occupants that are not on State business will be the responsibility of the traveler.
- ♦ Hotel safe and daily phone connect charges are reimbursable by state funds only if the charges are mandatory by the hotel.
- ♦ For a telephone call to be reimbursable there must be a statement that the communication expense(s) were business related. This includes fax charges. Please note: personal telephone calls made to a traveler's family are not a reimbursable communication expenses.

Incidentals

- ♦ The State does not reimburse for any tickets such as parking, speeding or towing received while on official state business.
- ♦ Receipts are required for taxi fares, storage, parking fees or tolls. If a receipt is not provided, no reimbursement over \$25 on a per transaction basis will be made. If using a Sunpass, any amount over the \$25.00 will need to be submitted with a copy of the Sunpass statement. Any amount over \$25.00 submitted without a copy of the statement will be adjusted to the proper rate. (All toll rates are subject to verification by Department staff)
- ♦ Receipts are required for dry-cleaning, laundry and pressing expenses when official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip. However, you will only be reimbursed for dry-cleaning after the seventh day of work and only for the amount of clothing needed to complete your trip.
- ♦ Portage paid shall not exceed \$1 per bag not to exceed \$5 per incident. Portage charges exceeding \$5 per incident will require additional justification. Examples of an incident will be if the traveler's bags are taken into the airport from the vehicle, then are carried from the airport to the vehicle upon reaching the destination, etc. **The number of bags must be included on the travel reimbursement request.**

If you have any questions, please contact Jennifer Canfield at (850) 245-4444, extension 3437 or Jennifer_Canfield@doh.state.fl.us.