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*State of Florida  
Guide for Travel  
Expenditures  
November 2010*



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Per Diem and Subsistence  
Allowances

Calculation of Per Diem and Subsistence  
Allowances

Allowable rates for per diem are provided for in section 112.061 (6), F.S. All claims for per diem and subsistence must be within the limitations set forth in this section of the statutes. All travelers are allowed either the authorized per diem for each day of travel, or, if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in Section 112.061(6) (b) F.S., plus actual expenses for lodging at a single occupancy rate. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual 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. Currently, a state traveler shall not be reimbursed or receive subsistence for Class C travel in accordance with the Florida Legislature.

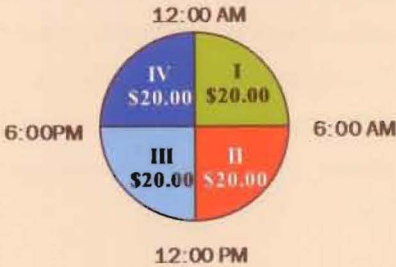
Computation of Travel Time for  
Reimbursement

For purposes of calculating the per diem and subsistence allowances provided in Section 112.061 (6), F.S., the following guidelines are prescribed:

1. Class A travel is continuous travel of 24 hours or more away from official headquarters. The travel day for Class A is based on a calendar day (midnight to midnight).
2. Class B travel is continuous travel of less than 24 hours which involves overnight absence away from official headquarters. The travel day for Class B travel begins at the same time as the travel period.
3. Class C travel is short or day trips in which the traveler is not away from his/her official headquarters overnight.

Per Diem allowance is as follows:

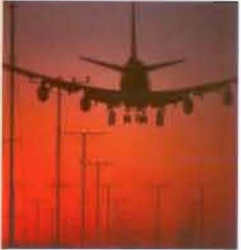
**Travel Clock Quarterly Per Diem  
Calculations**





Subsistence Allowance 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 or Subsistence Allowance-Mileage Limits

A traveler may not claim subsistence allowance, per diem or lodging reimbursement for overnight travel within 50 map miles (based on statutory guidelines for calculation) of his or her headquarters or residence unless the circumstances necessitating the overnight stay are fully explained by the traveler and approved by the agency head.

#### Reimbursement of Travel Expenditures by Individuals With Disabilities

When a reimbursement request is made for travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, F.S., and rule 69I-42, F.A.C., and such excess travel expenses were incurred to permit the safe travel of an individual with disabilities, those excess expenses will be paid to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All claims for reimbursement shall be submitted in accordance with the instructions in the "Americans with Disabilities Act."

#### State of Florida Purchasing Card - Travel

Traveler transportation costs and lodging costs paid by the use of the State of Florida Purchasing Card shall be an authorized direct payment to vendors only by travel agent or cardholder



pursuant to Section 112.061(13), F.S. Such payments shall be considered adequately documented for the purpose of Section 112.061(13), F.S., when recorded in the "Travel Performed by Common Carrier of State Vehicle" section of the traveler's "Voucher for Reimbursement of Travel Expenses" form.

#### Car Rental

The State of Florida has a rental car contract with Avis which includes insurance coverage for the following class rates: B—compact, C—intermediate, E—full size, and V—van. When a vehicle above a Class B car is rented, justification must be provided. If a traveler prefers a vehicle larger than a Class B, he/she is required to pay the difference. Receipts for gas must be submitted with the travel voucher. In areas where Avis Car Rental is not available, a traveler may use Enterprise Car Rental; however, insurance must be purchased and justification must be provided.

Avis Car Rental: 1-800-338-8211  
AWD#: A113400

Enterprise Car Rental: [www.enterprise.com](http://www.enterprise.com)  
PIN for the Judicial Branch Plan is: SCS  
Corporate Class ID number is: 55R3201

#### Air Fare

There is currently no state contract for air carriers. A traveler is required to use the most economical rate available. Only coach class is reimbursable.

#### Additional Airline Charges

- Luggage/Bag Charges—Receipts required for reimbursement. Justification needed for more than 1 bag.
- Itinerary Changes—Fees incurred for changes must be justified.
- Travel Agent Surcharges/Expedia, etc.—Fees incurred must be justified.

#### Mileage Allowances for Transportation-Privately Owned Vehicles

The traveler is entitled to a mileage allowance at a fixed rate of 44.5 cents per mile effective July 1, 2006. Reimbursement for expenditures relating to the operation, maintenance, and ownership of privately owned vehicles on state business is not allowed. Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location (See AGO 082-34). If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence.

#### Travel Authorization Requirement (TAR)

The TAR form is required when traveler is attending a conference or convention, or for other travel as outlined in the Budget & Pay Administration Memorandum where a TAR is required.

#### Lost Receipts

In the event that a receipt is lost or unobtainable, a lost receipt affidavit is required, and can be found at <https://intranet.flcourts.org>.

#### Additional State Courts System

#### Travel Guidelines

See the annual Budget & Pay Administration Memorandum for internal policy guidelines.