

# TO INSURE PROMPT PAYMENT,

PLEASE SUBMIT A CURRENT TRAVEL REIMBURSEMENT FORM WHICH CAN BE FOUND AT:

<https://intranet.flcourts.org/osca/asd/finance&accounting/travel.shtml>

**WITHIN 60 DAYS OF TRAVEL**

PLEASE  THAT YOU HAVE INCLUDED OR COMPLETED THE ITEMS BELOW BEFORE YOU SUBMIT THIS VOUCHER FOR PAYMENT.

_____ Airline Ticket Receipt (must show total price paid)	_____ Social Security Number
_____ Rental Car Receipt & Fuel Receipts	_____ Original Signature
_____ Ground Transportation Receipt(s)	_____ Destination/Purpose
_____ Hotel Bill (itemized)	_____ Departure Date/Time
_____ Toll Receipt(s)	_____ Return Date/Time
_____ Parking Receipt(s)	_____ Course Agenda
_____ Registration Receipt	_____ Map/Vicinity Mileage Using Official DOT Map Mileage at:
_____ Trial Court Administrator's Signature	_____ <a href="http://www2.dot.state.fl.us/CityToCityMileage/viewer.html">http://www2.dot.state.fl.us/CityToCityMileage/viewer.html</a>

**Submit Completed Vouchers to:**

Office of the State Courts Administrator, 500 South Duval Street, Tallahassee, Florida 32399-1900

**Thank you!**