

- Approval to perform travel funded by the Florida Developmental Disabilities Council (FDDC) must have prior approval of the applicable Council staff and the Executive Director. Travelers are requested to submit reimbursement claims not more than ninety (**90**) days after completion of travel activity. Reimbursement requests submitted after 90 days of travel will not be reimbursed by FDDC. FDDC will not reimburse expenses reimbursed by another agency or entity and will periodically exchange reimbursement information with other agencies to ensure reimbursement of expenses is not duplicated. All original receipts for travelers must be submitted with travel reimbursement form when requesting reimbursement.

### **Meal Allowance**

The traveler will receive reimbursement of meals based on the departure and return time of a travel event. Such time criteria and meals allowances are identified below:

<b>Meals</b>	<b>Depart Before</b>	<b>Return After</b>	<b>Allowance</b>
Breakfast	8:00am	10:00am	\$10.00
Lunch	12:00pm	2:00pm	\$10.00
Dinner	4:00pm	8:00pm	\$20.00

### **Lodging**

- A traveler may not claim expense for lodging for overnight travel within 30 minutes of his or her official headquarters or residence, unless he or she obtains prior approval of the Executive Director with written justification.
- Lodging expenses will be calculated on a travel day basis beginning on the day of departure, regardless of when such expenses are actually paid. No one will be reimbursed for more than one lodging expense during any travel day unless fully justified in writing.
- Hotel rooms exceeding \$129 per night require justification by the traveler and prior approval by the Executive Director.
- FDDC will pay room rate for only the traveler.

### **Mode of Travel:**

Travel by automobile if the destination is within 300 miles is strongly encouraged. Individuals traveling via automobiles are encouraged to use rental cars. If a rental car is used, the state rate through AVIS should be requested. Other carriers may be used if AVIS vehicles are not available or if a lower rate can be obtained. Carpooling is encouraged. Individuals may use their personal automobile and shall be reimbursed at the IRS approved mileage rate of \$.555 cents per mile for travel incurred July 1, 2011 and thereafter.

### **Airfare**

- Commercial air travel must be made by the most economical fare; early reservations are encouraged.

### **Rental Cars**

- Arrangements for rental cars must be made in advance by the traveler. Rental cars are to be used only for FDDC business. Renting a vehicle larger than class B (compact) requires justification by the traveler and prior approval by the Executive Director unless the car will be used to transport 3 or more individuals. Hybrid cars may be rented instead of compact car if cost effective.
- Travel in the destination location (in conjunction with commercial air travel)- Rental cars are permitted in the destination location (1) if the hotel is more than 5 miles from the airport, (2) if the hotel within 5 miles from

the airport does not provide airport shuttle service, (3) to accommodate a disability or health condition, (4) other extenuating circumstances. A limited number of rental cars may be made available to provide transportation for Council members and staff for numbers 1 and 2 above.

- The original rental car receipt must be submitted with travel reimbursement form when requesting reimbursement.

### **Mileage**

- All mileage from point of origin to point of destination and return, and when possible computed on the basis of the Official Road Map published by the State Department of Transportation.
- Vicinity and map mileage to conduct official business in the city of official headquarters or immediate vicinity will be reimbursed at a rate of \$.555 per mile (effective July 1, 2011) on an individual basis at the discretion of the employee's supervisor. This is the IRS approved rate for mileage.
- Mileage is allowed to the airport from actual point of origin when performing authorized travel.

### **Incidental Expenses**

- Taxi Fare - Receipts are required for reimbursement
- Tolls - Receipts are required when tolls are in excess of \$3.00 per round trip
- Parking Fees - Receipts are required. Hotel and airport parking will be reimbursed using the lowest rate provided. Travelers may use parking requiring a higher rate but will be reimbursed at the lowest rate level. Valet parking is permitted for hotels only and only under the following conditions (1) as a disability or health condition accommodation, (2) to unload a large volume of cargo (limited to one day only), (3) if self-park would be unsafe, or (4) if self park is unavailable.
- Communication Expenses - A written statement must accompany communication expenses claimed for FDDC business only, i.e., monthly phone bill, photocopies or facsimile charges.
- Registration Fees and Related Charges - Registration fees for a convention or conference for which the traveler is authorized to attend are allowed. If any meals are included in the registration fee the traveler's meal allowance will be reduced, by the aforementioned meal rate, for each meal provided. Travelers are encouraged to seek the lowest registration prices via early registration.
- A portage cap of \$10.00 per round trip is allowed. Portage requested over \$10.00 per round trip will require a written explanation and approval of the executive director.
- Special Assistance Portage of \$10.00 per day is allowed, if accompanied by a written explanation, in cases of disability, injury, or medical necessity.
- Personal Care Attendant Fees are reimbursable up to limits prescribed in accordance with FDDC's Personal Care Attendant's Policy. FDDC's Invoice for Personal Care form is required to be completed and submitted in order to be reimbursed.

Adopted 7/96; 12/96

Amended 3/05

Amended 4/97

Amended 9/05

Amended 12/98

Amended 1/06

Amended 6/01

Amended 1/07

Amended 2/03

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