



**CAREERSOURCE FLORIDA
BUSINESS TRAVEL REIMBURSEMENT GUIDELINES FOR BOARD
MEMBERS, FLORIDA CREDENTIALS REVIEW COMMITTEE MEMBERS, AND
STAFF**

In accordance with Section (s.) 445.004(4)(d), Florida Statutes (F.S.), members of the Board of Directors, Credentials Review Committee (CRC) and staff of CareerSource Florida (CSF) may be reimbursed for all reasonable, necessary, and actual travel expenses in accordance with the travel provisions incorporated in s. 112.061, F.S.

The following general guidelines are provided to assist in submitting travel reimbursement vouchers in accordance with the requirements of s. 112.061, F.S. These guidelines address general matters and anticipated travel costs individuals may likely incur and should not be considered as all-inclusive. Specific questions related to a travel expense reimbursement should be directed to the staff member identified at the end of this document.

CLASSES OF TRAVEL:

Class A travel: Continuous travel of 24 hours or more away from official headquarters.

Class B travel: Continuous travel of less than 24 hours that involves an overnight absence from official headquarters. The travel day begins at the same time the travel begins.

Class C travel: Travel for short or day trips where the traveler is not away from official headquarters overnight.

Note: The travel day is a period of 24 hours consisting of four quarters of 6 hours each.

ONE REIMBURSEMENT REQUEST SUBMITTED PER TRIP:

Each individual business trip requires a separate travel reimbursement voucher. Multiple business trips may not be submitted on one form.

TRAVEL FORMS:

[*Travel Request Form: Authorization to Incur Travel Expense*](#) – this form is **not** required for travel to noticed meetings of the Board of Directors, its councils and committees, or the Florida Credentials Review Committee, as travel for those meetings are preauthorized.

All travel (except in-town vicinity miles) must be authorized **in advance** by the traveler's CSF Vice President / MIS Director, the Chief Financial Officer (CFO), and the Chief Operating Officer (COO) who will each sign this completed travel request form. The signed authorization to travel form shall be submitted along with an expense reimbursement form to Finance for processing following the approved travel. Any travel determined not to be official travel on behalf of CSF will not be reimbursed.

Travel by CSF officers is preauthorized; however, international travel for all staff must be approved by the President & CEO.

[Monthly Vicinity Mileage & Parking Expense Reimbursement Form](#) - Eligible in-town, single trip vicinity miles and parking, not tied to other expenses, must be collected by the traveler and submitted with one expense reimbursement request at the end of the month for all such travel during the month. Though a Travel Request Form is not required for these in-town vicinity miles and parking costs, this separate form has been created for this purpose and should be submitted to request reimbursement for such travel. This form must be approved by the employee's CSF Vice President / MIS Director prior to submitting to the Finance department for processing. The business purpose of each trip must be included within the expense reimbursement request form.

[Expense Reimbursement Form](#) - To ensure compliance with the mandatory travel provisions, a standard travel reimbursement form has been developed. Upon completion of travel, this form must be completed with the signature of the traveler, approved as required, and submitted to the staff member identified at the end of this document. Additionally, traveler shall provide the approved Travel Request Form completed prior to travel and any related receipts for incurred expenses. When the purpose of the travel is to attend a conference or similar event, the traveler should also include a copy of the agenda, if available.

CSF employee reimbursements shall be processed by direct deposit. To preclude errors or delays, a clearly legible return address must be provided on the expense reimbursement form for checks that will be mailed to members of the Board of Directors and the CRC.

TRANSPORTATION:

Transportation expenses incurred in connection with approved travel for CSF activities are reimbursable. The method of transportation must represent the most economical method of travel for each trip, keeping in mind the following:

1. The nature of the business.
2. The most efficient and economical means of travel considering the time of the traveler, cost of transportation, and per diem or subsistence required.
3. The number of people making the trip and the amount of equipment or materials being transported.

In the event that travel costs are incurred that do not represent the most economical mode of transportation, such costs may not be reimbursed to the traveler. Determination of whether a submitted travel cost is reimbursable will be made by the Director of Accounting in consultation with the CFO.

Transportation travel costs must originate from official headquarters/Florida home base location to the pre-approved meeting/conference location. If CSF staff, board members, or CRC members are on non-CSF business away from official headquarters/Florida home base and must travel to a CSF meeting, only the cost of the travel from the official headquarters/Florida home base location to the CSF meeting will be reimbursable.

For example, if a CSF staff, board member, or CRC member is on non-CSF business in Washington, D.C. and must travel to a CSF meeting, the actual travel cost from Washington, D.C. to the meeting location is not reimbursable by CSF. In this instance, only the cost of comparable travel from their official headquarters/Florida home base location to the CSF meeting is reimbursable. Thus, if the actual travel costs incurred from Washington, D.C. to the CSF meeting differ from those travel costs normally incurred

from the official headquarters/Florida home base location to the CSF meeting, such actual costs will be reimbursed up to, but not to exceed, those costs normally incurred from the official headquarters/Florida home base location.

Discounted Airline Ticket and Ticket Cancellation or Exchange Penalty Tickets – Penalties for cancellation of discounted airline tickets may be paid by CSF only if the cause for cancellation is in the best interest of CSF. The cost of unused nonrefundable tickets or cancellation penalties incurred are allowable if cancellation is due to a documented illness of the traveler, death occurs in traveler's immediate family, or if cancellation is directed by CSF leadership. Each instance is contingent upon approval of the CFO.

If a ticket is canceled for the convenience of the traveler, the cancellation penalty may not be reimbursed by CSF. Should a traveler receive an airline ticket credit due to a travel cancellation, the traveler must reimburse the ticket cost to CSF within four (4) weeks of receiving the credit or applicable costs will be collected via payroll deduction on the next scheduled pay cycle. Documentation to substantiate all travel costs must be submitted along with the completed expense reimbursement form and authorization forms.

Travel by Airline Common Carrier – An original receipt or passenger copy of an airline ticket and copy of checked baggage/luggage receipts will substantiate transportation costs by common carrier when traveling on official business and paid personally by the traveler. Travel agent fee is normally reimbursable as a customary fee charged for assistance in booking airline tickets and usually helpful in obtaining the lowest flight rate (attach copy of travel agency itinerary, if applicable). Additional fees charged for roomier seats, early boarding, early access to overhead bins, expedited security, upgraded tickets other than coach/economy and other extras will be at traveler's expense and are not reimbursable.

Rental Vehicles – If determined to be the most economical mode of transportation when considering the cost of taxis, rideshares, or shuttles, a compact car may be rented. Cars classified larger than a compact vehicle are not allowed for reimbursement unless used to transport several authorized travelers and/or excessive baggage or materials. Traveler may rent something other than a compact vehicle if preferred, but, if not used for additional authorized travelers or excessive baggage or materials, traveler will only be reimbursed the cost of a compact vehicle. A copy of the rental agreement and transaction ticket/receipt should be attached to the expense reimbursement form upon submission to the staff member identified at the end of this document.

When possible, staff will utilize the State Term Contract for Rental Vehicles, which provides a competitively procured rate for car rentals. Rentals should be made via the reservation portal: <https://www.carrental.com/abgPartners/sof/> to secure a compact car. At this site, check the box for "Business Travel" and choose "Eligible Users" from the Florida Entity dropdown, followed by "Career Source Florida" from the Division dropdown. Fuel reimbursement and e-Toll costs for rental cars, during authorized travel, will be reimbursed with a valid receipt or as charged on the rental car receipt. Rental cars should be returned on time with a full tank of gas.

Travel by Privately Owned Vehicles – Board, CRC, and staff members may be authorized to use privately owned vehicles for approved CSF travel in lieu of common carriers or rental vehicles. The traveler is entitled to a mileage allowance at a fixed rate of 44.5 cents per mile, which covers the costs of fuel and maintenance.

When traveling from one city to another, **map mileage claimed** and shown on the expense reimbursement form should represent the official mileage as calculated by the Florida Department of Transportation using its Official Highway Mileage Viewer: <https://fdot.maps.arcgis.com/apps/webappviewer/index.html?id=fcb8b493d1c84f909f94a8ebfafbb317>.

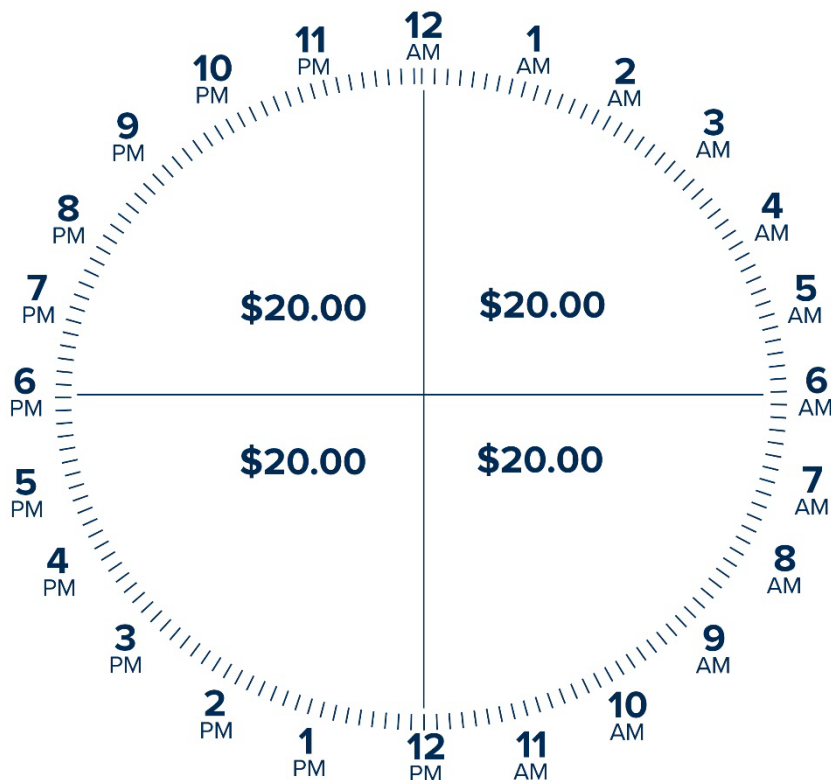
The remaining mileage incurred should be shown on the expense reimbursement form as **vicinity mileage claimed**. Vicinity mileage is defined as the miles traveled using a personal vehicle outside of or in addition to the DOT City-to-City map mileage. Google Maps, MapQuest or other maps are required to be included with your request for reimbursement of vicinity mileage.

Vicinity mileage does not cover travel from personal home to a rental car pickup or carpool meet location unless the distance traveled is greater than the distance from the traveler's personal home to their office. In this case, only the difference between the two distances will be reimbursed at the rate of 44.5 cents per mile. For example, if the distance from traveler's home to rental car facility is 10 miles and the distance from traveler's home to the office is eight (8) miles, the traveler is eligible for reimbursement for two (2) vicinity miles.

HOTELS and PER DIEM:

Requests for reimbursement of traveler hotel costs must include itemized hotel receipts as supporting documentation to the expense reimbursement form. The current daily room rate limit is \$225 per night base. This excludes taxes or additional fees charged by the hotel.

If hotel costs are not incurred, the traveler shall be reimbursed one-fourth of the authorized rate of per diem, currently \$80 per day, for each quarter of the travel day included within the travel period. Please refer to the per diem clock on the following page for assistance in calculating per diem:



Note: Per diem can only be claimed when traveler does not claim actual lodging expenses and meals for the day. Traveler can claim \$20.00 per quarter of per diem. If travel falls within a quarter, the whole quarter may be claimed. Per diem or actual expenses are a daily choice, however, travelers should claim per diem on the final day of continuous travel of 24 hours or more.

Per diem is a flat rate of \$20.00 per quarter, totaling \$80.00 per day.

Actual expenses = lodging expenses (government room rate + taxes) and meal allowances.

MEAL ALLOWANCES:

Board, CRC, and staff members may be authorized reimbursement for the following amounts for subsistence while in travel status and not claiming straight per diem rates:

1. Breakfast - \$6 (When travel begins before 6 a.m. and extends beyond 8 a.m.)
2. Lunch - \$11 (When travel begins before 12 noon and extends beyond 2 p.m.)
3. Dinner - \$19 (When travel begins before 6 p.m. and extends beyond 8 p.m.)

When a meal is included in a paid convention or conference registration fee, the amounts for subsistence listed above for that meal will not be reimbursed even if the traveler decides for personal reasons not to eat the meal. A continental breakfast is considered a meal if included in the paid convention or conference registration fee. When a meal is provided by a hotel or airline, the traveler will be allowed the amount for subsistence as shown above.

OTHER EXPENSES:

The following incidental expenses may be reimbursed:

Fares for shuttle or airport buses (*receipts required*), where available.

Checked baggage/luggage fee imposed by Airline (*receipts required*), many airlines offer free carry-on baggage. Checked baggage fees will be reviewed on a case-by-case basis by the Accounting Director or CFO to determine if the number of checked bags is reasonable and consistent with travel duration. It is deemed that the average duration of most overnight business trips will be one (1) to three (3) days and one (1) checked bag each way is sufficient. Travelers shall provide an explanation for checking more than one (1) bag each way for business trips less than three (3) days. The explanation will be reviewed to determine if justification is reasonable and necessary and thus reimbursable. (Receipts are required.)

Costs incurred for parking (*receipts required*).

Fares for ground transportation (*receipts required*), only when there is no less expensive alternative.

Tips paid for ground transportation (*receipts required*), which do not exceed 15 percent of the ride fare.

Actual cost of tolls (*receipts required*). At Fiscal year-end, if toll receipts have not been charged by rental car company, traveler may use and submit the [Certification In Lieu of Receipts](#) form in order to request reimbursement of delayed tolls charges. This is implemented to provide more timely reimbursement to staff on one expense reimbursement request and to help ensure all travel charges are received by CSF's Finance department by June 30th each year to close out the books.

Actual charges of telephone calls, faxes, and similar services (*receipts required*), if required, for conducting business on behalf of CSF. A statement must be made on the expense reimbursement form that such expenses were business related.

Actual hotel bags portage costs paid, not to exceed \$1 per bag or more than \$5 per incident. The number of bags transported must be indicated by the traveler on their expense reimbursement form. In the case of large amounts of business materials, banners, or other CSF business being transported by hotel staff, the \$5 cap per incident may be exceeded as determined to be justifiable by Accounting Director or CFO on a case-by-case basis.

Other travel expenses (*receipts required*), other business-related expenses incurred while traveling on CSF business may be paid/reimbursed at the discretion of CSF.

IN LIEU OF RECEIPTS:

Should a receipt not be obtainable and the amount eligible for reimbursement exceeds \$5.00, a [Certification In Lieu of Receipts](#) form is required and must be signed by Accounting Director or CFO.

SUBMISSION OF FORMS:

An expense reimbursement form, along with the approved travel request form and a copy of meeting agendas/itineraries as applicable, accompanied by receipts for all individual expenses should be submitted to accountspayable@careersourceflorida.com in a timely manner with all required signatures included on the form. Once the reimbursement is reviewed for completeness and approval is provided by the CFO, it will be processed for payment. To ensure the expediting of a reimbursement request, original receipts and other supporting documentation must be submitted with the request.

The following staff member should be contacted for additional clarification or information to complete expense reimbursement forms:

Josh Booth CareerSource Florida, Inc.
P.O. Box 13179
Tallahassee, FL 32317
Phone: (850) 759-4346
jbooth@careersourceflorida.com