

**Departmental Documentation**

T-auth: \_\_\_\_\_ ER: \_\_\_\_\_

**Travelers Seeking Reimbursement for Less Travel Expenses than entitled to per Florida Statute FS 112.061**

I do **voluntarily** accept to receive travel expenses of **less than the full amount** as authorized by Florida Statute FS 112.061. This may relate to:

- Receiving allowed meals instead of per diem on the last day of Class A or Class B travel.
- Receiving less than current State Mileage rate.
- Receiving a capped rate for all eligible travel expenses related to a trip. (For example, total allowed trip expense are \$1,200 but department has set amount at a total “cap” of \$500 for this trip.)
- Receiving any other allowable travel expenses to be reimbursed at a lesser rate than statute permits.

**Definitions:**

**Travel day**-A period of 24 hrs. consisting of 4 quarters of 6 hours each.

**Travel period**- A period of time between the time of departure and time of return.

**Class A travel**- Continuous travel of 24 hrs. or more away from official headquarters.

**Class B travel**- continuous travel of less than 24 hrs. which involves overnight absence from official headquarters.

*Rates of per diem and subsistence allowance- for purpose of reimbursement rates and methods of calculation, per diem and subsistence allowances are provided as follow: All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide state business, which convention, conference, or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conduction such business, either of the following for each day of such t ravel at the option of the traveler:*

- \$80.00 per diem or if actual expense exceed \$80, the amounts below for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefore. (Breakfast \$6, lunch \$11 and dinner \$19)

*No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging include in a convention or conference registration fee paid by the state. All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed by the Florida Statutes.*

I \_\_\_\_\_ (Florida State University Traveler) do **voluntarily** accept to receive travel expenses of **less than the full amount** as authorized by Florida Statute FS 112.061.

\_\_\_\_\_  
**Florida State University Traveler**

\_\_\_\_\_  
**Date**

**OR**

I \_\_\_\_\_ (Florida State University Traveler) **accept daily per diem on the last day of travel**, the full amount as authorized by Florida Statute FS 112.061. (\$80 per full day, \$20 per quarter, chart found on Travel website <http://controller.vpfa.fsu.edu/travel>.)

\_\_\_\_\_  
**Florida State University Traveler**

\_\_\_\_\_  
**Date**

**OR**

I \_\_\_\_\_ (Florida State University Traveler) will be **receiving full reimbursement from my sponsored project or department (with prior department approval)**.

\_\_\_\_\_  
**Florida State University Traveler**

\_\_\_\_\_  
**Date**

**Students COGS information (Comes from the COGS Code in regard to Travel Section 202.4)**

*202.4 All per diem shall be funded at the state rate. No per diem shall be authorized for any purposes other than food. This provision shall include but is not limited to a prohibition on entertainment and/or alcoholic beverage expenses. This provision may only be waived by a 2/3 vote of COGS. According to the COGS Presentation Grant form please save all of your receipts when you travel. The Presentation Grant is a receipt-driven grant. Receipts totaling the amount awarded as well as an agenda or program must be turned in to the department travel representative within 3 weeks or 15 business days of the conference. Mailing receipts is done at your own risks. If you don't turn your receipts within 30 calendar days of the conference, your grant will be cancelled without notice. Remember the State of Florida requires receipts to substantiate expenses. Fax reproductions of receipts are not acceptable. Receipts must include: date of purchase, preprinted vendor name and address, itemization of the purchase, e-tickets must include billing information; otherwise they are a reservation not a receipt, hotel receipts must include either your name as primary registered guest or additional guest or payment mush show last 4 numbers of credit card number that paid all or part of the bill belonging to you.*