

Tips

- Plan ahead. Make reservations for car rentals and air travel at least 21 days prior to traveling.
- Know your limits. DOH will only reimburse you for specific costs incurred during traveling and at specific rates.
- Plans change? Be sure to cancel your hotel reservation directly with the hotel.
- After you return from traveling, submit all travel documents and receipts within 5 business days.
- Keep all conference materials, agendas, and detailed receipts.
- Make copies of all submitted forms and receipts.



Florida Department of Health

Division of Administration
Bureau of Finance and Accounting
4052 Bald Cypress Way, Bin B-01
Tallahassee, FL 32399-1701
PHONE: 850/245-4494 • FAX 850/412-1249

Traveling on behalf of Department of Health



Mission: To protect, promote & improve the health of all people in Florida through integrated state, county, & community efforts.



Traveling for the Department of Health?

This guide provides tips, things to know, and some common pitfalls encountered while traveling on business for the Department of Health. This guide should not be construed as the official policies of the Department; however, it may make getting reimbursed for travel easier to navigate by raising awareness of some common mistakes.

Travel policies, forms and guides can be found on the board member dedicated website, www.flhealthsource.gov/board-members. This site should be reviewed prior to traveling for DOH for the latest updates on policies and guides.

Traveling Pitfalls

Car Rentals - Travelers must use state contracted car rental agency, *Enterprise Rent-A-Car*, and must rent a compact class vehicle unless the number of passengers or volume of transported materials makes the selection impractical. If you rent a car with a full tank of gas, return it with a full tank of gas to avoid higher refueling costs. Unless the event is within 50 miles from home or office, it is more likely more economical to rent a car than to drive your personal vehicle.

Air Fares - Travelers must book the lowest-priced, economical class ticket. Shop around for fares. And to receive the best fares, book your travel at least 21 days in advance.

To “Per Diem” or not to “Per Diem” - Travels are typically reimbursed for meals and lodging not to exceed the following rates:

Breakfast - \$6 Lunch - \$11 Dinner - \$19

Hotel/Lodging not to exceed \$150 (Traveler is responsible for any amount over \$150 per night plus the associated taxes for the amount over \$150)

In some instances (staying local to the meeting with family/friends), it may make more sense to request per diem instead of meal and lodging reimbursement. Per diem is paid based on the 24- hour clock divided into quarters after striking the first midnight of your travel. Depending on the quarter you return, you will be reimbursed \$20 per quarter day, not to exceed \$80 per 24-hour period.

Traveling to a Conference or Convention? If a meal (including continental breakfasts) is included in a registration fee, it will be deducted from your meal reimbursement or per diem. even if you decide for personal reasons not to eat the meal.

Noteworthy Travel Information

General Information - All requests for travel should be approved in advance of travel. Vouchers submitted in payment of travel reimbursement requests must include:

- a) A legible travel voucher;
- b) Itemized legible hotel receipts;
- c) Applicable/Legible transportation receipts for common carrier travel;
- d) Applicable/Legible incidental receipts;
- e) In the case of a conference or convention, form DFS-AA-13 with benefits to the state shall be provided along with the pages of the agenda that itemizes the registration cost;
- f) original signatures.

To assist in avoiding an audit, be sure to provide 1) a copy of the zeroed out hotel bill when the hotel was billed to a purchase order (verification that the traveler actually stayed at the hotel) and 2) a copy of the agenda for the regular board meetings (verification that no meals paid for by the meeting sponsor) were included in the agenda.

Travelers shall be paid for the use of personal vehicles both vicinity and map mileage will be reimbursed at a rate of \$0.445 per mile. If the traveler estimates vehicle mileage for his/her private vehicle will average more than 100 miles per travel day, complete the “Privately Owned Vehicle (POV) versus Rental Car Worksheet,” and attach it. The state will only reimburse the traveler for the most economical method of transportation.

When the travel period has ended, the traveler will be required to complete and submit a travel reimbursement request form (DH 676) within five working days of returning to headquarters.



For detailed instructions on completing the DH 676 form and specific travel limitations and exclusions, visit www.flhealthsource.gov/board-members.