STATE OF FLORIDA		TRAVELER John A. Traveler					AGENCY					
VOUCHER FOR REIMBURSEMENT		SOCIAL SECURITY NO.	or Tax-ID				HEADQUARTERS					
OF TRAVEL EXPENSES		CHECK ONE: OFFICER/EMPLOYEE NONEMPLOYEE IND. CONTRACTOR OPS					RESIDENCE (CITY)					
	Travel Performed			Hour of	Meals for	Per Diem	Class	Мар	Vicinity			
DATE	From Point of Origin		Purpose or Reason	Departure	Class	or Actual	C	Mileage	Mileage		Other Expenses	
	To Destination		(Name of Conference)	And Hour of Return	A & B Travel	Lodging Expenses	Meals	Claimed	Claimed	Amount	Туре	
04/05/12	TLH to WPB	Deposition and Court Tes	4	9:00am	\$30.00	\$150.00			402	7 till Carit	1,950	
	ILH to WPB			9:00am		\$150.00			402			
04/06/12			and consult with attorney		\$36.00	\$150.00						
04/07/12	WPB to TLH	Travel back to Tallahasse	96	7:30pm	\$17.00				402			
								4				
Statement of Benefits	s to the State: (Conference or Convention)	I.										
					Column	Column	Column	804	Mi.	Column	Summa	ary
Attorney: Atticus Find	:h	Case #: 12-123	Defendant Name: John Defendant		Total	Total	Total	44.5	¢ Mi.	Total	Total	1
,												
					\$ 83.00	\$ 300.00	\$ -	\$ 357.78		\$ -	\$	740.78
Revolving Fund:			Advance:		LESS ADVANC	E RECEIVED						
Check No.		Warrant No.			LESS CLASS C MEALS (Officers/Employees Only)					\$		
Check Date		Warrant Date			LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD							
Agency Voucher No.					NET AMOUNT DUE TRAVELER					\$	740.78	
Agency Voucher No.					NET AMOUNT DUE THE STATE							
	and declare that this claim for reimbursement is true		al matter; that the travel expenses were actually				), Florida Statutes	s, I hereby certi	ify or affirm tha	t to the best of m	/ knowledge	
incurred by me as nece	ssary in the performance of official duties; that per d	liem claimed has been appro	priately reduced by any meals or lodging included		the travel was on	official business	of the State of Flo	orida and was f	or the purpose	(s) stated above.		
in the convention or or Section 112.061, Florida	conference registration fees claimed by me, an	d that this voucher conform	ns in every respect with the requirements of									
Occilon 112.001, Florida	a ciaides		*		SUPERVISOR'	S SIGNATURE						
TRAVELER'S SIGNA	TURE:				SUPERVISOR'S TITLE:							
SIGNATURE DATE: TITLE; FOR AGENCY USE:					SIGNATURE D	ATE:						
OR AGLINET USE:												
										Forr	n DFS-AA-15 (Rev.	J7/06)

		TRAVEL PERFORI THIS SECTION REQUIRED TO BE COMPLETED (		<b>ARRIER OR STATE VEHICL</b> I N CARRIER IS BILLED DIRE			
Date	Ticket Number or State Vehicle Number	From		То	Amount	Name of Commo State Agency Ow	
		STATE OF	FLORIDA PURCHASI	NG CARD CHARGES			
	THIS S	ECTION REQUIRED TO BE COMPLETED ONLY WHEN TR				ING CARD	
Date		Merchant/Vendor			Description of Item Acquired		Amount of Charge
					·		
	THIS SECT	ION REQUIRED TO BE COMPLETED ONLY WHEN NON-F	REIMBURSEABLE ITEI	MS WERE PURCHASED US	NG THE STATE OF FLORIDA PURCH	IASING CARD	
Date		Merchant/Vendor			Description of Item Acquired		Amount of Charge
	Total (This amount must appear on the lin	"Less Non-Reimbursable Items Included on Purchasing Ca	rd" on the reverse side	of this form.)			\$ -
•	<u>-</u>	<u>-</u>			•		,

GENERAL INSTRUCTIONS

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

Class B travel -- Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

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

Breakfast --- when travel begins before 6 a.m. and extends beyond 8 a.m.

Lunch ------ when travel begins before 12 Noon and extends beyond 2 p.m.

Dinner ----- when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel

occurs during night-time hours due to special assignment.

NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler's regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher. Rate of Per Diem and Meals shall be those prescribed by Section 112.061, Florida Statutes.

Non-reimbursable items may not be charged on the State of Florida Purchasing Card. Inadvertent non-reimbursable charges are to be deducted from the travel reimbursement claimed on the reverse side of this form on the line "Less Non-reimbursable Items Included on Purchasing Card" and the above "Non-reimbursable Items" section of "State of Florida Purchasing Card Charges" section above must be completed. Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles, beginning at midnight; less than 24-hours travel will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Weals for Class A & B Travel" column. Claims for meals allowance involving travel that did not require the traveler to be away from headquarters overnight should be included in the "Class C Meals" column. Vicinity travel must appear in the separate column. When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly on the State agency, then the "Travel" Performed by Common Carrier or State Vehicle" section above should be completed. If travel is by common carrier and the carrier is paid by the use of the State of Florida Purchasing Card, then the "State of Florida". Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental car (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a State-owned vehicle, the word "State" should be inserted in the "Map Mileage Claimed" column on the reverse side of this form, and the above section designated as "Travel Performed by Common Carrier of State Vehicle" should be completed. If lodging is paid by the use of the State of Florida Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card Charges" should be completed. Incidental travel expenses which may be reimbursed include: (a) reasonable taxifare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any State employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "Statement of Benefits to the State" section must be completed or a copy of the Authorization to Incur Travel Expense, Form DBF-AA-13, must be attached. Additionally, a copy of a agenda and and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.