

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE

Form DFS-AA-15

NOTE: If travel was performed by Common Carrier and paid for personally, receipt must be furnished.

Date	Ticket Number or State Vehicle Number	From	To	Amount	Name of Common Carrier or State Agency owning vehicle

Benefits accruing to the State of Florida for travel incident to attendance at conferences or conventions:

STATE OF FLORIDA PURCHASING CARD CHARGES

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE STATE OF FLORIDA PURCHASING CARD.

Date	Merchant / Vendor	Description of Item Acquired	Amount

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN NON-REIMBURSABLE ITEMS WERE PURCHASED USING THE STATE OF FLORIDA PURCHASING CARD.

Date	Merchant / Vendor	Description of Item Acquired	Amount

TOTAL (this amount must appear on the line "Less non-reimbursable items included on purchasing card" on page one of this form)

PAYMENT REQUIREMENTS: Employee travel reimbursement requests have the same processing time and payment requirements as regular vendor invoices, including payment of interest penalties. If the date on which a travel voucher is received is not properly stamped on the voucher, the date received will default to the date prepared. F.S. 215.422(11)

GENERAL INSTRUCTIONS: Travel definitions, allowances, and limitations are detailed in **operating procedure CFOP 40-1**, Official Travel of C&F Employees and Non-Employees. Travel by Common Carrier requires initials of company be shown under map mileage. Travel by State Vehicle requires the word STATE and vehicle TAG NUMBER be shown under map mileage. Complimentary transportation requires the word COMP under map mileage and/or vicinity mileage. **Obtain paid receipts for all necessarily incurred traveling expenses regardless of exemption.**

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 absences 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.