



**TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE**

*THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN COMMON CARRIER IS BILLED DIRECTLY TO THE STATE AGENCY*

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:

**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 DOH 40APM1, Official Travel of DOH 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 TAB 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.

**Purchasing Card Instructions:**

Travel charges paid for with the State of Florida Purchasing Card must be itemized in the far right column on the front of this form. These charges are NOT reimbursable. A copy of ALL receipts paid for with the Purchasing Card must be attached to the travel voucher. The original receipt must accompany the Purchasing Card Reconciliation Report.

Non-reimbursable items placed on the Purchasing Card must be deducted from meal allowance and per diem due the traveler. These items must be itemized in the far right column with the total of the non-reimbursable being deducted in space provided in the lower right of the form.