Early Steps Service Coordination Statewide Meeting
October 9-10, 2007

INSTRUCTIONS FOR TRAVEL REIMBURSEMENT

Service coordinators and service coordinator supervisors, please complete the following steps in order to receive reimbursement for your travel expenses. (Travel reimbursement is not available for other non-service coordinator positions.)

Step #1: Collect receipts for hotel, airfare, car rental, taxi fare, parking fees and gas (if a rental car was used). It is not necessary to collect meal receipts. It is also not necessary to collect gas receipts for your personal vehicle for the purpose of reimbursement.

Step #2: Complete the EXPENSE SUMMARY sheet.
-"Hotel" includes the room rate of $115 a night plus tax only. If you shared a room with another individual, please indicate this on the expense summary and include the name(s) of individuals that shared the room. Only one person may claim the hotel expense for a room. If you live or work within 50 miles of the hotel, you will not be reimbursed for hotel expenses.
-"Total Mileage in Personal Vehicle" includes the round trip number of miles in your personal vehicle between your departure address and the hotel. If more than one person rode in the vehicle, this must be indicated on the expense summary. Only one person may claim the number of miles for the trip. Leave this section blank if you used a rental car.
-"Mileage from home or office to local airport and return" includes the round trip number of miles between your departure address and departure airport. If more than one person rode in the vehicle, this must be indicated on the expense summary. Only one person may claim the number of miles for the trip.
-"Vicinity Mileage" includes the number of miles you drove your personal vehicle in Orlando area between the Orlando Marriott Lake Mary and the place where you stayed. If more than one person rode in the vehicle, only one person may claim the number of miles for the trip. If you stayed at the Orlando Marriott Lake Mary, leave this section blank. If you used a rental car, leave this section blank. Vicinity mileage does not include miles driven for meals or entertainment.
-"Airfare" includes the amount of your coach class round trip plane ticket, including taxes and surcharges.
-"Parking Fees" includes airport parking fees if you traveled by plane. Otherwise, parking fees do not apply since the Orlando Marriott Lake Mary has free parking. **"Rental Car"** includes rental fees with Avis for your rental vehicle, including taxes. Do not include the amount for any extra insurance or coverages that you may have chosen. Travelers are required to use Compact Class B vehicles except when the number of passenger or the volume of materials to be transported make use of a Compact Class vehicle impractical.
-"Per Diem" should be left blank. You will get reimbursed for your meals at the per diem rate, but you do not need to fill out this section. If you live or work within 50 miles of the hotel, you will not be reimbursed for meals.

-"Tips" includes the amount of money you paid in tips to taxi drivers (not to exceed 15% of the taxi fare), mandatory valet parking (not to exceed $1.00 per occasion), portage (not to exceed $1.00 per bag or $5.00 per incident). Do not include tips paid for meals, as this expense is factored in the per diem rate for meals.
-"Other" includes tolls, the amount spent on gas if a rental car was used, and taxi fare expenses (not including the tip). List each item separately on the lines provided.

Step #3: Complete **only the following portions** of the STATE OF FLORIDA VOUCHER FOR REIMBURSEMENT OF TRAVELING EXPENSES sheet:

-"Payee"-your name.
-"SSN"-your social security number. This is required and will be kept private.
-"Address", "City", "State", "Zip"-the address to where you want the check mailed.
-"Payee Signature"-your signature.
LEAVE ALL OTHER ITEMS BLANK!

Step #4: Send the EXPENSE SUMMARY sheet, the STATE OF FLORIDA VOUCHER FOR REIMBURSEMENT OF TRAVELING EXPENSES sheet, and receipts to:

Tameka Davis
Early Steps State Office
Children's Medical Services
4052 Bald Cypress Way Bin A06
Tallahassee, FL 32399-1707

THE EARLY STEPS STATE OFFICE MUST RECEIVE ALL OF YOUR REQUIRED DOCUMENTATION BY OCTOBER 31, 2007.
IF YOUR INFORMATION IS NOT RECEIVED BY THIS DEADLINE, YOU WILL NOT RECEIVE REIMBURSEMENT.