

## Vendor Travel Reimbursement Guidelines

Provided that Vendor travel is authorized per the contract or purchase order as reimbursable to the Vendor and consistent with these Vendor Travel Reimbursement Guidelines (the "Travel Guidelines"), Citizens will reimburse such Vendor for reasonable and necessary travel expenses actually incurred by their personnel (each, a "Traveler") as a result of performing duties on behalf of Citizens.

**Travel Expense Authorization Procedure:** A Traveler must obtain authorization from the applicable authorized Citizens Project or Contract Manager ("Citizens Approver") to incur travel expense prior to travel, using the [Vendor Authorization to Travel Form](#). The Citizens Approver pre-approving travel expenses shall determine: (1) if the travel is necessary; (2) if the business reason for the travel is justified; (3) if the business purpose could be accomplished by video conference, telephone, or other means, thereby eliminating the need for the travel expense; and, (4) if the estimated cost justifies the travel.

A Vendor will not be reimbursed when travel is confined to within 50 miles of the city or town of the Vendor's official headquarters or Traveler's personal residence.

**Travel Expense Reimbursement Procedure:** To request reimbursement of travel expenses, the Vendor must submit an invoice along with a pre-authorized [Vendor Authorization to Travel Form](#), a [Vendor Business Expense Form](#), and copies or originals of all required supporting documentation such as travel receipts to Citizens Accounts Payable Department at [AccountsPayable@Citizensfla.com](mailto:AccountsPayable@Citizensfla.com), or by mail to ATTN: Accounts Payable, PO Box 10749, Tallahassee, FL 32302-2749. Travel expense reimbursement requests should be invoiced by the Vendor within 30 calendar days of the end of the month in which the expenses were incurred.

Travelers must complete and submit a [Vendor Business Expense Form](#) (signed by a Citizens Approver) along with their travel receipts to the Vendor for reimbursement. The Vendor will then invoice Citizens with all documentation required for reimbursement of the travel expenses. Payment for travel expenses will be made only to the Vendor named on the contract or purchase order. It is the Vendor's responsibility to directly reimburse Travelers.

Citizens may refuse payment of any travel expense reimbursement requests: (1) not invoiced within 60 calendar days of the end of the month in which the expenses were incurred; (2) when expenses have not been approved by Citizens in advance of the expenses being incurred; (3) when expenses are not properly documented; or, (4) when expenses are not consistent with the requirements of these Travel Guidelines.

**Travel Receipts:** A valid travel receipt must substantiate all expenses submitted for reimbursement and must show the: (1) name and location of the establishment; (2) date the expense was incurred; (3) type and amount of expense, on an itemized basis; and (4) the method of payment (i.e. cash, credit card, etc.). Citizens will only reimburse the actual cost of travel. If the Vendor does not have a receipt to substantiate an expense, no reimbursement will be paid. A written explanation for reasonable gratuities will be accepted in lieu of a receipt.

**Transportation:** In determining the most economical mode of transportation, a Traveler must consider relative costs, time efficiencies, and the number of Travelers traveling together. If the class of travel or route selected is not the most economical method of transportation, the Traveler may absorb the additional cost.

**Air Travel:** The Traveler must book air travel based on economy / coach class, non-upgradeable, non-refundable fares using the most direct flight. However, the Traveler should evaluate whether a flight with one layover is a more economical mode of transportation than a direct flight and should select the flight with the one layover provided that the layover and / or duration of the combined flights is not significantly greater than a direct flight. To the extent possible, the Traveler must book travel at least 14 days in advance of the travel date in order to obtain lower fares. Citizens will reimburse the Traveler for checked baggage fees, but will not reimburse for excess baggage, excess baggage weight, or checked baggage for travel with only one overnight stay unless the associated fees result from the transport of materials on behalf of Citizens (such as documents or equipment requested by Citizens).

**Ground Transportation:** Reasonable expenses for local, non-luxury transportation, such as a taxi, rideshare services such as Uber, Lyft or airport shuttle, are reimbursable. The Traveler is encouraged to use shuttle services in lieu of taxis for hotel and airport transportation.

**Parking and Tolls:** Parking and tolls will be reimbursed when accompanied by a receipt. If no receipt is available a written explanation is required. Valet parking will be reimbursed only when it is mandatory and will always require a receipt and a statement that the charge was a mandatory charge.

**Use of Personal Vehicle:** Citizens reimburses mileage at the rate of \$.445 per mile when a personal vehicle is used. A request for mileage reimbursement must be accompanied by a map or destination log.

**Rental Car Guidelines:** A Traveler must rent the lowest class size available and necessary to accommodate the number of Travelers and the equipment or materials being transported. Citizens will reimburse for fuel used in the rental car (receipt required) prior to returning to the rental car agency.

**Lodging:** In determining the most economical form of lodging, a Traveler must consider cost, appropriateness of accommodations, and proximity to the business activity or event. A written justification and quotes from area hotels must be submitted with the [Vendor Authorization to Travel Form](#) if the lodging cost exceeds \$150 per night (room rate only). Any travel or lodging expenses obtained or arranged through Airbnb are specifically excluded from usage under these Travel Guidelines.

**Meal Reimbursement:** The following table provides guidelines for meal allowance. Meal allowances are in lieu of reimbursement for meals and associated tips, therefore receipts for meals are not required.

Meal	Traveler Must Depart Before	And Return After	To Claim Meal Allowance of
Breakfast	6:00 a.m.	8:00 a.m.	\$ 6.00
Lunch	12:00 noon	2:00 p.m.	\$11.00
Dinner	6:00 p.m.	8:00 p.m.	\$19.00
All Day	6.00 a.m.	8.00 p.m.	\$36.00

**Gratuities:** Gratuities are reimbursable as follows: (1) up to 15% for taxi or shuttle; (2) up to \$1 for valet parking; (3) up to \$2 per night for housekeeping; and, (4) up to \$1 per bag for handling (with a \$5 maximum).

**Per Diem:** For travel including an overnight stay, in lieu of reimbursement for lodging and meals as permitted by these Travel Guidelines, a Traveler may elect to request a per diem of \$80 per day (meals and lodging).

**Non-Reimbursable Expenses:** In addition to any travel expenses inconsistent with these Travel Guidelines being non-reimbursable, the following are examples of expenses that will not be reimbursed by Citizens and is not intended to be an all-inclusive of non-reimbursable expenses. If a Traveler has any questions regarding reimbursement of expenses, contact the VMO at 904-407-0225 or [VMO.Contracts@citizensfla.com](mailto:VMO.Contracts@citizensfla.com) prior to incurring the expense.

- Alcoholic beverages
- Entertainment (such as reading materials and in-room movies)
- Gifts
- Fuel charges by the auto rental agency
- Medicines
- Rental car “add-on” items, such as a navigation system
- Laundry and dry cleaning services
- Travel insurance or rental car daily collision, damage waiver or loss waiver insurance
- Child care or pet boarding
- Luxury accommodations or luxury travel (such as upgrades and priority seating)
- Lost or stolen items, including baggage
- Maintenance, damage, or loss associated with personal vehicle
- Personal items (such as toothpaste)
- Excess baggage fees or excess baggage weight fees not pre-approved by Citizens
- Traffic or parking fines