

ITN 15-0024
ATTACHMENT H
VENDOR TRAVEL REIMBURSEMENT GUIDELINES

Vendors must obtain authorization to incur travel expense prior to travel. Travel without authorization will not be reimbursed.

At Citizens Property Insurance Corporation's discretion, Citizens will reimburse Vendors for ordinary and necessary travel expenses incurred by their personnel as a result of performing duties on behalf of Citizens consistent with these guidelines. The traveler must utilize the most efficient route, employ the most economical and efficient method of transportation, and request standard accommodations.

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 its employees, consultants and/or subcontractors.

Reimbursement Procedure: In order to be eligible for reimbursement the Vendor must submit an invoice along with a **Vendor Travel Expense Reimbursement Form** (Exhibit A) with copies or originals of required forms and receipts to Citizens Accounts Payable Department at AccountsPayable@Citizensfla.com, or by mail to ATTN: Accounts Payable, PO Box 10749, Tallahassee, FL 32302-2749. See Paragraphs below for additional requirements.

Those personnel required to submit weekly or monthly time sheets to a Citizens Project or Contract Manager should fill out a **Vendor Travel Expense Reimbursement Form** and have it signed by the appropriate Citizens manager prior to submitting to their employer for reimbursement. The Vendor will then invoice Citizens, including a copy of the **Vendor Travel Expense Reimbursement Form** and supporting receipts.

Contracted personnel or professional services Vendors not required to submit monthly or weekly time sheets should submit their receipts to their employer, who will then invoice Citizens for the expenses, including copies or originals of all supporting documentation.

Travel Expenses should be invoiced by the Vendor within 30 calendar days of the end of the month in which the expense was incurred. Citizens may refuse payment of any expense reimbursement requests not invoiced within 90 days of return from travel or when expenses are not properly documented.

Travel Receipts: An itemized receipt must substantiate all expenses submitted for reimbursement, other than meals. (See **Meal Allowance** below) A valid receipt must show the following:

- Name of the establishment;
- Location of the establishment;
- Date(s) the expense(s) were incurred;
- The type of expense; and
- The amount of the expense.

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. (See **Gratuities Section** below for further guidance).

Transportation: In determining the mode of transportation, Vendors should consider relative costs, time efficiencies, and the number of people traveling together, and must select the most economical method of transportation.

Citizens will reimburse for standard coach airfare and baggage fees only. More than one bag must be justified in writing. First-class or business class airfare will not be reimbursed. Citizens will reject additional fees associated with air travel, such as priority seating, upgrades, or flight changes unless at Citizens' request.

Reasonable expenses for local transportation, such as a taxi or bus, are reimbursable. If a receipt is not provided, a written explanation must be submitted with the travel expense reimbursement form. Neither luxury conveyances nor unjustified immoderate fares will be reimbursed.

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Tolls and parking 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.

Citizens will reimburse mileage at the rate of \$.445 per mile when a personal vehicle is used. Requests for mileage reimbursement must be accompanied by a map or log of destinations to support the request.

Rental Car Guidelines: Travelers must rent the lowest class size available (intermediate, standard, or full-sized) to accommodate the number of staff traveling and the equipment or materials being transported. Travelers are prohibited from requesting luxury or premium rental vehicles. Extra items, such as a GPS, will not be reimbursed. Citizens will reimburse a Vendor for fuel used in the rental car; prior to returning the vehicle the tank should be topped off. Any charges by the auto rental agency for gasoline will not be reimbursed.

Subsistence: For travel including an overnight stay, the traveler may elect to take a per diem of \$80 per day (meals and lodging) or may instead claim necessary expenses for lodging plus a meal allowance as described below.

Lodging: When making hotel accommodations, several factors must be considered:

1. Cost;
2. Appropriateness; and
3. Proximity to the business activity or event.

A written justification and quotes from area hotels must be provided if the expense exceeds \$150 per night (room rate only). These must be submitted with the authorization to incur travel.

Meal Reimbursement: The following table provides guidelines for meal reimbursement:

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

A meal allowance is provided in lieu of reimbursement for meals and meal tips, therefore receipts for meals are not required.

Gratuities: Reasonable tips may be reimbursed, up to 15% for taxi; up to \$1 for valet parking; up to \$2 per night for housekeeping; up to \$1 per bag for bag handling, with a \$5 maximum.

Non-Reimbursable Expenses: Personal travel expenses are not to be billed to Citizens, nor will they be considered for reimbursement.

The following are examples of expenses that will not be reimbursed. This list is not inclusive of all items not covered. If there are questions regarding reimbursement of expenses please contact Citizens Accounts Payable at 850-513-3724 or AccountsPayable@citizensfla.com prior to incurring the expense.

- Alcoholic beverages
- Gifts
- Laundry
- Movies
- Snacks
- Personal items
- Lost or stolen baggage
- Reading materials
- Traffic and Parking Violation Fees
- Maintenance or repair of personal vehicle
- Child care or Pet Boarding
- Medicines of any type