



FOR TRAVEL PAID BY THE TRAVELER. DUE TO PRODUCTION SUPERVISOR 7 DAYS PRIOR TO FIRST DAY OF TRAVEL.

PROD. NUMBER	PRODUCTION TITLE

REIMBURSEMENT PAYABLE TO			
FIRST NAME	LAST NAME	PHONE	LAST 3 OF SS
ADDRESS*	CITY	STATE	ZIP

\* Travel Reimbursement checks will be mailed to the above address.

TRAVEL INFO			
TRAVELER'S NAME			
PURPOSE OF TRAVEL			
DEPARTURE DATE	DEPARTURE TIME	RETURN DATE	RETURN TIME
TRAVEL FROM		TO	Round Trip One-Way

TRAVEL EXPENSES TO BE REIMBURSED			
AIR TRAVEL			= \$
AUTO RENTAL CHARGES	_____ days	x \$ _____ per day	= \$
FUEL**	GASOLINE ESTIMATE		= \$
	OR MILEAGE	_____ roundtrip miles x \$ _____ per mile	= \$
MEALS**	_____ days	x \$ _____ per day	= \$
LODGING	_____ nights	x \$ _____ per night	= \$
OTHER EXPENSES (PLEASE SPECIFY)	_____		= \$

**TOTAL TO BE REIMBURSED = \$**

\*\* If reimbursement for Fuel and/or Meals is less than the state-entitled rate, Traveler must sign attached Departmental Documentation.

All expenses for travel will be paid by the traveler, unless other arrangements for payment have been made prior to travel. Reimbursement of travel expenses, as listed above, will be made in the form of a check issued by Florida State University. This check will be mailed directly to the address listed above within 10 to 15 business days after all receipts have been submitted to the Production Supervisor for reimbursement.

I hereby certify or affirm that the expenses listed above were actually incurred by me as necessary traveling expenses directly related to the activities of the FSU College of Motion Picture Arts.

\_\_\_\_\_  
PAYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRODUCER'S SIGNATURE (REQUIRED ONLY IF DEDUCTED FROM PRODUCTION'S BUDGET)

\_\_\_\_\_  
DATE

# Departmental Documentation

## Travelers Seeking Reimbursement for Less Travel Expenses than Entitled to per Florida Statute FS 112.061

I \_\_\_\_\_ (Florida State University Traveler) do voluntarily accept to receive travel expenses of less than the full amount as authorized by Florida Statute FS 112.061 to cover the trip dates of \_\_\_\_\_ to \_\_\_\_\_ and destination(s) of \_\_\_\_\_ as related to Travel Authorization Number \_\_\_\_\_.

This may relate to:

- Receiving allowed meals instead of per diem on the last day of Class A or Class B travel.
- Receiving less than current State Mileage rate.
- Receiving a capped rate for all eligible travel expenses related to a trip. (For example, total allowed trip expenses are \$1,200.00 but department has set amount at a total "cap" of \$500.00 for this trip.)
- Receiving any other allowable travel expenses to be reimbursed at a lesser rate than statute permits.

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Signature of Florida State University Traveler

Date

Definitions:

**Travel day**—A period of 24 hours consisting of four quarters of 6 hours each.

**Travel period**—A period of time between the time of departure and time of return.

**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 absence from official headquarters.

**RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE**—For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are provided as follows:

All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide state business, which convention, conference, or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conducting such business, either of the following for each day of such travel at the option of the traveler:

1. Eighty dollars per diem; or
2. If actual expenses exceed \$80, the amounts below for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.
  1. Breakfast.....\$6
  2. Lunch.....\$11
  3. Dinner.....\$19

No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the state.

All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.

Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed by the Florida Statutes.