

Travel Rates & Reimbursement Guidelines

Per-diem, subsistence, and mileage rates

- A traveler shall be entitled to a mileage allowance at a rate of .445 cents per mile. The mileage rate is in statute.
- All travelers are allowed the following amounts for subsistence:

Meal	Amount	Details:
Breakfast	\$ 6.00	Leave before 6 AM, return after 8 AM
Lunch	\$ 11.00	Arrive before noon and return after 2 PM*
Dinner	\$ 19.00	Leave before 6 PM, return after 8 PM

- A Flat Per Diem, of \$80 per day may be claimed in lieu of claiming reimbursement for lodging and meal expenses. A traveler may not switch to a flat per diem on the last day of the trip.
- For figuring the per diem on the first and last days of travel, the travel day is divided into four quarters worth \$20 each.

1st Qtr. From 12 am to 6 am

2nd Qtr. From 6 am to 12 pm

3rd Qtr. From 12 pm to 6 pm

4th Qtr. From 6 pm to 12 am

- Any meals provided to the traveler at no cost must be deducted from the daily \$80 at the statutory rates of \$6 for breakfast, \$11 for lunch and \$19 for dinner.

Enterprise National New State Provider for Rental Cars

- New discount rates (see Enterprise/National chart below)
- **State PBSC Account Number FL41109**

How to make a reservation

-  Call **State of Florida Customer Service Deck at 1-877-690-0064** & provide our **PBSC Account Number FL41109**

www Enterprise/National website at
http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=FLAPBSC

➤ Reference to **PBSC Account Number FL41109**

Enterprise National State Rates

Class of Car	In-State Daily Rates	Out-of-State Daily Rates
Economy	\$25.50	\$31.50
Compact (state recommended)	\$25.55	\$31.50
Intermediate	\$27.25	\$34.00
Full size	\$29.50	\$38.25
Premium	\$49.50	\$49.50
Luxury	\$59.50	\$59.50
Minivan	\$35.00	\$44.50
Standard SUV	\$35.00	\$39.25
Large SUV	\$60.50	\$98.50
Intermediate SUV	\$60.50	\$60.50
Enterprise only-commercial vehicle rentals		
12 passenger van	\$55.00	\$85.00
Standard Pick Up	\$52.00	\$52.00
Large Pick Up	\$52.00	\$52.00

Note: The Daily minimum daily rental charge includes a 1-3 hour grace period on return time. An additional day will be charged if exceeds. *Commercial vehicles-moving trucks, commercial trucks, and van rentals do not include liability coverage and damage waiver.