

**FLORIDA COMMUNITY COLLEGES ACTIVITIES ASSOCIATION, INC.
Travel and Expense Voucher**

Name: _____

Address: _____

Zip Code: _____

Purpose of Travel: _____

Division or Account
To Be Charged to: FJCCSGA E-Board State Conference Travel

	DATE	TIME	LOCATION	MILEAGE
Departed:				
Arrived:				
Departed:				
Arrived:				
			TOTAL MILES:	

REIMBURSEMENT ITEMIZATION

Mileage: @ 44.5 cents per mile	\$
Air-Fare, Bus, Rental Car, Taxi*	\$
Parking, Tolls, Phone, Others*	\$
Per Diem Total: (overnight trips only) \$80.00 per 24-hour day \$20.00 per 6-hours or fraction	\$
Actual Motel Expense*	\$
Meals: Breakfast @ \$6; Lunch @ \$11; and Dinner @ \$19	\$
Honoraria	\$
*RECEIPTS REQUIRED	\$
TOTAL	\$

I certify these expenditures are correct and I am not receiving reimbursement from any other source.

Signature: _____ Date: _____

STATE OFFICE USE ONLY

APPROVED FOR PAYMENT BY: _____

FCCAA POSITION: _____

AMOUNT: _____ CHECK #: _____ DATE: _____

INSTRUCTIONS FOR COMPLETING FCCAA TRAVEL & EXPENSE VOUCHER

1. Print or type name, mailing address and zip code.
2. State purpose of travel or event.
3. State Division or Account to be charged.
4. Record date, time, location and miles.
(If you use a complimentary vehicle write "COMP" in the Total Miles space.)
5. REIMBURSEMENT INFORMATION:
 - A. Fill in all appropriate areas with the amounts to be reimbursed attaching receipts where required.
 - B. Make sure to fill in the amount of Honoraria or Fee that you are entitled to receive.
 - C. For overnight trips, you may claim either: Per Diem or Actual motel room charges plus meals. Per Diem is paid for each six hour period or fraction thereof.
 - D. For overnight trips, you may claim reimbursement for meals. You are entitled to:
 - Breakfast; if travel begins between 6 a.m. and 8 a.m.
 - Lunch; if travel is between 11 a.m. and 1 p.m.
 - Dinner; if travel is between 5 p.m. and 7 p.m.
6. Sign and date the voucher.
7. Send the completed voucher to the appropriate Representative for approval or send the voucher directly to the following address:

**Jeb Blackburn
FCCAA State Office
113 E. College Ave.
Tallahassee, Florida 32301**