



Florida and the Islands Regional Comprehensive Center

Florida School Improvement Summit DoubleTree by Hilton at Universal Orlando, Florida July 18-20, 2016

ETS Travel Expense Voucher Instructions

1. A **W-9 Form** must be completed to order to receive your expense reimbursement. W-9 Forms are found in the CIMS Toolkit and will be provided at the meeting.
2. Clearly **PRINT information** on the *Travel Expense Voucher* form (provided in the CIMS Toolkit and at meeting). Make sure that your home **mailing** address is clearly printed with zip code. Without this information, a reimbursement check cannot be mailed to your home address.
3. **Include ALL original itemized receipts. Tape** to a blank sheet of paper (do not staple).
 - a. If applicable, include airline itinerary showing airfare if traveling by plane (include boarding passes AND a copy of the written permission). **To qualify for airfare, you must secure permission in advance and be traveling more than 250 miles to the venue.** Only coach airfare will be reimbursed. Once approved, make reservations early for most economical fare. If airfare is over \$450 roundtrip, other transportation options must be explored. **Car rental will not be reimbursed in addition to airfare unless approved in advance.**
 - b. Include any additional receipts, e.g., parking, taxi.
 - c. **Personal** vehicle mileage will be reimbursed at 0.54/mile. **Confirmation of your mileage** is required by providing either a MapQuest or Google Map indicating mileage from home to venue/return.
 - d. Do **not** include meal receipts as this is covered by per diem.
4. We **cannot** reimburse for the following:
 - Alcoholic beverages
 - Car rental/airfare (except with permission in writing)
 - Internet access
 - Personal incidentals
 - Valet parking
5. Total meal allowance:
 - a. **SUNDAY, 7/17/16:** Per Diem - \$44.25 (Travel Day)
 - b. **MONDAY, 7/18/16:** Per Diem - \$59.00 (Per Diem - \$44.25 if this is a Travel Day)
 - c. **TUESDAY, 7/19/16:** Per Diem - \$59.00 (Per Diem - \$44.25 if this is a Travel Day)
 - d. **WEDNESDAY, 7/20/16:** Per Diem - \$44.25 (Travel Day)

***NOTE:** If a meal is provided at the conference on any day (e.g., breakfast) please deduct the following appropriate meal rate from the per diem rate listed above for that day:

Breakfast	\$13
Lunch	\$15
Dinner	\$26

6. Your reimbursement request and accompanying documents are to be mailed within **30 days following the event** to:

Attn: Evelyn Fisch
 Florida and the Islands Regional Comprehensive Center
 10401 Highland Manor Drive
 Highland Oaks V, Suite 220
 Tampa, FL, 33610



7. Please **allow eight weeks** from receipt of your reimbursement for processing. Reimbursement checks are only valid for 90 days from the date issued.
8. Reimbursements are made only for the actual meeting date(s) unless permission was granted in advance.
9. Please contact Evelyn at (813) 307-6112 (efisch@ets.org) with any questions concerning your Travel Expense Voucher submission.

Thank you for participating in our event!