



# Florida and the Islands Regional Comprehensive Center

## Overview of Expense Reimbursement Rules

1. Hotel registration will be cut-off at 11:59 pm on Monday, July 5. Anyone registering for the conference after this date will be responsible for reserving and paying for their own hotel room plus expenses. **FLICC will not reimburse any late registrants.**
2. Per diem will **not** be reimbursed to individuals who do not qualify for a hotel room (i.e., those who live less than 50 miles away). However, those participants may claim mileage, tolls (with receipt), and parking (with receipt) on their reimbursement requests. A Google Maps or MapQuest printout indicating mileage from home to venue/return will also be required.
3. Sleeping rooms for the nights of 7/17 (**if approval has been sought and confirmed**), 7/18 and 7/19 will be included on the master bill. Registrants will need a credit card when registering for their room, this is to guarantee incidentals and any additional nights not covered by FLICC. Based on *availability*, a rate of \$109 per night will be offered to participants for 3 days prior to and 3 days after the conference dates. **Attendees are responsible for ALL charges and expenses for any additional nights booked.**
4. Self-parking for conference attendees staying at the hotel will be included on the master bill paid by FLICC. Attendees traveling but not staying at the conference hotel need to save their self-parking receipts to submit for reimbursement. **Valet parking will NOT be reimbursed.**
5. **Reimbursement will be made to individuals only; not to state, districts or schools so no district or state purchasing cards will be reimbursed.**
6. **Personal** vehicle mileage will be reimbursed at 0.54/mile. Confirmation of mileage is required by providing either a MapQuest or Google Map indicating mileage from home to venue/return. (State or district vehicles will not be reimbursed for mileage, only personal vehicles.). **Attendee must be traveling more than 50 miles each way to qualify for reimbursement.**
7. Car rentals and airfare **must be approved** by Jessica Shiver **prior** to making the reservation in order to be reimbursed.
8. The reimbursement request and accompanying documents are to be mailed within **30 days following the event**. Any expense vouchers received late will NOT be reimbursed.
9. Allow eight weeks from receipt of expense voucher for processing reimbursements.
10. For questions about these policies, please call or email Jessica Shiver at 850-245-0900 or [Jessica.shiver@fldoe.org](mailto:Jessica.shiver@fldoe.org).