



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

MIKE DEW
SECRETARY

09/25/2017: Pen & Ink to clarify the original intent that the policy is not applicable to contracts requiring establishment of a field office.

POLICY

Effective: April 19, 2017
Review: March 10, 2017
Office: Procurement
Topic No.: 001-375-030

COMPENSATION FOR CONSULTANT TRAVEL TIME ON PROFESSIONAL SERVICES AGREEMENTS

The objective of this policy is to ensure consistent treatment for reimbursement of consultant travel time (hours worked), when professional services consultants conduct travel authorized by the Department.

Travel Time

When negotiating or establishing work effort for professional services contracts, staff hours shall be allowed on the contract for consultant travel time, where essential for contract requirements and as authorized by the Contract/Project Manager. **This policy shall not be applicable to contracts requiring establishment of a field office.**

For in-state travel, the consultant shall be compensated on the contract for estimated or actual time traveled, subject to a maximum time reimbursement cap. The maximum amount of time compensated shall be based on the longest travel time from a district's headquarters to the farthest point in the district. The maximum one way travel times allowed for each district are provided in the grid below.

District	Maximum Travel Time Allowance (One Way)*
1	4 hours; cap is based on distance from Ochopee to D1 Headquarters, Bartow
2	2 hours; cap is based on distance from Crescent Beach to D2 Headquarters, Lake City
3	3 hours; cap is based on distance from McDavid to D3 Headquarters, Chipley
4	3 hours; cap is based on distance from Fellsmere to D4 Headquarters, Ft. Lauderdale
5	2 hours; cap is based on distance from Yeehaw Junction to D5 Headquarters, Deland
6	4 hours; cap is based on distance from Key West to D6 Headquarters, Miami
7	2 hours; cap is based on distance from Crystal River to D7 Headquarters, Tampa

Turnpike Enterprise	Actual time traveled
Central Office	Actual time traveled

Maximum travel allowance for a round trip shall be based on twice the maximum cap shown in the grid, within a District. Travel **originating from** outside of the District, when authorized by the Contract/Project Manager, shall be compensated based on estimated actual time traveled; not subject to the travel grid. When consultant staff are directed by the Department to conduct out of state travel in order to fulfill the deliverables of the contract scope, they shall be compensated based on estimated actual time traveled; not subject to the travel grid. Consultant out-of-state specialty staff traveling to Florida to perform work on the Department's contract may be compensated based on the estimated travel time, subject to the Department's approval and lodging restrictions. The Department must make the determination that the out-of-state specialty staff are essential to accomplishing the project/task deliverable(s).

Travel Expenses

Section 112.061, F.S., applies to allowable expenses that may be included in the calculation of the consultant direct expense rate. The direct expense rate is based on the audit listing of direct costs in relation to the direct labor base. Firms with an audited or self-certified direct expense rate will not be reimbursed for travel expenses as an invoiced actual cost. For firms with an audited or self-certified direct expense rate, travel expenses will only be compensated through the firm's direct expense percentage, as approved by the Department. Travel costs cannot be considered as extraordinary expenses for reimbursement outside of the direct expense percentage. Invoices for any travel expenses, when authorized by terms of the contract and by the Department's Project Manager, will be submitted in accordance with Section 112.061, Florida Statutes. In addition, if compensation for travel is authorized under the contract and by the Department's Project Manager, then the Department shall not compensate the Consultant for lodging/hotel expenses in excess of \$150.00 per day (excluding taxes and fees). The Consultant may expend their own funds to the extent the lodging/hotel expense exceeds \$150.00 per day.

**Max distances determined using GIS Maps. Estimates for drive time from Google Maps.*



Mike Dew
Secretary