

REQUEST FOR REIMBURSEMENT OF VOLUNTEER TRAVEL

As a Volunteer of the Guardian ad Litem Office (GAL), I certify that the travel included on the attached State of Florida Travel Voucher form is true and correct; all mileage reported was correctly entered into the Optima database and the travel voucher form was submitted to the State office not more than 60 days after the trip took place.

I understand that, in order to claim reimbursement for volunteer travel expenses, the travel on the attached travel voucher form must meet one of the criteria established below (check all boxes that apply to the travel reported on the attached travel voucher form):

- ☐ I traveled more than 25 miles (roundtrip) but less than 100 miles (roundtrip) to visit a child I was appointed to represent as a GAL volunteer.
- ☐ I traveled over 100 miles (roundtrip) to visit a child I was appointed to represent as a GAL volunteer and understand the following:
 - All trips over 100 miles must be approved in advance by my local Circuit Director and a copy of that approval email must be included with the travel voucher form.
 - I can rent a car for official business using the State of Florida car rental contract with Avis and will be reimbursed for \$25.75 a day + gas costs associated with the car rental. A copy of the car rental and gas receipts must be attached to the travel voucher form.
 - If I drove my own vehicle for a trip over 100 miles, I will be reimbursed for actual mileage or the estimated cost of a rental car (whichever is cheaper) as described in 112.061 Florida Statutes.
- ☐ I attended court in a different judicial Circuit and my in-person attendance was requested and required by the attorney to provide testimony. A copy of the attorney's request is attached to this travel voucher form.
- ☐ I traveled more than 150 miles (roundtrip) and/or requested reimbursement for overnight travel expenditures (i.e., hotel, per diem, etc.). This trip was approved, in advance, by the GAL Director of Operations and a copy of the approval and all necessary receipts are included with the travel voucher.
- ☐ I traveled out of state and received advance approval, in writing, from the GAL Executive Director. A copy of the approval must be attached to the travel voucher form.
- ☐ I traveled for the purpose of volunteer recruitment and mentoring activities and my travel expenditures have been approved by my Circuit Director. A travel voucher, with all required receipts, must be signed by the volunteer and the Circuit Director.

Volunteer Signature

Date