



Florida Department of Transportation

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SECRETARY

POLICY

Effective: March 19, 2009
Office: Comptroller
Topic No.: 001-350-001-b

GREEN LODGING

Meeting and conferences hosted by Florida Department of Transportation (DOT) should be held at DOT facilities whenever possible. Otherwise, meetings and conferences not using DOT facilities must be held at a Green Lodging hotel designated by the Department of Environmental Protection (DEP) (see **Section 286.29(2), Florida Statute**). A list of Green Lodging hotels can be found on the DEP website at:

http://www.dep.state.fl.us/mainpage/programs/green_lodging.htm

If a DOT facility or Green Lodging hotel is not selected, you must obtain prior written approval from the Secretary or an Assistant Secretary to use another facility. The request must include:

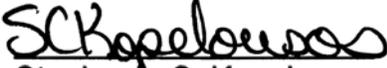
1. The name and location of the facility selected.
2. The date and title of the event.
3. The name and location of designated properties in the Florida Green Lodging Program that were considered, and why they were not used.
4. Why a particular area of the state was selected.
5. Confirming that the facility used was made aware of the Executive Order and directed to the Florida Green Lodging Program website.

Once approved, a copy of the request (with information listed above) and approval must be sent to the Office of the Assistant Secretary for Finance and Administration for reporting purposes. In addition, the original must be attached to the payment request forwarded to Disbursement Operations Office or applicable District Financial Services Office, or retained with the P-card charge documentation, as appropriate.

DOT travelers must make every effort to use a DEP designated Green Lodging hotel, or one under application for designation on the DEP website, for all routine travel including meetings and conferences hosted by other organizations. Travelers must indicate on the **Travel Form, No. 300-000-01** when a Green Lodging hotel is used. If the traveler

does not use a Green Lodging hotel, or one under application for designation, then justification explaining the reasons another facility was used must be included with the travel form. Justification should consider cost, location and other applicable factors.

The ***Travel Form*** includes a column where the traveler can indicate if Green Lodging was used by entering “Y” for yes or “N” for no. A “no” response will always require a justification.


Stephanie C. Kopelousos
Secretary