

STATE OF FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS

ADMINISTRATIVE PROCEDURE

1203.1
June 25, 2002
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~~Secretary of Community Affairs~~

DCA PROCEDURE 1203.1

TO: Administrative Procedures Manual Custodians

SUBJECT: Travel - Reimbursement and Payment of Travel Expenses

a. PURPOSE

This procedure establishes DCA policy and procedures for authorizing and obtaining reimbursement for official travel expenses by DCA employees and other authorized persons.

b. AUTHORITY

Section 112.061, Florida Statutes (F.S.); Rules of the Department of Banking and Finance, Division of Accounting and Auditing, Chapter 3A-42, (1995), Florida Administrative Code (F.A.C.).

c. SUPERSESION

This procedure supersedes DCA Instruction 1203.1 dated August 5, 1997 and all subsequent memorandums issued on the subject.

d. DEFINITIONS

For purposes of these policies and procedures, the following terms shall have the meanings indicated,:

a. Actual point of origin - The geographic location where the travel begins, which is other than the "point of origin" as defined in Section 4.w., hereof. (3A-42.002, F.A.C.)

b. Agency Head - The highest policy-making authority of a public agency; in DCA this is the Secretary of the Department, or in his/her absence, the Assistant Secretary, or any other person to whom the Secretary has formally delegated this authority.

c. Authorized Person - A person other than a public officer or employee as defined

herein, whether elected or commissioned or not, who is authorized by the agency head to incur travel expenses in the performance of his/her official duties; a person who is called upon by this agency to contribute time and services as a consultant, appointee, or advisor; a person who is a candidate for an executive or professional position. (s. 112.061, F. S.)

- d. Authorizing Agent - An employee designated in writing by the agency head as having the responsibility to authorize and approve travel of other employees within a defined organizational unit of the Department.
- e. Business Day - All days of the year that the agency is generally open and operating for all its primary functions. This does not include state-authorized holidays and weekends but includes all other days even if an employee is on approved leave.
- f. Common Carrier - Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm. (s. 112.061, F. S.) (See 5.f.(3)and (4))
- g. Comptroller - The State of Florida, Department of Banking and Finance or its statutorily appointed head, the Comptroller. (3A-42.002, F.A.C.)
- h. Conference - The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, removal of differences or disputes, and/or for discussion of common problems and interests. The term includes meetings such as seminars and workshops, which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and/or work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of agency or interagency personnel. (3A-42.002, F.A.C.) For example, where the agency head, division director, or bureau chief call together the personnel of his/her organization for the discussion and study of their common problems or interests, even if such a gathering is of Departmental personnel from various sections of the state for interoffice discussion and consideration, such a gathering will not be deemed to be a conference or convention. However, when the head of an agency, division or bureau calls together personnel from other departments, offices, divisions, or agencies for the purpose of discussing common governmental problems, for the purpose of discussing the implementation of legislation or rules and regulations, or for the purpose of discussing uniform procedures to be established for the operation of other departments, agencies, offices, or divisions of the state, such a gathering will be considered to be a conference within the meaning of Section 112.061, F.S.. (See 5.a.(3))
- i. Convention - The assembly of a group of persons representing persons and groups

coming together for the accomplishment of a purpose of interest to a larger group or groups. A convention does not mean the coming together of agency or interagency personnel. (3A-42.002, F.A.C.) (See 5.a.(3))

- j. Corporate Travel Card - Credit Card issued to departmental employees to provide for authorized state travel expenses.
- k. Emergency notice - For purposes of this procedure, notification of less than twenty-four (24) hours prior to scheduled departure. Such notification may be written or oral. (3A-42.002, F.A.C., s. 112.061 (13), F.S.)
- l. Emergency situation - Circumstances in which there is an immediate danger or a threat of immediate danger to the public health, safety or welfare, or of other substantial loss to the state requiring emergency action. (3A-42.002, F.A.C.)
- m. Employee or Public Employee - An individual who is filling a regular or full-time authorized position and is responsible to the agency head, but who is neither an officer nor authorized person as herein defined. (s. 112.061, F.S.)
- n. Meal allowance - The amount authorized by Section 112.061(6) (b), F.S., for each meal during the travel period. (3A-42.002, F.A.C.) (See 5.d.)
- o. Most economical class of transportation - The class having the lowest fare that is available. (3A-42.002, F.A.C.)
- p. Most economical method of travel - The mode of transportation (state owned vehicle, privately owned vehicle, common carrier, rental vehicle, or mass transit) designated by an agency head in accordance with criteria prescribed by Section 112.061, F.S.. (3A-42.002, F.A.C.)
- q. Non-business day - For a public officer or employee, a weekend or an authorized state holiday; for an authorized person, a day on which such person was not scheduled to be performing service or contributing time to an agency. (3A-42.002, F.A.C.)
- r. Officer or Public Officer - An individual who in the performance of his/her official duties is vested by law with sovereign powers of government and who is either elected by the people or commissioned by the Governor and has jurisdiction extending throughout the state, or any person lawfully serving instead of either of these two classes of individuals as initial designee or successor. (s. 112.061, F.S.)
- s. Official headquarters - The geographic location specified by Section 112.061(4),

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F.S. and Section 5.c. hereof. (3A-42.002, F.A.C.)

- t. Per diem rate - The amount authorized by Section 112.061(6) (a), F.S.. (3A-42.002, F.A.C.) (See 5.e.)
- u. Personal time - The time outside the regular work-hours of a business day, a non-business day, or a day for which the officer or employee had prior approval for a leave of absence. (3A-42.002, F.A.C.)
- v. Physically challenged - Any person diagnosed as having a physical disability, including but not limited to blindness, or the loss of one or more life functions leaving that person mobility-impaired (or sensory-impaired) requiring the use of trained animal companions or prosthetic equipment, including, but not limited to, crutches, walkers, canes, or wheelchairs. (3A-42.002, F.A.C.) (See 5.h.)
- w. Point of origin - The geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination (Refer to Attorney General Opinion Number 75-275). (3A-42.002, F.A.C.)
- x. Privately-owned vehicle - Any vehicle that is not publicly owned, regardless of whether title to such vehicle is in the name of the traveler. (3A-42.008, F.A.C.)
- y. Regular Travel - Non-out-of-state, non-conference/convention travel.
- z. Travel Advance - Funds advanced to cover up to eighty percent of anticipated cost of travel to the traveler. (See 8.)
- aa. Travel Day - A period of twenty-four hours consisting of four quarters of six hours each.
- bb. Traveler - A public officer, public employee or authorized person, when performing authorized travel. (s. 112.061, F.S.)
- cc. Travel Expense - Allowable state expenses while traveling; the usual, ordinary and incidental expenditures necessarily incurred by a traveler. (s. 112.061, F.S.)
- dd. Travel Period - The period of time between the time of departure and time of return. (s. 112.061, F.S.)

2. GENERAL PRINCIPLES

All travel performed should be the most efficient and economical to the state. All travel-related expenses should be considered when making this determination, including mode of transportation, lodging and all incidental expenses.

a. Types of Travel

(1) Regular Travel - Department Policy

It shall be the policy of the Department that all travel on its behalf is performed on a regular travel basis unless it is approved on the Authorization to Incur Travel Expense (AITE) (Attachment A) as a conference/convention prior to the period of travel.

(2) Vicinity Travel

- (a) Vicinity travel is all authorized travel that takes place within the geographical area of the traveler's official headquarters (See 5.c.) or takes place within the jurisdiction of the approved travel destination.
- (b) When conducting travel during an employee's normal work hours, mileage is allowed from office or home to the airport (whichever is the lesser amount) . When performing authorized travel to the airport from the Capitol Center Office Complex, twenty (20) miles round trip are allowable.
- (c) If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided that miles claimed may not exceed the miles actually driven. (3A-42.008, F.A.C.)
- (d) Vicinity travel may be reimbursed at the statutorily approved rate per mile. (See Attachment B)
- (e) When travel takes place between two points delineated on the Florida Department of Transportation map, it shall not be construed as vicinity travel but shall be considered map mileage.
- (f) Vicinity travel within the designated official headquarters (See 5.c.) may be authorized on a recurring basis in connection with a job assignment of the traveler. Vicinity travel should be reported

on the Voucher for Reimbursement of Travel Expenses (Attachment C) as a separate item and not combined with map mileage.

- (g) It shall be the policy of the Department that vicinity travel within Tallahassee should be kept to a minimum. The Departmental messenger may be used whenever possible. In the event he/she is unable to perform the task, another employee should be authorized to undertake the required vicinity travel.

(3) Conference/Convention Travel

- (a) The agency head may periodically issue policy statements regarding conference/convention travel to be followed by the Department. This policy shall take into consideration current and anticipated budgetary factors and the work program of individual entities within the Department. The policy shall include, but not be limited to the following:
 - ((1)) The need and frequency of conventions to be attended by employees of a particular entity during the subject fiscal year. Variations from this may only be made with the express written consent of the agency head.
 - ((2)) The criteria by which supervisors may determine the advisability of sending representatives to a particular conference or convention. The agency head reserves the right to overrule a positive determination of need in all cases.
 - ((3)) Guidelines for the types of conferences and conventions that the agency head feels are appropriate for department personnel in light of the current conditions at the time the policy is printed.
 - ((4)) The types of direct benefits anticipated from an approved conference/convention for the various types of positions within the Department who could be considered potential beneficiaries from specific conference/convention attendance.

- (b) Use of Public Funds for Conference/Convention Travel. (3A-42.004, F.A.C.) No public funds may be expended on conference/convention travel unless:
 - ((1)) The main purpose of the conference/convention is in connection with the official business of the state and directly related to the performance of the statutory duties and responsibilities of the agency participating.
 - ((2)) The said activity provides a direct educational or other benefit supporting the work and public purpose of the person or agency seeking to attend.
 - ((3)) The duties and responsibilities of the employee(s) seeking to attend such meetings are compatible with the objectives of the particular conference/convention.
 - ((4)) The request for payment of travel expenses is otherwise in compliance with the rules set forth by the Department of Banking and Finance.
- (c) Other Requirements for Conference/Convention Travel
 - ((1)) If more than one person from any division is authorized to travel to the same conference/convention, a full explanation on the Authorization to Incur Travel Expense form must be forwarded to the agency head for his/her approval, and a copy must be retained by the division. This explanation must support the need for more than one representative at that particular conference/convention.
 - ((2)) A copy of the program or agenda of the conference/convention itemizing the registration fees and any meals or lodging included in the registration fees shall be attached to and filed with the completed Authorization to Incur Travel Expense. (3A-42.004, F.A.C.)
 - ((3)) The regulations regarding conference/convention travel in this instruction include employees who are requested by a sponsoring organization to participate in the program of a

conference/convention.

(4) Complimentary Travel

When any travel expense incurred by the traveler is provided by another person gratuitously or by another person entitled to reimbursement by the state for the expense, the traveler shall indicate such on his/her Voucher for Reimbursement of Travel Expenses as “Complimentary” or “Comp” and shall not be reimbursed for such expenses. (3A-42.009, F.A.C.)

(5) Foreign Travel

Foreign travel rates will only be reimbursed from the time of departure from the United States until the time of return to the United States. Foreign travel rates cannot be claimed during any quarter when the meal allowances or per diem rates provided in Section 5.d. and 5.e. are also claimed. If foreign geographic locations change during a quarterly period, the reimbursement will be calculated at the applicable rate where the majority of the quarter was spent, regardless of the rate in either location. (3A-42.006, F.A.C.)

(6) Volunteer Travel

Meals and lodging may be provided to regular service volunteers in accordance with Section 112.061, F.S. Transportation reimbursement may also be made for those volunteers whose presence is determined to be necessary to the agency. Volunteers may use state vehicles in the performance of agency-related duties. When meals are paid in bulk by the agency for volunteers, reimbursement may be made as other than travel. The names and number of volunteers attending must be provided with calculations showing that the allowance amount per volunteer is in accordance with the amounts provided in Section 112.061(6) (b), F.S.

b. Classes of Travel

Travel for official state business may be classified according to the following. For purposes of reimbursement and methods of calculating fractional days of travel, the following principles shall apply: (s. 112.061(2), F.S.)

(1) Class A Travel

Continuous travel of twenty-four (24) hours or more away from official headquarters. The travel day shall be a calendar day (midnight to midnight). (s. 112.061, F.S.) Lodging expenses shall be calculated on a travel day basis beginning on the day of departure, regardless of when

such expenses are actually paid. (3A-42.006, F.A.C.) While in Class A or B Travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within his/her travel period. (s. 112.061, F.S.)

(2) Class B Travel

Continuous travel of less than twenty-four (24) hours which involves overnight absence from official headquarters. The travel day shall begin at the same time as the travel period. (s. 112.061, F.S.) Travelers on Class B travel may claim per diem or lodging cost at the single occupancy rate plus the Class C meal allowances. Since Class B travel is defined as continuous travel of less than 24 hours, only one method of calculating the amount of reimbursement may be used on any one trip.

c. Official Headquarters

Each authorizing agency shall establish for each traveler under its jurisdiction an "Official Headquarters" which geographical location shall become the basis for travel authorization and approval, as well as reimbursement computations.

- (1) The official headquarters of a person located in the field shall be the city or town nearest to the area where the majority of his/her work is performed, or such other city, town, or area as may be designated by the agency head provided that in all cases such designation must be in the best interest of the Department and not for the convenience of the traveler. (s. 112.061(4), F.S.)
- (2) When any employee is stationed in any city or town for a period of over thirty (30) continuous work days, such city or town shall be deemed to be his/her official headquarters, and he/she shall not be allowed per diem or subsistence, as provided, after the said period of thirty (30) continuous work days has elapsed, unless extended by the express approval of the agency head. (s. 112.061(4), F.S.)
- (3) A traveler may leave his/her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from his/her regular duties shall be taken as annual leave and authorized in the usual manner. He/She shall not be reimbursed for travel expenses in excess of the established rate for per diem allowable had he/she remained at his/her assigned post. (s. 112.061(4), F.S.)

d. Meal Allowance Reimbursement

- (1) Breakfast - When travel begins before 6:00 a.m. (5:59 a.m.) and extends beyond 8:00 a.m. (8:01 a.m.) (s. 112.061, F.S.)
- (2) Lunch - When travel begins before 12:00 noon (11:59 a.m.) and extends beyond 2:00 p.m. (2:01 p.m.) (s. 112.061, F.S.)
- (3) Dinner - When travel begins before 6:00 p.m. (5:59 p.m.) and extends beyond 8:00 p.m. (8:01 p.m.) or when travel occurs during night-time hours due to special assignment. (s. 112.061, F.S.)
- (4) No allowance will be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity. (See 5.a.(2))
- (5) Any time a traveler claims less than the full meal allowance or per diem as authorized by this procedure and Section 112.061(6), F.S., the traveler must also include a statement on his/her Voucher for Reimbursement of Travel Expenses that he/she understands the full allowance to which he/she is entitled by law, but that he/she has voluntarily chosen to claim a lesser amount. (3A-42.006, F.A.C.)

e. Per Diem and Subsistence

- (1) It shall be the policy of the department to provide for all travelers, under its jurisdiction, per diem and reimbursement of expenses as provided by law.
- (2) Where meal allowances are authorized, they shall be reimbursed at the statutorily designated rates. (s. 112.061, F.S.) (See Attachment B)
- (3) In-state and/or out-of-state travelers may be allowed:
 - (a) Per Diem at the fixed rate provided by statute. (s. 112.061, F.S.) (See Attachment B)
 - (b) If actual expenses exceed the statutory rate, the necessary and reasonable expenses for lodging at a single occupancy rate, to be

substantiated by paid bills, plus the meal allowance. provided by statute (Attachment B) (s. 112.061, F.S.) Lodging expenses must have been incurred at a duly established commercial lodging facility and substantiated by itemized paid receipts or bills therefore. Travelers should make every reasonable effort to acquire economical lodging. Travelers should justify lodging expenses in excess of \$100.00 in state, or that appear to be excessive for the area in which the traveler is staying. Reimbursement requests for more than one lodging expense in a travel day must be fully justified in writing by the traveler. (3A-42.006, F.A.C.)

- (c) Travelers may elect to claim reimbursement on a per diem basis for a portion of their trip and the actual lodging plus meals basis on other portions of a trip. The change in computation methods may be made while on the same trip provided they are done on a travel day basis (midnight to midnight). (3A-42.006, F.A.C.)

f. Transportation

(1) Department Policy

- (a) All travel must be performed by a usually traveled route, in accordance with the Florida Department of Transportation road map mileage scale. In case a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred had a usually traveled route been used.
- (b) The mode of transportation used shall be for the convenience of the Department. The authorizing agent shall specify the most economical mode of travel/transportation available to be utilized by the traveler taking into consideration the following:
 - ((1)) The nature of the business.
 - ((2)) The time of the traveler, cost of transportation, and per diem or subsistence required.
 - ((3)) The number of persons making the trip and the amount of equipment or material to be transported.

- (c) It shall be the policy of the Department to utilize a travel service located in the area of the official headquarters.

(2) State-Owned and Private Vehicles

Travel by state-owned vehicles and aircraft, and privately-owned or rented vehicles, shall be authorized, performed and reimbursed according to all appropriate policy guidelines contained in this procedure. The authorizing agent and the traveler are responsible for the application of all guidelines contained herein to each travel situation. All mileage shall be shown from point of origin to point of destination and must be computed on the basis of the current map of the State Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher. Any excessive mileage must be fully justified.

- (a) State-Owned Vehicles and Aircraft -When state-owned vehicles and aircraft are utilized, multiple travelers to the same event shall travel together. State-owned vehicles and aircraft shall be authorized for official state business only. Should unforeseen circumstances arise that result in the use of these state-owned vehicles or aircraft for non-official state business, the prorata share of the state's cost shall be reimbursed to the state from the traveler not performing official state business.
- (b) Privately Rented or Owned Vehicles -Whenever travel is by a privately-rented or owned vehicle, the traveler shall be entitled to a mileage allowance at the fixed rate established by Florida Statute or the common carrier fare for such travel, as determined by the agency head.

(3) Common Carrier - Rental Car

- (a) Rental car services, if warranted, must be approved by an authorizing agent at the time the travel authorization is approved and prior to the commencement of travel where it has been determined that:
 - ((1)) A more economical mode of transportation was not available or not applicable to the travel situation; and

- ((2)) A state-owned vehicle was unavailable; and
 - ((3)) A privately-owned vehicle was unavailable; and
 - ((4)) A rental car was essential to completion of the assignment and was more economical or more practical than the use of mass transit, taxi, limousine service, or other mode of vicinity travel.
- (b) Rental car services shall not be authorized for travelers in Tallahassee on official business without specific approval of the agency head.
 - (c) Where rental car service is authorized it shall normally be accomplished through the use of a corporate travel card provided by the DCA, a personal credit card, or the card provided by the contracted rental car agency. Where a traveler is authorized to utilize a car rental service and to pay for the same personally, he/she may be reimbursed subject to proper documentation of the expenditure and at the same rate as allowed in the Airport Rental Car Contract.
 - (d) The State of Florida has entered into contract for rental car service that should be utilized whenever transportation requires rental vehicles. Written justification is required when requesting travel reimbursement for using non-contract rental services. Failure to provide the justification will result in the excess cost being borne by the traveler. (3A-42.007, F.A.C.) When rental car service has been authorized and Airport Rental Car Contract service is unavailable, the traveler shall use his/her best judgment in obtaining service at the lowest rates in the area. Factors to be considered are discounts to state travelers, specific geographic rates, as well as special day rates. If Airport Rental Car Contract Service is not available, the Voucher for Reimbursement of Travel Expenses must be annotated "Vehicle not available from Airport Rental Car Contract".
 - (e) When requesting a rental car under the Airport Rental Car Contract, the traveler shall always specify a compact car unless

circumstances require a larger car. Rental of a larger car requires justification on the Voucher for Reimbursement of Travel Expenses. Justification is also required on rentals with very low or excessive mileage usage. (Example: A rental car acquired for transportation to and from airport only may be more cost effectively replaced with a taxi.)

- (f) With the exception of out-of-state rentals, the Airport Rental Car Contract pays for all refueling. THEREFORE, ALL GAS TICKETS MUST BE TURNED IN WHEN CAR IS RETURNED TO AIRPORT RENTAL CAR CONTRACT AGENT AND REIMBURSEMENT FOR FUEL SHALL BE RECEIVED AT THAT TIME. Refueling charges for out-of-state car rentals will be reimbursed by the agency PROVIDED THE NECESSARY GAS RECEIPTS ARE ATTACHED TO THE VOUCHER FOR REIMBURSEMENT OF TRAVEL EXPENSES.
- (g) Do not use a home address on rental agreement. Use the Department of Community Affairs, Finance and Accounting address (2555 Shumard Oak Boulevard) in all spaces provided in order to speed up payment and to avoid late notices being sent to traveler's home address.
- (h) One trip travel vouchers (Attachment D) for airport rental cars may be obtained from Finance and Accounting by travelers who do not possess a corporate travel card provided by the Department of Community Affairs. One trip travel vouchers will be issued by Finance and Accounting upon presentation by the traveler of a completed and authorized Authorization to Incur Travel Expense.
- (i) The Airport Rental Car Contract includes primary insurance coverage in the amount of \$100,000/\$300,000 bodily injury and \$50,000 property damage. Vendors assume all fire, accident, and collision losses. Collision damage is assumed by the vendor, and PAYMENT OF THE DAILY COLLISION DAMAGE WAIVER (CDW) FEE IS NOT AUTHORIZED. Employee must purchase collision damage insurance if vehicle is not rented under the Airport Rental Car Contract. All drivers must have a valid driver's license.

- (j) The Airport Rental Car Contract does not prohibit the use of rental vehicles that have lower rates which include primary insurance coverage, payment of the collision damage waiver fee, cost of fuel, or when the contract vendor cannot provide vehicles, or when due to travel time or distance to contractor's rental location it is not cost effective and/or practical to use vehicles provided by the contractor. Sufficient justification for the rental of vehicles not rented through the Airport Rental Car Contract is required on the Travel Reimbursement Voucher.
 - ((1)) The traveler must purchase the collision damage insurance if a vehicle is rented from other sources outside the Airport Rental Car Contract. The comptroller will reimburse the traveler for the cost of the CDW insurance fee provided the use of the non-contract vehicle was for business purposes only and either a cost savings was realized or no contract vehicle was available.
 - ((2)) Vehicles rented from other sources outside the Airport Rental Car Contract must include primary insurance coverage. Inquiry prior to the rental of any non-contract vehicle to verify that primary insurance coverage is provided is advised. If this coverage is not provided by the non-contract vendor, the renter's personal vehicle insurance coverage is primary.
- (k) If a traveler elects to procure a rental car through his/her own means or not under the state contract procedure, the traveler may elect to claim mileage at the statutory rate per mile provided that the MILEAGE REIMBURSEMENT CLAIMED DOES NOT EXCEED THE AMOUNT DUE THE RENTAL CAR COMPANY FOR THE ALLOWABLE MILEAGE CLAIMED. (3A-42.008, F.A.C.)
 - ((1)) Personal use, by a traveler, of airport contract rental car credit cards or any other credit cards issued by the Department, is strictly prohibited. If for any reason a traveler does incur personal charges on his airport rental car credit card, Finance and Accounting will not be responsible for payment to the vendor of these personal

charges. IT WILL BE THE RESPONSIBILITY OF THE TRAVELER TO SETTLE ANY PERSONAL USAGE CHARGES AT THE TIME OF THE RETURN OF THE RENTAL VEHICLE SO THAT ONLY STATE AUTHORIZED RELATED CHARGES ARE BILLED TO THE DEPARTMENT ACCOUNT. (Examples of personal use include: upgrade above class C vehicle, personal mileage driven, and additional rental days for non-business purposes.)

(4) Common Carrier - Air Travel

- (a) Air travel shall normally be arranged at the tourist or coach class. Common carrier first class rates shall be paid only in the event a statement is attached to the Voucher for Reimbursement of Travel Expenses certifying that tourist or coach class was not available.
- (b) When additional costs are incurred by a traveler due to the overbooking by an airline and the state is requested to reimburse these costs, any compensation received by the traveler from the airline must accrue to the state. The traveler should consider the state's best interest when allowed to elect a form of compensation. If no additional costs are incurred to the state or the traveler bears the additional cost (including overtime and leave requirements), then any compensation for the traveler's inconvenience shall accrue to the traveler. (3A-42.007, F.A.C.)
- (c) When available, the state will enter into contracts under which airlines will provide coach class transportation at reduced rates. When these contracts are in effect, travelers using an alternate or non-contract airline when traveling a route served by one of these carriers must include written justification for using the alternate or non-contract firm. Failure to provide this justification shall result in the excess cost of using the non-contract carrier to be borne by the traveler. When there is not a contract or when travelers are on routes for which there is not a contract carrier, the traveler must utilize the most economical class of transportation. Except where full written justification is provided for not using the most economical class, the additional costs incurred will be borne by the traveler. (3A-42.007, F.A.C.)

- (d) Travelers may take advantage of “super saver” tickets due to the considerable savings that may be realized by their use. However, penalties for the cancellation of the “super saver” tickets will not be paid from state funds when the cancellation was for the convenience of the traveler. The cancellation penalties may be paid from state funds when the cancellation was in the best interest of the state, provided justification is included with the Voucher for Reimbursement of Travel Expenses of the penalty and details the circumstances requiring the payment of the penalty. (3A-42.007, 1 F.A.C.) If an authorized traveler finds it necessary to cancel a trip due to illness of the traveler or a death of an immediate member of the family for which he/she is authorized to use sick or administrative leave, the cost of the non-refundable ticket or cancellation penalties incurred are allowable.
- (e) If a traveler is piloting his/her own aircraft, he/she may claim the mileage rate specified in Section 112.061(7), F. S. (currently 29 cents per mile) or the most economical commercial direct airfare available for the same trip. If a rented aircraft is used, and additional travelers are passengers on the aircraft, the pilot may be reimbursed for the lesser of the actual cost to rent the aircraft or the total of the airfare that would have been paid by the pilot and the passengers for the most economical commercial direct airfare for the same trip. In both situations, if there is no direct commercial airfare available, reimbursement is limited to the mileage rate specified in Section 112.061(7), F.S. or the most economical direct commercial airfare between the point of origin and the commercial airport closest to the point of destination.
- (f) Transportation by chartered vehicles, when traveling on official business, may be approved by the authorizing agent when necessary or where it is to the advantage of the department, provided the cost of such transportation, does not exceed the cost of transportation by privately-owned vehicles.
- (g) It shall be the policy of the department to utilize air travel when possible and the most cost-efficient. Where some other mode of transportation is authorized for the convenience of the traveler, and where it is determined that air fare is applicable, the traveler shall

be reimbursed for per diem expenses or subsistence at a rate to be applied on the basis of the air travel had it been utilized.

- (h) Unused airline tickets not properly accounted for and processed in accordance with Section 9.d. for non-travel card holders and Section 6.e. for travel card holders, of this procedure, will be settled, including any and all related cancellation fees, by the traveler. Tickets lost because of employee negligence are not considered proper charges against the state.

g. Emergency Situations on Traveler's Personal time

- (1) When a public officer, employee, or authorized person on personal time is required to travel and incurs travel expenses due to an emergency situation, the expenses incurred from the traveler's "actual point of origin" to his/her point of destination may be reimbursed even when the point of destination is the traveler's official headquarters. This does not include travel expenses from a traveler's home to his/her regular place of employment. The traveler may be reimbursed travel expenses incurred if it is necessary, for personal reasons, for him/her to return to his/her actual place of origin rather than staying at or returning to his/her official headquarters. Should the traveler be able to return to or stay at his/her official headquarters, he/she shall only be reimbursed the excess of necessary travel expenses over what he/she would have incurred for personal convenience. In making this request for reimbursement, the traveler shall include an explanation of the emergency situation as well as a detail of the costs he/she would have incurred by returning to or staying at the official headquarters and net those costs against the actual costs of returning. These requests for reimbursement must be presented in writing to the Comptroller, Bureau of Auditing, prior to vouchering. (3A-42.010, F.A.C.)
- (2) A traveler may be reimbursed unrecoverable costs for canceled personal plans when canceled to respond to an emergency situation. Requests for such reimbursement must be in writing to the Comptroller, Bureau of Auditing, prior to vouchering. Details of the emergency situation preventing the traveler from completing his/her personal plans, as well as the unrecoverable costs, shall be clearly documented. (3A-42.010, F.A.C.)

h. Reimbursement of Expenditures Incurred by Physically-Challenged Travelers

(3A-42.012, F.A.C.)

- (1) A physically-challenged traveler will be reimbursed for all reasonable and necessary travel costs incurred for state business when those costs exceed the normal rates but are required for the safe travel of the individual. All requests for such reimbursements shall include sufficient documentation to permit a proper audit.
- (2) The Comptroller may seek an advisory group to determine standards of reasonableness and necessity regarding extra travel costs for physically-challenged travelers. Finance and Accounting may consult the Comptroller on behalf of the physically-challenged traveler for determination on a proposed excess cost.

i. Miscellaneous

- (1) Traveling expenses of travelers shall be reimbursable only to the extent that those expenses were necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the Department or an agency assigned to it and then only within the limitations prescribed.
- (2) Direct payment of meals and lodging to a vendor may be processed in the same manner as common carrier payments. The request shall clearly disclose that the direct payments are due to the employee being required to travel on emergency notice. Agencies desiring to make direct payments of travel expenses in situations that result in a cost savings to the state, shall request prior approval from the Comptroller, Bureau of Auditing and must clearly disclose the proposed savings. The written approval must be attached to the Voucher for Reimbursement of Travel Expenses. Direct billing travel cards are available, but require written approval from the Comptroller. The proposed contract must be submitted along with the request for approval of direct billing travel cards. (3A-42.011, F.A.C.)
- (3) Because of the amount of travel required by personnel of the Department and because of the costs involved to personnel, it shall be the policy of the Department to expedite requests for reimbursement of travel expenses.
- (4) At such time as these policies and procedures require an approval from the Secretary, such approval shall be requested in writing, and such approval in writing shall be attached to Finance and Accounting's copy of the

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completed travel authorization form.

3. TRAVEL CREDIT CARDS

The Department is currently contracting with the American Express Corporation to make available a Corporate Travel Credit Card. The card shall be used to charge all authorized official State business travel related expenses such as: lodging, meals, airline tickets, rental cars, etc.

a. Application/Issuance

- (1) It will be the responsibility of each Division to initiate a request for the issuance of the Corporate Travel Credit Card to its travelers. A written request must be submitted to the DCA Purchasing Office by authorized Division Personnel along with a completed Corporate Card Application, which can be acquired from the Purchasing Office.
- (2) An employee who is designated as a traveler by their respective Division Director and chooses not to apply for a Corporate Travel Credit Card will be required to sign a waiver statement (Attachment E) acknowledging the following:
 - (a) the employee will not be eligible to obtain a travel advance, and
 - (b) the employee will not be eligible to use the DCA central billing common carrier accounts.
- (3) The Corporate Card will be issued in the name of the employee. All Corporate Card bills should be sent directly to the employee's home address.
- (4) Prior to the issuance of a Corporate Travel Credit Card to the employee by Purchasing, the following forms/documentation will be issued and signed as appropriate:
 - (a) acknowledgment of receipt of Corporate Travel Credit Card, which requires signature by the card recipient; (Attachment F)
 - (b) guidelines for card usage; (Attachment G)
 - (c) informative Q & A sheet from American Express on the most

common questions about the Corporate Travel Credit Cards.
(Attachment H)

b. Advances

- (1) Employee received Corporate Card
Travel Advance Requests shall not be processed for employees who have been issued a Corporate Travel Card
- (2) Employee denied Corporate Card
If an employee who has applied for a Corporate Travel Card is denied issuance by the travel card company for any reason, they will be eligible to receive Travel Advances. They will also be allowed to utilize the Departmental Central Billing Accounts for purchase of airline tickets and Rental Cars.
- (3) Employee signed Waiver
If an employee chooses not to apply for a Corporate Travel Card for any reason, they shall not be eligible to receive Travel Advances. The employee shall not be eligible to utilize the Departmental Central Billing Account for purchase of airline tickets or rental car charges. These expenses shall be paid up front by the employee and reimbursed to them on the Voucher for Reimbursement of Travel Expense Form after the conclusion of travel.

c. Card Usage

- (1) Employees who are issued a Corporate Travel Card should charge all travel-related expenses to their card, including airline tickets and rental car charges. The Departmental Central Billing Accounts should not be utilized for these expenses by any employee who has been issued a Corporate Travel Card.
- (2) Corporate Travel Cards should not be used by the holder when the holder is not on official travel status.
- (3) Personal use by a traveler of the AMEX Corporate Travel Card, or any other card issued by the Department, is strictly prohibited. (See Section 10.)

d. Reimbursement

Within five (5) workdays of the completion of travel, the employee shall submit a completed Voucher for Reimbursement of Travel Expense Form to Finance and Accounting reflecting all of the official State business travel-related expenses that were incurred during the assigned travel period and are allowable for reimbursement. Requested expenses must be in accordance with all applicable State and Department travel procedures to be reimbursed. A check will be issued to the employee for all reimbursable expenses. It will be the responsibility of the employee to utilize the funds reimbursed to them by the Department to pay for travel expenses charged to their Corporate Travel Card.

e. Responsibilities

- (1) The employee will be responsible for payment of all charges made to their corporate card account.
- (2) If an airline ticket that was charged to a Corporate Travel Card is misplaced, it will be the responsibility of the cardholder to fill out a lost ticket report and pay the lost ticket fee charged by the airline. It will also be the responsibility of the cardholder to resolve any disputes regarding these charges/credits with the Corporate Card Company, the Travel Agency, and/or the airline.
- (3) If an airline ticket or portion of an airline ticket that was charged to an employee's Corporate Travel Card is unused, it will be the responsibility of the cardholder to return the ticket to the issuing agency for proper credit. It will be the responsibility of the card holder to resolve any disputes regarding these charges/credits with the Corporate Travel Card Company, the Travel Agency, and/or airline.
- (4) It will be the responsibility of the cardholder to resolve any dispute regarding charges/credits made against their Corporate Travel Card Account.
- (5) The Division applying for cards for its employees shall be responsible for monitoring the card activity to see that the cards are used for official state business travel only, and not personal activities. On at least a quarterly basis, the designated division contact for the Corporate Travel Card shall review the reports released by the Card Company detailing card usage by each cardholder. Finance and Accounting shall notify each division

contact, via e-mail, upon receipt of the monthly report. These reviews shall be documented by signature on the Statement Review Log maintained in Finance and Accounting. (Attachment I) The review shall consist of a cursory audit of all charges made in a cardholder's official headquarters and any other non-hotel, non-food, non-fuel, non-common carrier charges that do not appear to be business related. THE DIVISION CONTACT SHALL COMPLETE A DETAILED AUDIT OF ALL ACCOUNTS OVER 30 DAYS PAST DUE. Division contacts shall work with the cardholder, supervisor and/or Division Director as necessary to eliminate non-state travel related usage.

- (6) It is the responsibility of the cardholder to immediately report to American Express any card that is lost or stolen. The employee must also report the loss of the card to the Card Administrator in Purchasing as soon as possible.
- (7) Upon termination of an employee who is in possession of a Corporate Travel Credit Card, the card must be returned to the Card Administrator in Purchasing to insure that no unauthorized charges are incurred to the cardholder's account.

7. AUTHORIZATION TO TRAVEL

a. Travel Authorization Guidelines

Travel may be authorized according to the following guidelines:

- (1) All travel by Executive Committee members must be authorized by the agency head.
- (2) All travel by prospective employees for executive and professional positions must be authorized by the agency head or as specifically delegated.
- (3) All travel by committees, councils, boards, or other non-employees under the administrative jurisdiction of the Department must be authorized by the agency head or as specifically delegated.
- (4) All out-of-state travel, as well as conferences and conventions, must be authorized/signed by the agency head or his/her designated representative.

(3A-42.003(2), F.A.C.)

- (5) Authorization of all other in-State travel, not covered by (1) through (4) above, may be authorized by agency head or division directors and may be redelegated by them only if so authorized. However, if such delegation is authorized, Finance and Accounting must be notified through a copy of that delegation.

b. Authorization to Incur Travel Expense Form

- (1) Prior to any travel, an Authorization to Incur Travel Expense (Attachment A) must be completed and authorized. The Authorization to Incur Travel Expense will be maintained by respective divisions for all travel. Out-of-state and conference/ convention authorizations will also be maintained by DCA Finance and Accounting and submitted to the State Comptroller. Two copies of this authorization must be submitted to Finance and Accounting on all advance requests or with the reimbursement voucher if no advance has been requested.
- (2) Prior to any travel undertaken out-of-state or to conferences/conventions (in or out-of-state) on behalf of the Department, an Authorization to Incur Travel Expense must be completed and authorized by the agency head, or his/her designated representative, from whose funds the traveler is paid.

c. Completion of the Authorization to Incur Travel Expense Form

- (1) Traveler identification information must be completed.
 - (a) Name
 - (b) Official Headquarters
 - (c) Preparation Date
 - (d) Agency/Department
 - (e) Division; a non-state employee must denote the Divisional relationship for which the travel is incurred.
- (2) Travel Details

- (a) Each journey or leg of a journey should be entered on a separate line.
- (b) The destination and purpose of each trip must be specified, and should be stated in clear, concise, and descriptive language in order to indicate that the travel is necessary and will be performed for official state business.

(3) Estimated Costs

- (a) Travel - Total estimated mileage calculated at the statutory rate per mile or estimated cost of State owned vehicle or common carrier expense and rental car expense.
- (b) Per diem - Per diem calculated as outlined in the section entitled "Reimbursement for Travel."
- (c) Other - All estimated incidental expenses for telephone, parking, tolls, and other items detailed.

(4) Travel Period

Fill in the month of travel and place an "x" in the numbered block(s) corresponding to the day(s) of the month during which the travel will occur. When more than one trip is requested on the same form, the "x's" for each trip will be shown on a separate line opposite the destination and purpose of trip.

(5) Benefits

Explanation of benefits accruing to the State of Florida required in detail when attending a conference or convention. (3A-42.004, F.A.C.)

8. ADVANCE OF FUNDS FOR TRAVEL EXPENSES

This section defines the process whereby a traveler may obtain an advance of state funds to provide to the traveler a portion of the costs associated with official state business travel when no other means of funding the anticipated travel expenses is available to the traveler.

a. Advance Eligibility

- (1) Only established full-time-equivalent (FTE) and Other Personal Services (OPS) employees of the DCA may be eligible for travel advances from the DCA Revolving Fund. (3A-23.004(8) F.A.C.)
- (2) Non-FTE and non-OPS employees performing travel authorized by the DCA may apply for an advance of funds to be processed through the Comptroller. Justification must be included with the AITE and advance request to substantiate the benefits to the State resulting from the travel and the circumstances necessitating an advance. The request must include the respective authorizing signature.
- (3) Credit Card Effects on Advance Eligibility
 - (a) A traveler who has been issued and is holding in good standing a DCA corporate credit card shall not be eligible for a travel advance or use of DCA central billing common carrier accounts.
 - (b) A traveler who did not apply for the DCA corporate card shall not be eligible for a travel advance or use of DCA central billing common carrier accounts.
 - (c) A traveler who applied for a DCA corporate card and was denied issuance by the corporate card company may be eligible for a travel advance and use of the DCA central billing common carrier accounts.
 - (d) A traveler who applied for and received a DCA corporate card but had that card revoked for misuse or failure to pay charges timely, shall not be eligible for a travel advance or use of DCA central billing common carrier accounts.
- (4) No advances shall be authorized or made for amounts less than \$100.

b. Advance Request

- (1) Completion of Advance on Travel Expense Form (Attachment J)
 - (a) Traveler-identifying information must be completed in full to

provide for sufficient audit by Finance and Accounting staff. Non--employees as described in Section 8.a.(2). of this procedure must include the DCA division association that warrants their travel. Requests cannot be audited and processed without sufficient information as indicated on the form.

- (b) Specific trip information shall be provided as requested by form. Justifications are required for all types of travel for which an advance is requested.
- (c) Estimated expense shall be calculated as required by the form according to the guidelines established for eligible travel expenses as provided in the Section 5. of this procedure.
- (d) The request for travel advance must have attached two (2) copies of the AITE, as defined in Section 7. of this procedure.
- (e) The authority to approve and sign the request for travel advance shall be in accordance with the written authority delegated by the DCA Secretary to Division Directors, Bureau Chiefs and program administrators.

(2) Submission Time Frames

- (a) An employee (Section 8.a.(1)) shall complete in triplicate and submit to Finance and Accounting the application for advance at least three (3) business days prior to the desired issue date of the check. The release of the check to the employee may not be more than two (2) business days in advance of the commencement of travel and may not be after the commencement of travel without justification and approval from the authorizing agent of the employee's travel.
- (b) Travelers not eligible for advances through the agency revolving fund (Section 8.a.) shall submit the application for advance to Finance and Accounting twelve (12) business days prior to the commencement of travel. Advance warrants may not be released to the traveler more than two (2) business days in advance of the commencement of travel.

- (c) Travelers whose proposed travel requires the authorization of the Secretary should allow up to (2) two additional days for obtaining that approval prior to the beginning of the necessary days for fiscal processing.
 - (d) Any exceptions to the minimum time frames established here must be authorized in writing from the Division Director to the Administrative Services Director according to the agency's walk-through procedure.
- (3) Finance and Accounting Audit
The Travel Clerk will perform the following audits of the advance request prior to the issuance of a check or warrant.
- (a) Verify the traveler's status with regards to corporate credit card and previous advances. Multiple advances shall not be processed without written justification of circumstances which necessitate an exception to this restriction, and approval of the Comptroller. Criteria for approval shall include discount airline tickets and multiple advances for extended trips. (3A-42.005(6), F.A.C.)
 - (b) Verify that the traveler does not have any other prior advances outstanding.
 - (c) Confirm that all information required by Section 8.b. of this procedure is completed.
 - (d) Verify that computation of the amount requested is accurate and that amount of "Advance Travel Allowed" does not exceed eighty percent (80%) of estimated per diem reimbursement, mileage, and incidental expenses. Exception to the 80% restriction is allowed in order for the traveler to take advantage of a substantially discounted common carrier ticket paid for by the traveler. In that case, the advance may be for 100% of the discounted common carrier rate and 80% of all other estimated travel expenses. Estimated costs for common carrier and rental car charges that will be billed directly to the agency (i.e., credit card charges, one-time travel orders, or tickets charged through travel agencies) shall not

be included in the calculation (3A-42.005, F.A.C.).

- (e) Verify that all appropriate signatures are provided and are in accordance with the authorities delegated by the DCA Secretary.
- (f) After above reviews have been completed and all information found to be correct and in order, a revolving fund check shall be prepared OR the request package shall be vouchered to the Comptroller for processing. Specific information (check/warrant number, date prepared, and initials of travel clerk) providing the audit trail of the advance shall be entered on the application for advance.
- (g) Distribution of advance check/warrant shall be made by a Finance and Accounting staff not involved with the issuance of the check/warrant.
 - ((1)) The advance check/warrant and the third copy of the application for advance shall be distributed to the respective division delegated contact to receive travel checks/warrants.
 - ((2)) The copy of the advance check/warrant along with the original and second copy of the application for advance shall be retained by the travel clerk to audit and process the Voucher for Reimbursement of Travel Expenses.

c. Advance Settlement/Repayment

- (1) Upon completion of an authorized trip for which a travel advance has been issued, the traveler will attach his/her copy of the application for Advance on Travel Expense to the Voucher for Reimbursement of Travel Expenses.
- (2) This voucher for reimbursement (or refund to the state) should be submitted within five (5) business days after completion of travel and should be completed in accordance with Sections 5. and 9. of this procedure. Repayment of advances where travel was canceled should be made within two (2) working days.
- (3) Upon receipt of the above forms, the Travel Clerk shall review the

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Voucher for Reimbursement of Travel Expenses for compliance with Section 112.061, F. S.. If a traveler is entitled to additional funds for a travel period, the travel advance shall be deducted on the face of the Voucher for Reimbursement of Travel Expenses. When an advance was made through the revolving fund, the reimbursement shall also be settled through the revolving fund; when made through the comptroller, the reimbursement shall be through the Comptroller. A check for the balance due the traveler will be issued. Note: If for some reason the travel advance exceeds the travel expense incurred, the traveler shall submit to the Department cashier on a daily cash receipt log, in accordance with Administrative Procedure No. 1204.1A, a personal check, cashier's check, or money order, along with a copy of the Voucher for Reimbursement of Travel Expenses for the unexpended portion of the advance within three (3) working days of the traveler's return to headquarters. (3A-42.005, F.A.C.) The original reimbursement voucher and a copy of the personal check, cashier's check, or money order shall be sent to Finance and Accounting. Personal checks that are not honored will be subject to an additional charge of \$15.00. Personal checks shall not be accepted from employees who are terminating their employment with the Department. Travel advances cannot be authorized for subsequent travel until the prior advance has been repaid in accordance with the above procedures. If, upon request by the agency for reimbursement of the revolving travel fund, the State Comptroller disallows any travel expense, the employee shall make immediate repayment of such amounts. Future advances and/or reimbursements of traveling expenses cannot be made until the employee repays such disallowed costs.

- d. Reimbursement of Travel Revolving Fund (Finance and Accounting)
Finance and Accounting shall reimburse the revolving travel fund in accordance with Chapter 3A-23, Rules of the Department of Banking and Finance.

9. COMPLETING THE VOUCHER FOR REIMBURSEMENT OF TRAVEL EXPENSES

- a. Vouchers for Reimbursement of Travel Expenses, not preceded by an advance, must be completed and submitted to Finance and Accounting within five (5) workdays from the day of return from travel. Even when the traveler has no claim for reimbursement, the Voucher for Reimbursement of Travel Expenses shall be completed by the traveler when a direct billing to the state will be made for common carrier, state owned vehicles, or direct payment of lodging or meals.

- (1) Accurate completion and timely submission of Vouchers for Reimbursement of Travel Expenses is the responsibility of the traveler and the authorizing agent.
 - (2) Typed Vouchers for Reimbursement are preferred; pen and ink completion of Vouchers is acceptable provided they are legible enough not to impede the audit for payment.
 - (3) Vouchers for Reimbursement of Travel Expenses must be chronologically submitted as travel occurs. Failure to submit these vouchers in order of travel will result in non-processing of subsequent vouchers through Finance and Accounting.
 - (4) A statement of benefits accruing to the State of Florida by virtue of attendance at a conference or convention is required on the Voucher for Reimbursement of Travel Expenses. The Voucher may be noted to "See Attached AITE with benefits", provided the AITE is attached.
- b. Finance and Accounting requires the original and one copy of each Voucher for Reimbursement of Travel Expenses as follows:
- (1) The original voucher with original signatures and all original supporting documentation, including proper expenditure coding.
 - (2) One copy of the voucher and one copy of all supporting documentation properly coded.
 - (3) All receipts should be attached to 8 ½ x 11 paper for inclusion with the Voucher for Reimbursement; all receipts may be attached to one sheet of paper except for airline tickets and rental car receipts which should be attached to separate sheets of paper. Small receipts not adequately attached to the Voucher for Reimbursement are the responsibility of the traveler.
- c. If an airline ticket or rental car agreement is lost, the employee will be responsible for securing a duplicate before reimbursement can be made. No additional Vouchers for Reimbursement of Travel Expenses will be processed until this obligation is satisfied. The employee is responsible for filing a lost ticket report and will have to pay the lost ticket fee charged by the airline.

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- d. All unused airline tickets or any portion of unused tickets that were charged to the Department's Central Billing account should be hand-delivered to Finance and Accounting with an airline ticket return receipt signed by the ticket holder to be returned to the issuing agency for credit. The reason for the unused ticket must be noted on the front of the Voucher for Reimbursement of Travel Expenses. If not properly returned and documented through Finance and Accounting, the traveler shall bear all cancellation/lost ticket fees.

- e. For the following explanation, refer to the sample Voucher for Reimbursement of Travel Expenses attached as Attachment C. General instructions for completing the voucher appear as the second page of each form and may be used as a reference when completing the voucher.
 - (1) The traveler's name (payee) must appear as it does on the department's payroll.
 - (2) The city of the employee's officially designated home office must be entered in the "Headquarters" space. Non-state employees must reflect their complete mailing address on the face of the Voucher.
 - (3) The traveler must designate whether he/she is an officer/employee of the state or a non-employee/independent contractor.
 - (4) A social security number must be entered for the traveler.
 - (5) The traveler's city of residence must be completed.
 - (6) For "Agency," enter Community Affairs.
 - (7) In the "Date" column, enter the date (month and day) of the beginning and end of each leg of the trip.
 - (8) Complete a separate line for each leg of the trip. In the "Travel Performed" column, the information must be noted from point of origin to destination of each leg. Vicinity travel must be stated in the vicinity mileage claimed column.
 - (9) The "Purpose" column must contain a specific reason for all travel. It should be clear, concise, descriptive, and complete to indicate that travel

was performed for official state business. When several trips are shown on the same Voucher, the purpose for each trip must be indicated. Abbreviations are not allowed when defining the purpose of the trip.

- (10) The “Hour of Departure and Hour of Return” must appear on different lines. No one can be paid for per diem or meals without substantiating departure and arrival times. On intermediate legs of a single trip, the hours of departure and return need not be filled in. Computation of departure time will be as follows:
 - (a) When using a common carrier, a state or private aircraft, the determination will be made using up to a one hour time period before and after scheduled departure and return.
 - (b) When using privately-owned vehicles or rental cars (state or commercial rental cars), the departure and return time will be the actual time of departure from and return to official headquarters.
- (11) “Per diem and Meals” are figured on a separate line for each day or portion thereof. Allowances for meals and per diem are outlined in Section 5.d. and e. Two or more meals claimed for a single day would be shown as a total figure for that day.
- (12) The “Map Mileage Claimed” column indicates the mode of travel in all cases. For a private vehicle, the number of miles in each leg of the travel from official Florida Department of Transportation maps must be entered. This will be reimbursed at the rate provided by Florida Statute. For an airline ticket enter the abbreviation of the airline name in the “Map Mileage Claimed” column. If a state-owned vehicle was used, enter “State” in the “Map Mileage Claimed” column. For a rental car enter the agency name in the “Map Mileage Claimed” column.
- (13) All vicinity mileage must be computed and entered in the “Vicinity Mileage Claimed” column. Vicinity mileage will be reimbursed at the statutorily approved rate. (See 5.a.(2))
- (14) Reimbursement will be claimed in the “Other Expenses” column for the following:
 - (a) Conference/convention registration fee while attending a

conference/convention that will serve a direct purpose as outlined herein, and a receipt is required. If meals are included in the registration fee, these amounts must be deducted even if the traveler chooses for personal reasons not to eat the meal. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted, if included in the registration fee, from the meals claimed. In the case where a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.

- (b) Taxi fares; if a fare is for more than twenty-five dollars (\$25.00) on a per fare basis it must be supported by a receipt. (3A-42.010, F.A.C.)
- (c) Parking and storage fees and bridge and road tunnel tolls; fees and tolls more than twenty-five dollars (\$25.00) must be supported by receipts, but are not allowed on a weekly or monthly basis for privately-owned automobiles unless the savings to the state can be and is justified in writing. (3A-42.010, F.A.C.)
- (d) Minimum communication expense (telephone, telegraph). The Voucher shall include a statement that the communication expenses were for state business purposes; family and non-business purposes are not eligible for reimbursement (3A-42.010, F.A.C.)
- (e) Postage or fees for carrying or transporting equipment necessary in the conduct of official business, under conditions where the traveler or travelers cannot perform this function without assistance, are reimbursable. Receipts are required and an explanatory statement fully justifying the fees paid must be included on the Voucher.
- (f) Reasonable tips and gratuities may be reimbursed to the traveler as defined below: (3A-42.010, F.A.C.)
 - ((1)) Actual tips paid to taxi drivers not to exceed 15% of the fare and must be reflected separately from the taxi fare itself.

- ((2)) Actual amounts paid for mandatory valet parking service, not to exceed one dollar (\$1.00) per occasion, that was incurred in the performance of state business.
 - ((3)) Actual portage charges paid, which shall not exceed one dollar (\$1.00) per bag not to exceed five dollars (\$5.00) per incident. Portage charges exceeding \$5.00 per incident will require additional justification. The need for these services must be justified on the Voucher.
- (g) Other incidental fees as follows may be reimbursed upon presentation of a receipt:(3A-42.010, F.A.C.)
- ((1)) Laundry and pressing service charges (including dry cleaning services) necessarily incurred to complete the traveler's official business when that travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.
 - ((2)) Actual passport and visa fees required for official travel.
 - ((3)) Actual and necessary fees incurred for the purchase of traveler's checks for official travel expenses.
 - ((4)) Actual fees charged to exchange currency necessary to pay official travel expenses involved in foreign travel.
 - ((5)) Actual costs of maps necessary for conducting official business. Official State of Florida maps are available in Finance and Accounting.
- (h) If a common carrier ticket or rental car charge is paid for by the employee or charged to a DCA corporate credit card and reimbursement is being requested, the abbreviation for the company name should be shown in the "Map Mileage" column and the amount of reimbursement for that portion of the trip shown in the "Other Expenses" column. Full documentation must be provided.

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- (15) The mileage claimed for “Map Mileage” and “Vicinity Mileage” should be totaled on this line.
- (16) The official approved reimbursement rate for mileage, as provided by statute, will be entered on this line.
- (17) The total of all mileage claimed multiplied by the statutory rate should be entered on this line. The total for mileage allowance may not exceed the air fare for that particular leg of the travel unless an alternative form of travel had been previously authorized.
- (18) Column total for “Per Diem or Meals” should be entered on this line.
- (19) The amounts of all incidental expenses should be totaled and entered on this line.
- (20) The totals of line (q), (r), and (s) should be totaled and entered on this line.
- (21) Any travel advance received pertaining to the travel for which reimbursement is being requested should be reflected on this line.
- (22) This line should reflect the additional amount owed to the traveler or the refund owed by the traveler to the state should the advance previously received exceed the reimbursable expense.
- (23) A statement of the benefits accruing to the state by the traveler's attendance is required for all conference/convention and out-of-state travel. (Section 9.a.(4)).
- (24) The appropriate Fund Identification Number, Organization Code, Expansion Option and Object Code shall be coded in this section by division personnel.
- (25) If travel involves an airline ticket or rental car not paid for by Corporate Travel Card or personally by the traveler, or the use of a state-owned vehicle, the information block on the bottom of the form must be completed from the appropriate information on the airline ticket stub, rental car agreement, or state vehicle receipt.

- (26) The “Payee” should sign the voucher certifying that it is complete and accurate, exactly as his/her name is entered in line (a)
- (27) The traveler’s title should be the same as the classification title of the position established by the Department of Management Services.
- (28) The date the voucher was prepared should be entered on this line.
- (29) The voucher must be approved and dated by the approving authority specified above before it is submitted to Finance and Accounting for reimbursement.
- (30) The approving authority’s title should be the same as the classification title of the position established by the Department of Management Services.
- (31) If the DCA corporate credit card is used to charge travel expenses, this should be indicated by checking the box provided.

10. FAILURE TO FOLLOW PROCEDURE

- a. It shall be the responsibility of each authorizing agent to enforce every provision of the travel policies outlined herein, and as they from time to time may be amended. Disregard for the proper enforcement of these policies by a authorizing agent is prohibited.
- b. “Any person who willfully makes and subscribes any travel claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises to the preparation or presentation under the provisions of this section of a claim which is fraudulent or false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, shall be guilty of a misdemeanor of the second degree, punishable as provided in Section 775.082 or Section 775.083, F. S.. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable for the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.” (Section 112.061, F. S.) In addition, any employee making a false claim for reimbursement of travel expense shall be subject to disciplinary action as provided in the Department’s personnel policies.