

# Travel Manual



**Florida Department of Education**

**SECTION: 8.1 AUTHORIZED TRAVEL****POLICY:**

Travel is performed and reimbursed only as provided by law (Section 112.061, Florida Statutes), the Rules of the Department of Financial Services (Chapter 69I-42, FAC.), State Chief Financial Officer Memorandums, DOE policies and procedures which follow. Travel expenses are limited to those expenses necessarily incurred by the traveler in the performance of any public purpose authorized by law to be performed by the Department.

**Travel Authorization**

The Commissioner, the appropriate Budget Entity Director, or designee may authorize travel of:

**Department employees**

**Authorized persons** (non-DOE employees) who are called on to contribute their time and services as consultants or advisors to the Department. Complete explanation must be shown on or attached to the travel voucher stating benefits to the State.

**DOE employees who are serving temporarily on behalf of another agency** or in behalf of more than one agency at the same time. Complete explanation must be shown on or attached to the travel voucher, which must be filed in a timely manner to facilitate payments to common carriers. The traveler must attach a personal check refunding the amount being reimbursed by the other agency or deduct such refund from the total reimbursement due.

**Job Placement and Candidates for Department Executive and Professional Positions**

Payment of travel expenses of employees for the sole purpose of taking job placement examinations, written or oral, is not allowed under any circumstances.

Candidates for Department executive or professional positions may be allowed traveling expenses for interviews with prior written approval of the Commissioner or designee.

**Appearance as Official Witness**

A Department employee who is required, as a direct result of employment, to appear as an official witness to testify in any court of the State, or before a hearing officer, hearing examiner, or any board or commission of the State, its agencies, instrumentality's, or political subdivisions, is considered to be on duty during such appearance and is entitled to travel expenses. The employee must remit to the Department any witness fees or other expense reimbursement received for such appearance. A complete explanation must be shown on or attached to the travel voucher.

Any witness subpoenaed to testify on behalf of the State in any action brought pursuant to Section 895.05 or Chapter 542, Florida Statutes, who is required to travel outside of and more than 50 miles from the witness's county of residence or who is required to travel out of state, is entitled to per diem and travel expenses at the same rate provided for state employees in lieu of any state witness fee.

**REFERENCES:** Section 112.061, Florida Statutes; Section 895.05, Florida Statutes; Chapter 542, Florida Statutes; Chapter 69I-42, Florida Administrative Code

**Responsible Unit(s):** DOE Comptroller  
Budget Entities

**History:** Est. 9/80; Rev. 6/82, 11/82, 7/86, 10/90, 01/98, 11/00, 6/04, 4/06, 6/09; 02/10

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## AUTHORITY AND PURPOSE

The following procedures are adopted in compliance with Section 112.061, Florida Statutes, and Chapter 69I-42, Florida Administrative Code, State Chief Financial Officer Memorandums, and the Rules of the Department of Financial Services. They are designed to assist and guide Department of Education (DOE) travelers in planning travel, filing and processing travel reimbursements and travel advances.

Even though these procedures establish guidelines, it is the responsibility of each traveler to comply with Section 112.061(7)(a), Florida Statutes. This statute requires each employee to travel by the most economical means and states in part that all travel must be by a usually traveled route. In case a person travels by an indirect route for his 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 by a usually traveled route.

## DEFINITIONS

**Actual Point of Origin** - The geographic location where the travel begins.

**Agency** - Any office, department, agency, division, subdivision, political subdivision, board, bureau, commission, authority, district, public body, county, city, town, village, municipality, or in any other separate unit of government created pursuant to law.

**Agency Head** - The highest policy-making authority of a public agency.

**Authorized Person** -

1. A person other than a public officer or employee who is authorized by an agency to incur travel expenses in the performance of official duties.
2. A person who is called upon to contribute time and services as a consultant or advisor.
3. A person who is a candidate for an executive or professional position.

**Class A Travel** - Continuous travel of 24 hours or more away from official headquarters.

**Class B Travel** - Continuous travel of less than 24 hours, which involves overnight absence from official headquarters.

**Class C Travel** - Travel for short or day trips where the traveler is not away from his official headquarters overnight.

**Common Carrier** - Train, bus, commercial airline operating scheduled flights, rental cars of an established rental car firm, state motor pool, state aircraft, or private aircraft.

**Conference** - The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the removal of differences or disputes and for discussion of their common problems and interests. The term also

includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and 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.

**Convention** - The assembly of representative groups or persons coming together for the accomplishment of a purpose of interest to a larger group or persons. A convention does not mean the coming together of agency or interagency personnel.

**Employee** - An individual, other than an officer or authorized person as defined, who is filling a regular or full-time authorized position and is responsible to the agency head.

**Most Economical Class of Transportation** - The class having the lowest fare which is available.

**Most Economical Method of Travel** - The mode of transportation (privately owned vehicle, common carrier, etc.) designated by an agency head in accordance with criteria prescribed by Section 112.061, Florida Statutes.

**Officer or Public Officer** - An individual who, in the performance of his 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 the foregoing two classes of individuals as initial designee or successor.

**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.

**Travel Day** - A period of 24 hours (midnight to midnight) consisting of four quarters of six hours each.

**Travel Expense** - Necessary expenses while traveling; actual expenses while traveling; the usual, ordinary and incidental expenditures necessarily incurred by the traveler.

**Travel Period** - A period of time between the time of departure and time of return.

**Traveler** - public officer, public employee, or authorized person when performing authorized travel.

### **Form C-676C, Authorization to Incur Travel Expense**

C-676C Authorization form shall be completed prior to travel for all employees and authorized persons. This form shall be signed and dated prior to the 1<sup>st</sup> day of travel by:

1. the traveler
2. the traveler's supervisor and
3. the agency head or designee

All out-of-state travel must be pre-approved by the Commissioner or the Chief of Staff. The original authorization must be submitted with the travel reimbursement voucher (Form C-676.) If the original travel authorization has already been submitted with a voucher for a previous trip, a legible copy of the C-676C may be used for any subsequent authorized travel.

## **INSTRUCTIONS FOR COMPLETING C-676**

The following are detailed instructions to comply with Section 112.061, Florida Statutes and the rules of the Department of Banking and Finance.

### **TRAVELER'S INFORMATION**

**Payee**– Type name of traveler. Must be the same, as it appears on the State salary warrant if the traveler is a State employee; if traveler is not a State employee, use full legal name.

**Social Security Number** – Complete for all authorized travelers.

**Headquarters** – City or town designated by agency head.

Official – When designation is for a period of over thirty days.

Temporary – When stationed in a city or town for fewer than thirty days.

**Residence** – Residence is defined as the city at which the traveler lives while working at the official or temporary headquarters. The street address, city, state and zip code must appear on non-employee travel vouchers.

**Department** – Complete room number and building name to facilitate mailing of EFT copy or check to employee. For non-employees, the room number and building of the person preparing the voucher is required.

### **DATES**

The date of each day of travel must be shown beginning with the date of departure, each day away and the date of return.

### **TRAVEL PERFORMED**

List the name of the city or town of origin and final destination that day. Each location must be listed, regardless if duration of travel is overnight for one day or more. List separately each city visited during the day's travel in which official business was conducted regardless of the frequency traveled to each city.

### **PURPOSE OF TRIP**

The purpose of each trip must be typed directly following the column designated for “travel performed.” Acronyms and nonstandard abbreviations for programs or organizational units within an agency should not be used in supporting documentation unless an explanation is written on the travel voucher. Example: JTPA should be Job Training Partnership Act.

### **HOOR OF DEPARTURE AND RETURN**

Indicate the actual hour of departure and, on the final return trip, the actual hour of return. When applicable, indicate the times during the trip when you leave official travel status



(off per diem) and recommence Official State business (on per diem), or when there is a change from per diem to actual expenses.

As a general rule, a traveler shall be permitted up to one (1) hour to commute to and from the airport.

## **CLASS OF TRAVEL**

**Class A travel** is continuous travel of 24 hours or more away from official headquarters. **Class B travel** is continuous travel of less than 24 hours which involves overnight absence away from official headquarters. The travel day for Class B begins at the same time the travel begins.

**Class C travel** is continuous travel of less than 24 hours without overnight absence away from official headquarters.

## **PER DIEM OR MEALS**

### **Allowable**

Rates for per diem are provided for in Section 112.061(6), Florida Statutes. All travelers are allowed the authorized per diem for each day of travel: or if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in 112.061(6) b), Florida Statutes, plus actual expenses for lodging at a single occupancy rate. Travelers may only switch from actual to per diem while on Class A travel on a midnight to midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 for each quarter from the time of departure until the time of return.

### **Mileage Limits**

A traveler may not claim per diem or lodging reimbursement for overnight travel within 50 miles (one-way) of his or her headquarters or residence unless the circumstances necessitating the overnight stay are fully explained by the traveler and approved by the agency head.

### **Amounts**

Class A and B Travel shall be reimbursed at one-fourth of the authorized rate of per diem, \$20.00; for each quarter or fraction thereof. Currently, per diem is calculated at a rate of \$80.00 per day.

Allowance for meals shall be based upon the following schedule of allowed costs:

- 1) Breakfast- \$6 when travel begins before 6:00 a.m. and extends beyond 8 a.m.
- 2) Lunch - \$11 when travel begins before 12 noon and extends beyond 2:00 p.m.
- 3) Dinner- \$19 when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

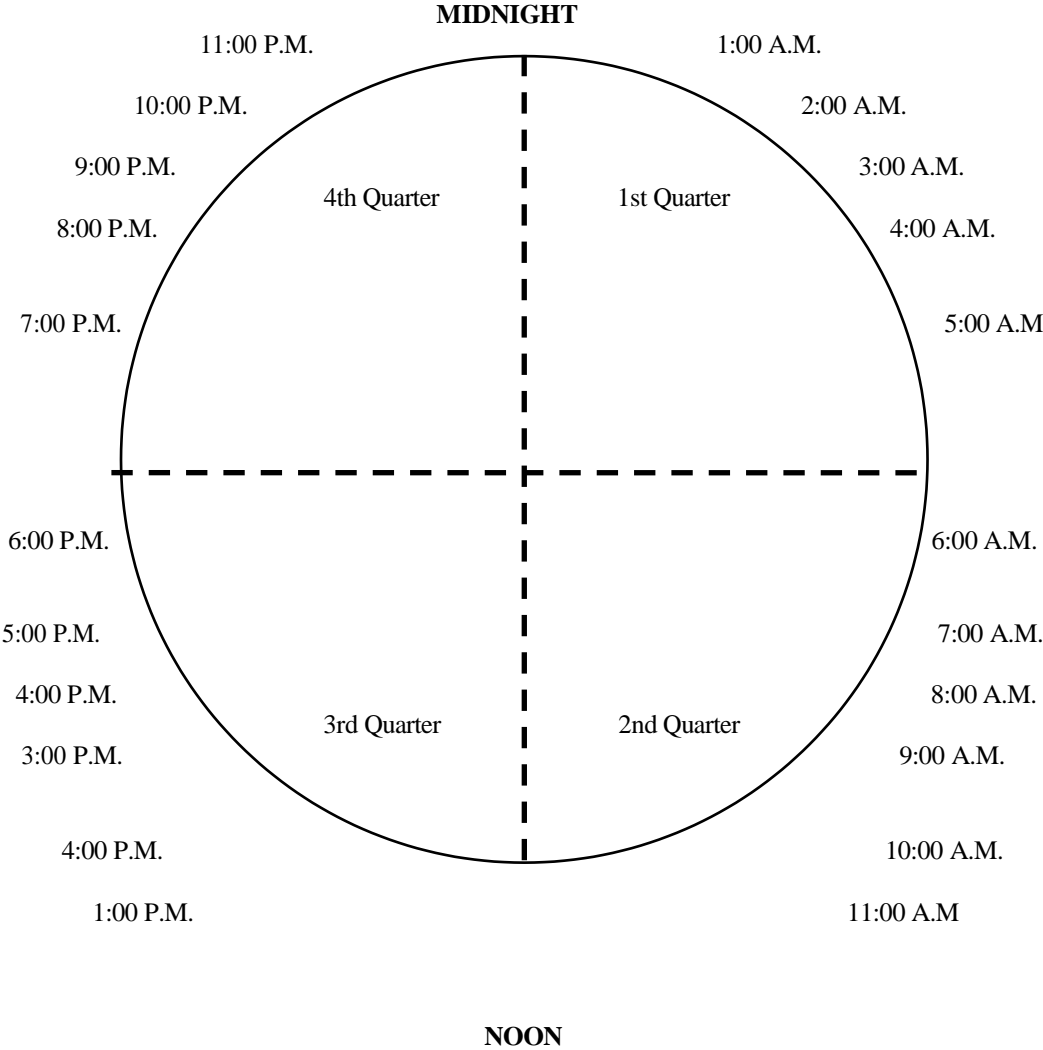
**Off Per Diem for Personal Reasons**

The State Chief Financial Officer's Office has asked us to look at the travel voucher for a traveler going off per diem, as if the traveler has continued on state business when the traveler goes off per diem and back on per diem for their personal convenience. **Example:** Traveler goes off per diem at 5 PM on Wednesday and returns to per diem on Friday at 2 PM. It will take 5 hours for the traveler to return home.

- 1) Traveler is entitled to \$60.00 per diem Wednesday and \$20.00 per diem Friday.
- 2) Had the traveler continued home on Wednesday, he would have arrived home at 10 PM and per diem would have been \$80.00.
- 3) The same rules apply if the traveler starts the trip ahead of the scheduled travel time for their personal convenience.

When travel involves "off state time", and the receipts reflect different dates than those on the travel reimbursement form, please indicate on the voucher "traveler actually returned/depended on \_\_\_\_\_(date), for personal convenience."

**PER DIEM CLOCK**



**Class A and B Travel** shall be reimbursed at one-fourth of the authorized rate of per diem for each quarter or fraction thereof. Currently, per diem is calculated at a rate of \$80.00 per day.

Allowance for meals shall be based on the following schedule of allowances:

- 1. Breakfast - \$6 when travel begins before 6 am and extends beyond 8 pm.
- 2. Lunch - \$11 when travel begins before 12 noon and extends beyond 2 pm.
- 3. Dinner - \$19 when travel begins before 6 pm and extends beyond 8 pm.

**Class C Travel** shall not be reimbursed on a per diem basis nor shall a traveler receive meal allowance.

**MAP MILEAGE CLAIMED**

Agency heads may authorize the use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers. The traveler is entitled to a mileage allowance at a fixed rate 44.5 cents per mile effective July 1, 2006. Reimbursement for expenditures relating to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business.

Map mileage, when possible, shall be computed on the basis of the official state road map issued by the Department of Transportation. Map mileage may also be obtained through the website address listed below:

<http://www3.dot.state.fl.us/mileage/>

**Complimentary Mileage**

Any complimentary mileage must be so noted on the travel voucher, giving total mileage and the name of the traveler whom provided the complimentary mileage. No traveler shall be allowed either mileage or transportation expense when he/she is gratuitously transported by another traveler who is entitled to mileage or transportation expense.

**Claiming Lesser Distance**

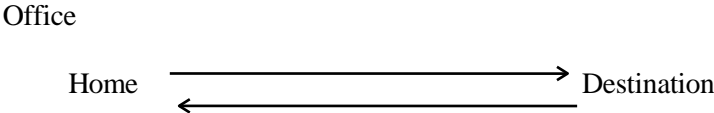
When travel begins at a point other than the headquarters, then the traveler shall claim official map mileage for the lesser distance, either from the point of origin to the destination or from the headquarters to the destination. The balance may not be reported as vicinity mileage.

KEY: Allowable mileage \_\_\_\_\_  
Unallowable mileage .....

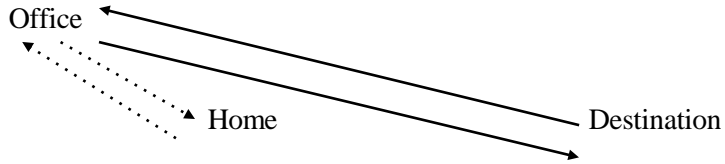
1. **Home is closer to destination than office is**

Examples:

- a. If a **traveler begins the travel from home and returns directly to home**. Traveler is entitled to claim actual miles driven from home to destination and return.



- b. If a **traveler begins travel at the office and returns directly to the office**; the traveler may claim the actual miles driven from office to destination and return, but, may not claim the additional miles driven between the office and home.



- c. If **traveler begins from office and returns home**; traveler claims miles from office to destination and destination to home.

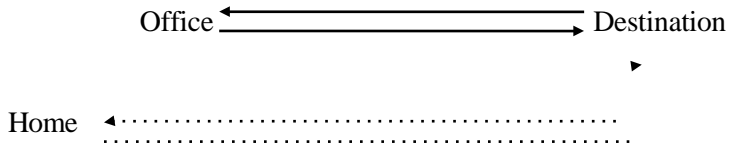


- d. If **traveler begins from home and returns to office**; traveler claims miles from home to destination and return to office.



2. **Office is closer to travel destination than home is:**

If traveler begins travel from home and returns to home; the traveler may claim only the distance from the office to the destination and return to the office regardless of whether the traveler returns to the office or to home.



**Claiming Mileage from Home**

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 actual miles driven. If the traveler chooses to use this rule, the traveler’s regular work hours must be stated on the voucher, the miles from his residence and justification for travel prior to the regular work schedule.

### **Vicinity Mileage Claimed**

Vicinity mileage necessary for the conduct of official business is allowable but is shown as a separate item on the expense voucher. Vicinity mileage is determined by applying the lesser of “point of origin or headquarters” rule, see ‘Claiming Lesser Distance’ above.

If you drive to the airport, you may claim vicinity mileage to the airport prior to departure and from the airport upon return. Established vicinity mileage to and from the Tallahassee airport is as follows:

Turlington Bldg and Capital Area – 7 miles  
Koger Center – 11 miles  
Northwood Center – 10 miles; Northwood Center to Turl Bldg – 3 miles

A written explanation must be provided when vicinity mileage exceeds 50 miles in one day or 40 miles per day for two days or more in one trip.

Please remember that a traveler may not claim more mileage than was actually incurred as necessary travel expense. Because of unusual travel needs, the location of the traveler’s headquarters or circumstances beyond the traveler’s control, a deviation from these procedures may at times be necessary. When such a deviation is required, the supervisor’s approval should be obtained in writing on the travel reimbursement voucher.

### **Changing Mode of Transportation**

When there is a change in the mode of transportation on a single trip, which results in a private vehicle being driven, for audit purposes either a memo should accompany the voucher or a statement should be written on the travel voucher explaining the inconsistency.

## **MOST ECONOMICAL MEANS**

It is the responsibility of the traveler to utilize the most economical method of travel for each trip, keeping in mind the following conditions:

- The nature of the business.
- The most effective and economical means of travel (considering time of the travel, cost of transportation and per diem or subsistence required.)
- The number of persons making the trip and the amount of equipment or material to be transported.

If a person travels by an indirect route for his/her own convenience, any extra cost shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.

## RENTAL CAR

### Contract

A competitively bid state contract for rental vehicles has been awarded to Avis Rent A Car System, Inc. The purpose of this contract is to provide maximum economics in the rental of automobiles for Official State business. Therefore, all rentals of automobiles by Department travelers must be made under the terms, prices and conditions of this contract. Any deviations may be subject to audit criticism.

Any person traveling for DOE is required to use the rental car contract (this includes non-employees and other state employees.) The responsibility for utilizing the contract is delegated to supervisors who are authorized to approve travel. If another car rental agency is used, the traveler is required to use a Class B compact car. Reservations for vehicles should be made as soon as travel plans are known using the AVIS contract. When making reservations, use AWD No.-A113400, to ensure that you are given the state contract rate. The Compact (class B) rental rate is not guaranteed without a confirmed car reservation for a compact class rental vehicle. Travelers are required to request Class B vehicles except when the number of passengers or the volume of materials to be transported makes use of a Compact Class vehicle impractical. The Travel Section may request additional supporting information when reimbursement is requested for rental cars that do not appear to meet the criteria of “the most economical means of travel.” This contract may be obtained from the website address below:

[http://dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/state\\_contracts\\_agreements\\_and\\_price\\_lists/state\\_term\\_contracts/rental\\_vehicles/contract\\_summary](http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts/rental_vehicles/contract_summary)

### Privately Owned Vehicles

The agency head may authorize the use of a privately owned vehicle and pay the mileage rate even if a publicly owned vehicle is available.

## COMMERCIAL AIRCRAFT

### Unused/Lost Airline Tickets

Travelers are responsible for their own unused or lost tickets if they were obtained on a traveler’s personal or corporate credit card. Unused tickets must be returned to the issuing airline or travel agency for credit.

### Non-refundable Tickets

Penalties for cancellation of discounted airline tickets, referred to as “super saver” tickets, may be paid from State funds only if the cause for cancellation is in the best interest of the State. If the ticket is cancelled for the convenience of the traveler, the cancellation penalty may not be paid or reimbursed from State funds. Although the savings realized from the use of such tickets may be considerable, agency personnel shall also keep in mind that the



penalties for cancellation of the tickets are generally substantial. Agencies and travelers shall carefully evaluate the circumstances and risk of cancellation prior to the purchase of each such ticket in order to avoid or at least minimize the cancellation penalty on these tickets. When an agency determines that it is in the best interest of the State to cancel a “super saver” ticket and pay the cancellation penalty, justification must be included in the voucher submitted for payment of the cancellation penalty detailing the circumstances necessitating payment of the penalty from State funds.

When un-used non-refundable tickets can be exchanged, travelers are encouraged to do so and depending upon the circumstances, DOE can refund the penalty fee.

### **Private Aircraft**

Section 112.061(7)(h), Florida Statutes, provides that a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for his fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft may also be entitled to transportation expenses for the same flight.

### **State Plane**

When traveling on a state plane, authorization must be secured in advance on a C-676C form and followed up by filing a travel voucher. DOE is charged for each person on the flight individually. There is no such thing as a “comp” state plane. A travel voucher must be submitted within five (5) working days of the return date.

## **TRAVEL ADVANCES**

### **Request**

Travel advances may be made or authorized by an agency head or his designee to cover anticipated cost of travel to travelers. A travel advance may not exceed 80 percent of the estimated travel expense payable to the traveler. An exception may be made to take advantage of a substantial discounted common carrier ticket. The travel advance may be an amount equal to 100 percent of the cost of the substantially discounted ticket plus 80 percent of the remaining estimated travel expenses.

### **Criteria for Travel Advances**

- 1) Employees filling authorized positions are eligible for travel advances unless they have a corporate travel credit card (i.e., Purchasing Card or American Express).
- 2) Each employee can have only **one** advance outstanding at a given time. An advance may cover more than one trip providing there is one week or less between trips.
- 3) When the initial advance exceeds actual expenses, settlement for the excess advance must be submitted with the voucher for reimbursement **within five (5) working** days of the return travel date.
- 4) In the event an advance is received and the travel is canceled, the travel advance is to be refunded **immediately**.

Abuse of any of the criteria contained in this section shall be grounds for departmental refusal of any future advances.

### **Required Paperwork**

To obtain a travel advance the following documents must be properly and fully completed and submitted to the Department Comptroller **at least five (5) working days prior to the departure**. Employees whose official headquarters are outside of Tallahassee should submit requests at least eight working days prior to the departure date.

- 1) The original Application for Advance on Travel Expense, C-676 TA, must be completed and signed. The traveler and the Division Director's signature must be original signatures. The traveler's office phone number should be on the form so the traveler can be notified when the check is ready and,
- 2) The **original approved Travel Authorization** (form C-676C).

## **CLAIMING HOTEL REIMBURSEMENT**

### **General**

When claiming reimbursement for lodging expenses, receipts must show the name and address of the establishment, the name of the traveler, the daily rate(s) actually paid, the dates checked in and out and the number of persons who occupied the room. In addition, the following requirements must be met:

- 1) If the room was occupied by more than one person, the receipt must show the single occupancy rate. Only the single occupancy rate can be reimbursed.
- 2) The hotel receipt must be either marked paid, have a credit card number attached or the balance must be zero.
- 3) Lodging expenses paid by employees are not tax exempt. Travelers will be reimbursed for the tax that they pay.
- 4) If a safe charge is a mandatory charge by the hotel, it can be reimbursed. This should be listed as a separate charge on the travel voucher and it should be stated "safe charge mandatory" on the travel voucher. If it is an optional charge, it is the responsibility of the traveler.
- 5) If there is a mandatory hotel parking charge, it should be included on the hotel receipt. This should be listed as a separate charge on the travel voucher and it should be stated "hotel parking mandatory" on the travel voucher.
- 6) Justification may be requested for hotel rates that are deemed excessive.

### **Hotel Rooms Shared by Multiple Travelers**

When multiple travelers share a hotel room and the hotel bill is paid by one of the travelers, then the traveler paying the bill shall request reimbursement for the total amount of the bill. When multiple travelers have separate rooms and one traveler pays the hotel bill for all, then the traveler paying the hotel bill shall request reimbursement for the total amount on his or her travel reimbursement. The traveler whose hotel bill is being paid must file a travel voucher and state on his voucher "hotel room comp of John Doe." If two travelers share a hotel room and split the bill, then each traveler may claim one-half of the hotel bill on their travel reimbursement request. In each of the above situations, each traveler shall provide an explanation of the circumstances and submit their travel reimbursement request to the Office of the Comptroller together or provide copies of the approved travel reimbursement requests of the other travelers. The travelers shall be on the same method of travel for reimbursement purposes.

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## CONFERENCES

### General

No public funds shall be expended for attendance at conferences or conventions unless:

- 1) the main purpose of the conference or 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 activity provides a direct educational or other benefit supporting the work and public purpose of the person attending;
- 3) the duties and responsibilities of the traveler attending such meetings are compatible with the objectives of the particular conference or convention; and,
- 4) the request for payment of travel expenses is otherwise in compliance with these procedures.

When a traveler is authorized to attend conventions, conferences, seminars or workshops, or when a registration fee is paid, the original authorization and one copy must be submitted with the reimbursement voucher along with a copy of the agenda.

In accordance with Department of Financial Services Rule 69I-42.004, Florida Administrative Code, when the words conference, convention, workshop or seminar appear as the purpose of a trip or when a registration fee is paid, there must be a statement of benefits accruing to the State of Florida. In other words, the benefits the State receives by paying these travel expenses must be stated on the travel authorization.

### Registration Fees

When claiming reimbursement for conference or convention travel when no registration fee was required, the statement “**no registration fee required**” must appear on the travel voucher. If the registration fee is paid by purchase order, a copy of the purchase order must be submitted with the travel voucher, and a statement on the travel voucher must state “**Registration fee paid by DO# \_\_\_\_\_**”.

When a registration fee is required and no meals are included in the fee, the statement “**no meals included**” must appear on the travel voucher.

### Meals included in Registration Fee

- 1) When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides 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 a registration fee for a convention or conference.
- 2) 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.

### Department Sponsored Conferences

No registration fee can be collected by the Department for any Department-sponsored conference.

## **EXPENSES**

### **Allowable**

Although receipts are not required on certain small incidental travel expenses, such as parking and tolls of \$25.00 or less, these expenses must in fact have been incurred as a necessary travel expense to be claimed on a travel voucher. When receipts are required, the original and one legible copy must be filed with the travel reimbursement request. In the event a receipt is lost or cannot be obtained, a statement must be submitted stating the expense was incurred while in travel status and the receipt was lost or could not be obtained.

If an original receipt is not available, the following statement must be on the copy of the invoice receipt and signed by the person making the determination for the reimbursement:

“Original invoice not available – this obligation has not  
been previously paid or submitted for reimbursement.  
Signed \_\_\_\_\_”

Receipts ARE required as indicated:

- 1) Taxi fares in excess of \$25.00 on a fare basis.
- 2) Storage, parking fees or tolls in excess of \$25.00.
- 3) Communication expenses, such as, telephone calls, fax, postage and mailing fees. A statement that these expenses being claimed were for “State business” must appear on the reimbursement form.
- 4) Actual amount paid for mandatory valet parking.
- 5) Receipts or cancelled checks for registration fees paid by the traveler.
- 6) Laundry, dry cleaning and pressing expenses can be reimbursed when official travel extends beyond seven (7) days and such expenses are necessarily incurred to complete the official business portion of the trip.
- 7) Passport and visa fees required for official travel.
- 8) Actual and necessary fees charged to purchase traveler’s checks.
- 9) Currency exchange fees necessary to pay official travel expenses.
- 10) Actual cost of maps necessary to conduct official business.
- 11) Actual cost of fuel for rental cars.

Receipts are NOT required as indicated:

- 1) Actual tips paid to taxi drivers, this amount shall not exceed 15% of the taxi fare.
- 2) Actual tips paid for valet parking. This amount shall not exceed \$1.00 per occasion that was incurred in the performance of State business.
- 3) Portage charges shall be reimbursed at \$1.00 per bag or box and shall not exceed \$5.00 per occurrence. If portage expenses exceed \$5.00, then the number of bags and/or boxes must be listed on the reimbursement form.

### **Unallowable**

The following expenses are not reimbursable:

- 1) Non-business related telephone calls.
- 2) Storage of personal items.
- 3) Any item not directly related to the performance of State business

**REQUEST FOR REIMBURSEMENT FOR PERSONS WITH DISABILITIES**

If this agency has determined that an individual has a disability that requires payments that would not otherwise be lawfully authorized use of state funds, an ADA control number will be assigned to the individual. The traveler will have to submit a “Reasonable Accommodation Request” form to the personnel office to be determined and assigned this number.

Reimbursement request can be made for travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, Florida Statutes, and Rule 69I-42, Florida Administrative Code, if such excess travel expenses were incurred to permit the safe travel of an individual with disabilities. Those excess expenses will be paid to the extent that the expenses were reasonable and necessary to the safe travel of the individual.

**NUMBER OF COPIES**

The person preparing the reimbursement request will prepare:

- 1) an original and one copy of the Form C676, travel voucher,
- 2) an original and one copy of all receipts
- 3) plus one copy for each common carrier charged to our Department (DMS State plane)

The original travel voucher must have original signatures.

**COST DISTRIBUTION**

Complete cost distribution or have the division budget officer complete this by coding the appropriate information. Use the appropriate object code from the following list:

**OBJECT CODE**

**DESCRIPTION**

**DOE EMPLOYEES**

261010	Travel – DOE employee in-state
261110	Travel – DOE employee in-state per diem
261210	Travel – DOE employee in-state meals (A &B)
261310	Travel – DOE employee in-state mileage
261410	Travel – DOE employee in-state hotel
261510	Travel – DOE employee in-state airfare
262010	Travel – DOE employee out-of-state
262110	Travel – DOE employee out-of-state per diem
262210	Travel – DOE employee out-of-state meals (A & B)
262310	Travel – DOE employee out-of-state mileage

262410	Travel – DOE employee out-of-state hotel
262510	Travel – DOE employee out-of-state airfare

**NON-STATE EMPLOYEES**

261020	Travel – non-state employee in-state
261120	Travel – non-state employee in-state per diem
261220	Travel – non-state employee in-state meals (A & B)
261320	Travel – non-state employee in-state mileage
261420	Travel – non-state employee in-state hotel
261520	Travel – non-state employee in-state airfare
262020	Travel – non-state employee out-of-state
262120	Travel – non-state employee out-of-state per diem
262220	Travel – non-state employee out-of-state meals (A & B)
262320	Travel – non-state employee out-of-state mileage
262420	Travel – non-state employee out-of-state hotel
262520	Travel – non-state employee out-of-state airfare

**STATE BUT NON-DOE EMPLOYEES**

261030	Travel – state but non-DOE employee in-state
261130	Travel – state but non-DOE employee in-state per diem
261230	Travel – state but non-DOE employee in-state meals (A & B)
261330	Travel – state but non-DOE employee in-state mileage
261430	Travel – state but non-DOE employee in-state hotel
261530	Travel – state but non-DOE employee in-state airfare
262030	Travel – state but non-DOE employee out-of-state
262130	Travel – state but non-DOE employee out-of-state per diem
262230	Travel – state but non-DOE employee out-of-state meals (A & B)
262330	Travel – state but non-DOE employee out-of-state mileage
262430	Travel – state but non-DOE employee out-of-state hotel
262530	Travel – state but non-DOE employee out-of-state airfare

After the traveler and the supervisor have signed the original voucher for Travel Reimbursement, the Budget Officer or his/her designee must approve the reimbursement. The approval may be full name or initials. If the Budget Officer delegates the approval of travel vouchers, a memo from the Budget Officer stating the ORG Code that the designee(s) may approve must be on file in the Comptroller's Office. This memo must be updated each fiscal year.

**TIME LINES**

Claims for reimbursement of travel expenses should be prepared at least monthly on Comptroller's Form C-676 (Voucher for Reimbursement of Travel Expenses) in strict compliance with Section 112.061, Florida Statutes. Regardless of the amount of reimbursement, travel reimbursement vouchers must be submitted within five working days after completing travel if the reimbursement involves the following:

- a. settlement of a travel advance;
- b. payment to Bureau of Aircraft (DMS);

If the travel reimbursement is not received within 10 working days, the Budget Officer will be contacted for assistance in receiving the travel reimbursement for the above settlements/payments.

## **ERRORS**

When audit of a travel voucher by the Travel Section of the Comptroller's Office reveals an error, the person auditing the voucher will make certain types of corrections and process the voucher. The types of errors that can be corrected include mathematical errors, incorrect map mileage and incorrect meals/per diem based on the departure or return time of the traveler. If a rental car is used for personal use, the Comptroller's Office will calculate the reimbursement at the traveler's request. The traveler may submit an amended voucher if there is a disagreement with the changes made.

Any errors, other than those listed above, may necessitate the return of the reimbursement request to the traveler or preparer. Travel vouchers returned by the travel section will be deemed received when all corrections have been made and the voucher is returned to the Travel Section. No priority will be given in the processing of a returned voucher.

## **EMERGENCY SITUATIONS**

When a public officer, employee, or authorized person on personal time is required to travel because of an emergency situation, such person may be reimbursed travel expenses incurred in traveling from the actual point of origin to the point of destination. The point of destination may be the official headquarters, as required by the Commissioner. Request for reimbursement of travel expenses pursuant to this shall contain an explanation of the emergency that necessitated the travel.

## **SPECIAL CONDITIONS OR REQUIREMENTS**

### **Travel Outside of the United States**

Persons who travel outside the United States and its territories may be reimbursed at the exchange rates that were in effect at the time of travel if authorized by the Commissioner. These rates may be obtained by calling the Department's Travel Section.

When a travel voucher is submitted for foreign travel and the traveler is requesting actual expenses, receipts will have to be substantiated to insure that the traveler is reimbursed for the expenses at the current exchange rate.

### **Travel in Area of Official Headquarters**

For travel within a 50-mile radius (map mileage, not including vicinity) of the designated official or temporary headquarters, or for travel in county of official headquarters or residence, the traveler shall be required to return home the same day that travel begins.

If an authorized traveler is in the county of the official headquarters or Residence City of the traveler, any per diem for overnight stay must have prior approval from the Budget Entity Director. In addition, the traveler's supervisor must provide a written explanation citing why the per diem is required. The explanation should be attached to each copy of the travel voucher when submitted to the Comptroller's Office.

### **ULTIMATE BENEFICIARY**

Pursuant to Section 216.331, Florida Statutes, "all moneys in the State Treasury shall be disbursed by state warrant, drawn by the Chief Financial Officer upon the State Treasury and payable to the ultimate beneficiary. This authorization shall include electronic disbursement."