

TABLE OF CONTENTS

Section	Page
I. Policy Statements	2
II. Authority	3
III. Areas of Responsibility	3
IV. Definitions	3
V. Procedures	7
A. Using STMS	7
B. Travel Authorization	8
C. Other Requirements for Travel Authorizations	12
D. Submitting Travel Voucher for Reimbursement	13
E. Special Conditions of Travel	14
F. Travel Advances	18
G. Requirements for Travel Expense Reimbursement	19
H. Prompt Payment Considerations	40
I. Volunteer Benefits	41
J. Travel Credit Cards and Similar Documents	41
K. Direct Vendor Payment of Travel Expenses	42
VI. Training	42
VII. Supportive Data	43
VIII. History Notes	44
IX. Signature and Effective Date	44
X. Appendix	44
A. Travel Approval Process Map	45

I. Policy Statements

These policies and procedures standardize the process for justifying, authorizing, and reimbursing travel, and apply to all staff traveling for the Department of Health (Department), regardless of their funding source for travel. Also, these procedures provide requirements and guidance about expenses allowed while employees, contractors and volunteers travel on state business.

- A.** All out-of-state travel must be authorized by the appropriate deputy secretary before travel.
- B.** All foreign travel must be authorized by the agency head before travel.
- C.** Employees and non-employees traveling for the Department will follow these policies and procedures for authorizing and obtaining reimbursement for official travel.
- D.** Travel to conduct mission-critical activities may be performed as listed on the "DOH Approved Mission Critical Travel" form.
- E.** Authorize and approve all travel in advance, whether in writing or by using the Statewide Travel Management System (STMS), which automates submissions from travelers, through preparers, and approvers.
- F.** Only the agency head has the authority to approve travel, and when necessary, may delegate that authority to designees. Only the agency head can approve foreign travel. No Department traveler may approve his/her own "Voucher for Reimbursement of Travel Expenses" (DH 676) or "Authorization to Incur Travel Expenses" (C-676C) at any time.
- G.** Each authorized traveler is responsible to select the most economical method of travel for each trip.
- H.** Questions of time-efficiency and cost-effectiveness must be answered in the best interest of the state of Florida and not for the convenience of the traveler.
- I.** The traveler and the authorizing official must sign and date a travel voucher, in writing or electronically in STMS. Travel vouchers on file at the agency must contain original signatures in written or electronic form. Expenses properly charged to travel include registration payments, reimbursements of mileage for privately owned vehicles, common carrier transportation, per diem and subsistence allowance, and other incidental expenses authorized by law.
- J.** When the travel period has ended, the traveler shall complete and submit a form DH 676 within ten working days of returning to headquarters (excluding routine travel, unless otherwise specified).

- K. Vouchers submitted in payment for travel reimbursement must include a travel voucher; "DOH Approved Mission Critical Travel" form; itemized hotel receipts, if applicable; transportation receipts for common carrier travel, if applicable; and incidental receipts, if applicable.
- L. Travel reimbursements for employees will be deposited by electronic fund transfer into the same bank account as the regular payroll warrant.

Note: All Department employees must abide by these policies and procedures as they apply in performing their respective jobs [Florida Administrative code rule 60L-36.005(3)2.e].

II. Authority

- A. [Section 112.061](#), Florida Statutes
- B. [Section 110.504\(1\)](#), Florida Statutes
- C. [Section 215.422](#), Florida Statutes
- D. [Chapter 69I-42](#), Florida Administrative Code
- E. ["Reference Guide for State Expenditures"](#) (DFS)

III. Areas of Responsibility

- A. The traveler and traveler's supervisor are responsible for adhering to Departmental and state guidelines regarding travel restrictions, completing forms, timely submission of travel reimbursement requests, and p-card approval of charges.
- B. Fiscal offices and the Bureau of Finance and Accounting, Travel Reimbursement section, are responsible for the timely processing of reimbursement requests.
- C. Purchasing-card approvers are responsible for the timely processing of travel related charges.
- D. The Bureau of Finance and Accounting, Financial Management section is responsible for this policy.

IV. Definitions

- A. **Actual Point of Origin:** Geographic location where the travel begins
- B. **Agency:** Department of Health

- C. Agency Head:** State Surgeon General (SSG)
- D. “Application for Advance of Travel Expense” Form (C-676D) or (DFS-AA-25):** These forms, used to request cash for expenses prior to DOH travel, differ in format and information required. Use the “Instructions for Application for Advance of Travel Expense” to complete C-676D, the DOH-preferred form.
- E. “Authorization to Incur Travel Expense” Form (C-676C) or (DFS-AA-13):** Complete this form for each person traveling. They differ in format and information required, but the DOH-preferred form is C-676C.
- F. Authorized Person:** A person, other than a public officer or employee, whether elected, commissioned, or not, who is sanctioned by the agency head, or designee, to incur travel expenses in the performance of official duties. The authorized person may also be called upon by an agency to contribute time and services as a consultant, advisor or candidate for an executive or professional position when performing authorized travel (section 112.061, Florida Statutes).
- G. Chief Financial Officer (CFO):** The elected official who services as the designated state financial officer and the agency head for Department of Financial Services.
- H. Class A Travel:** Continuous travel of 24 hours or more away from official headquarters (section 112.061, Florida Statutes).
- I. Class B Travel:** Continuous travel of less than 24 hours that involves overnight absences from official headquarters (section 112.061, Florida Statutes).
- J. Class C Travel:** Short or day trips where the traveler is not away from official headquarters overnight (section 112.061, Florida Statutes). Currently, per diem and meal allowances are not reimbursable under Class C travel.
- K. Clients:** Individuals or a targeted population in Florida served by the Department or its partners.
- L. Common Carrier:** Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
- M. Conference:** People gathering with a common purpose to deliberate, interchange views, remove differences or disputes, and discuss common problems and interests. The term also includes similar meetings such as seminars and workshops, which are large formal group meetings convened and supervised for specific purposes to accomplish intensive research, study, discussion, and work in some specific field or about a governmental problem or problems. A conference does not mean the coming together of agency or interagency personnel (Rule 69I-42.002, Florida Administrative Code).

- N. Convention:** A group representing persons and groups, gathering to accomplish a purpose of interest to a larger group or groups. A convention does not mean the coming together of agency or interagency personnel (Rule 69I-42.002, Florida Administrative Code).
- O. Department of Financial Services (DFS):** The agency responsible for managing the state's accounting and auditing functions, monitoring the investment of state funds, investigating financial fraud, licenses and exercising oversight of insurance agents and agencies. The DFS ensures Florida businesses have workers' compensation coverage, safeguard unclaimed property, help consumers with financial services issues, and serve as the state fire marshal investigating arson and promoting fire safety.
- P. Designee:** An employee given written authorization by the agency head to sign forms on behalf of the agency head.
- Q. Emergency Notice:** A written or verbal notification of less than 24 hours prior to scheduled departure, per section 112.061(13), Florida Statutes.
- R. Emergency Situation:** A circumstances in which there is an immediate danger or threat of immediate danger to the public health, safety, or welfare, or of other substantial loss to the state requiring emergency action.
- S. Foreign Travel:** Authorized and approved travel outside the United States and its recognized territories and possessions.
- T. Statewide Travel Management System (STMS):** The State's automated, online system to help travelers, preparers and approvers better manage travel submissions. The system allows Travelers to seek authorization to travel and track the status of the request through the system and alerts users when actions are needed, or approvals are granted.
- U. In-state Travel:** Authorized and approved travel within the territorial limits of Florida.
- V. Meal Allowance:** Amount authorized for each meal during the travel period, per section 112.061(6)(b), Florida Statutes.
- W. Meeting:** A gathering, attended by Department staff, to discuss issues or make decisions, such as a management review, seminar, or workshop.
- X. Mission-Critical Activities:** Duties necessary to conduct daily operations for the Department.
- Y. Most Economical Method of Travel:** Mode of travel (state- or government-owned vehicle, private vehicle, common carrier, etc.) designated by an agency head per section 112.061, Florida Statutes.

- Z. Non-Business Day:** For a public officer or employee, this means a weekend or an authorized state holiday. For an authorized person, this means a day when the person is not scheduled to perform service or contribute time to an agency.
- AA. Non-Routine Travel:** All travel other than routine travel described below.
- BB. Official Headquarters:** This is normally the same city or town as the office assigned to the employee. For an employee working where there is no established office, the headquarters is the city or town nearest to where the majority of his/her work is performed, or another city, town, or area designated by the agency head. In all such cases, the location must be in the best interest of the agency and not for the convenience of the employee.
- CC. Out-of-State Travel:** Authorized and approved travel outside the state of Florida, but within the United States.
- DD. Quarterly:** Calendar period of three consecutive months, during the state fiscal year as follows:
1. First quarter, July 1 to September 30
 2. Second quarter, October 1 to December 31
 3. Third quarter, January 1 to March 31
 4. Fourth quarter, April 1 to June 30
- EE. 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 has prior approval for a leave of absence.
- FF. Person with Disabilities:** For this policy, this is a person diagnosed with 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) that may require using trained animal companions or prosthetic equipment including, but not limited to, crutches, walkers, canes, or wheelchairs.
- GG. Point of Origin:** Geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is the lesser distance from the destination.
- HH. Public Employee or Employee:** An individual (other than an officer or authorized person) filling an authorized position who is responsible to the agency head.
- II. Public Officer or Officer:** An individual who, in performing his/her official duties, is vested by law with sovereign powers by government and who is either elected by the people or commissioned by the Governor and has jurisdiction throughout the state, or any person lawfully serving as initial designee or successor.

- JJ. Routine Travel:** Travel performed day-to-day in a specified geographical area as part of the traveler's normal work. It also includes travel performed by authorized travelers to transport clients in state or out of the state.
- KK. "State of Florida Voucher for Reimbursement of Travel Expenses" Form (DH 676 A, DH 676B, DH 676C):** Used to obtain reimbursement of travel expenses. Use form DH 676A for in-state travel, use form DH 676B for out-of-state travel, and use form DH 676C for foreign travel. Use the "Instructions for Reimbursement of Travel Expenses" for completing all three versions of DH 676. For travelers using STMS, these forms are included in the automated process.
- LL. Travel Day:** A period of 24 hours consisting of four quarters of six hours each.
- MM. Travel Expenses, Traveling Expenses, Necessary Expenses While Traveling, Actual Expenses While Traveling, or words of similar nature:** The usual, ordinary, and incidental expenditures necessarily incurred by a traveler.
- NN. Travel Period:** The time between departure and return (section 112.061(2), Florida Statutes).
- OO. Traveler:** An employee, public officer, or other authorized person performing authorized travel.

V. Procedures

A. Using STMS

Within the 2016 General Appropriations Act, language directed the Executive Office of the Governor to acquire a statewide travel management system. The legislature directed that the system standardize and automate travel management to include travel planning and approval, expense reporting, and reimbursement.

1. To access STMS you must receive a network username and password.
2. Fill out and email the account request form to your Travel champion and they will review and email it to statewidetravelmanagementsystem@flhealth.gov
3. The information on your account request form will be entered into the User Management Client by the User Administrators which will activate your account within STMS.
4. When you are activated in STMS you can access STMS users can access the system through online system in this link <https://floridahealth.sharepoint.com/SitePages/OnlineSystems.aspx>

B. Travel Authorization

All employees and non-employees traveling for the Department must complete and have approved form C-676C or DFS-AA-13, "Authorization to Incur Travel Expense."

1. **Travel approvals:** Approve all travel as follows:
 - a. The Executive Office of the Governor's deputy chief of staff will approve the State Surgeon General's (SSG) travel.
 - b. The SSG or his/her delegate approves travel for the SSG's direct reports.
 - c. The appropriate deputy secretary, chief of staff, or his/her delegate approves travel for their direct reports.
 - d. Division directors, county health department (CHD) director/administrators, children's medical services medical directors, nursing services directors, inspector general, general counsel, and legislative planning, communications, and performance and quality improvement directors, or their delegates, may approve the following types of in-state and out-of-state mission-critical travel items:

EXCEPTION: For in-state travel events (as defined in IV.U.) that require overnight travel for more than 15 Department-sponsored people, complete the "Request to Hold In-State Travel Event Worksheet" and submit for the chief of staff to approve.

Mission-Critical Travel Item	Mission-Critical Travel Description
1	Health inspections, surveillance, and investigations
2	Client visits or client services
3	In-county or regional educational, consultation, and outreach activities with clients, health facilities, health partners, or local government
4	Clinic and program oversight
5	In-county or regional direct operational support of Department offices
6	CHD, CMS, and field office clinical and administrative monitoring
7	Provider/contract monitoring
8	Legal office travel
9	Division of Disability Determinations officers travel to perform face-to-face hearings
10	Emergency situations where there is an immediate danger to public health, safety, welfare, or other substantial loss to the state requiring emergency

Mission-Critical Travel Item	Mission-Critical Travel Description
	action
11	Response to an in-state disaster
12	Travel to meet with state authorities as directed by the Executive Office of the Governor, agency executive, or senior managers
13	Statutory board and council meetings (identify statute or administrative code rule, as applicable)
14	Local-, regional-, or state-level community board/committees, and advisory groups with partners or other state agencies, consortiums/coalitions, Institutional Review Board, and advisory councils
15	Travel to comply with grant award requirement (identify grant name and travel requirement; attach a copy of the travel requirement from the grant guidance, application, or other documentation from the grantor)
16	Travel to meet with federal authorities for receiving continuation, supplemental, or new funding; to solicit federal assignees for the state; to provide state-specific technical assistance or content expertise
17	Travel to perform functions mandated by Florida statute or administrative code that cannot be performed via telephone or teleconference (identify statute or administrative code rule)
18	Staff training to enhance knowledge critical to job performance and expectations, such as technical training, clinical, operational, management, etc.
19	Staff training required to maintain mandatory certification or qualifications established by law, rule, or Department policy

- e. The SSG or the appropriate deputy secretary must approve all other travel **not** listed in the preceding Department’s mission-critical travel list and all foreign travel.
 - f. The sponsoring office of a Department event must state why travelers cannot attend an event via teleconference, video conference, or other method that does not incur travel costs, to include with his/her “Authorization to Incur Travel” form.
2. **In-state travel events:** The chief of staff or delegate must approve all in-state travel events. In-state travel events are defined as meetings, conferences or training events coordinated by the Department of Health that require overnight travel for more than 15 Department-sponsored people (employees and non-employees). The “Request to Hold In-state Travel Event Worksheet” must be completed and approved prior to the event and must be attached to each traveler’s Travel Authorization.
 3. **Out-of-state travel:** Out-of-state travel must meet one or more of the mission-critical travel descriptions listed in section B.1.d. above (per chapter 2014-53, section 58 at 28, Laws of Florida). All out-of-state travel must be authorized by the appropriate deputy secretary, and all foreign

travel must be authorized by the agency head in advance of travel (per DOHP 56-37).

4. **Approval to incur hotel/lodging expense:** The traveler should make every effort to book hotels with occupancy rates that are \$100 or less per night, if available.

Each travel voucher or Purchasing Card charge that seeks payment for lodging associated with a meeting, conference, or convention organized or sponsored by an agency may not exceed the traveler's daily room rate of \$150. [Reference Agency Addressed Memorandum #43 (2015-16)]

To minimize the cost to employees, managers need to verify compliance with the lodging rate restrictions before authorizing the employee to incur travel expenses. An employee will be required to expend his or her own funds for any daily room rate, including associated taxes, that exceeds \$150 per day.

The lodging restrictions do not apply to travel for conducting business external to the agency, such as audit, investigation, litigation, or examination. However, where daily room rates for these activities exceed \$150, travelers are reminded that the most economical use is required. Travelers should be prepared to justify costs that appear excessive, per the Reference Guide for State Expenditures.

- a. **Meetings, Conferences or Conventions:** If the traveler is attending a meeting, conference, or convention, please indicate in the reimbursement section all sponsors, co-sponsors, and organizers.
 - (1) An agency has sponsored a meeting, conference or convention if it contributes money for the meeting, conference or convention. Money provided for a traveler's registration fee or for an agency's membership fee to the organization hosting the conference or convention is not deemed as sponsorship.
 - (2) An agency is to have organized a meeting, conference or convention if it is involved in selecting a location or planning activities.

5. **Requirements for transportation approval:** Travelers must make the method of transportation clear on the "Authorization to Incur Travel" form.

If they plan to use a vehicle for transportation, travelers must:

- a. Justify why they are not using a state-pool vehicle. Travelers may request central office pool vehicles through the Support Services

sections of the Bureau of General Services. Staff outside the Tallahassee central office should contact the local vehicle coordinator for pool-vehicle availability.

- b. If more than one employee is traveling for the same purpose to the same destination, they must travel together, absent extraordinary circumstances.
 - c. If the traveler estimates vehicle mileage for his/her private vehicle will average more than 65 miles per travel day, complete the "Privately Owned Vehicle (POV) versus Rental Car Worksheet," and attach it. The Agency Head has designated use of the POV is more efficient/economical when the average daily vehicle mileage is less than or equal to 65 miles per travel day. If the traveler estimates vehicle mileage for his/her private vehicle will average 65 or less miles per travel day, the POV worksheet is **not** required. The DFS also requires justification for renting a hybrid vehicle (refer to the hybrid matrix). The state will only reimburse the traveler for the most economical method of transportation as authorized by the Agency Head (Section 112.061, 7(d)1.a, Florida Statutes).
 - d. The state's term rental-car contract requires using a compact vehicle. If the traveler rents a larger vehicle, the reimbursement request must include justification, detailing the number of passengers, and materials and equipment transported. The state will **not** reimburse travelers the full rental amount based on the traveler's size, stature, or personal preference unless the traveler meets Americans with Disabilities Act (ADA) requirements per the Department's ADA accommodations policy (DOHP 60-32).
 - e. To ensure the most economical mode of transportation in all travel, non-employees should provide the "Enterprise Car Rental Authorization [Form](#)" when renting a car in order to obtain the state rate for compact car.
6. **Concerning gifts:** When making travel arrangements, travelers must make clear, fair, and impartial decisions by **not** accepting any gift that constitutes a violation of Chapter 112, Part III, Florida Statutes, or the Department's "Code of Ethics" (DOHP 30-2). For example, "The employee that is traveling may accept hotel reward or bonus points for state-reimbursed travel for personal use by the employee. No employee may accept hotel reward or bonus points for state-reimbursed travel based on another employee's travel."

7. Submitting Travel Requests

Per page 61 of the Reference Guide for State Expenditures, all paper travel vouchers for reimbursement, authorizations and travel advances are required to have original signatures. Effective Monday March 6, 2017, the Travel mailbox will no longer accept travel advances or reimbursements via email. If you have been approved to submit a paper travel reimbursement or if you are submitting a travel advance, please mail these forms to the address below:

Florida Department of Health
Attn: Travel Section
4052 Bald Cypress Way, B01
Tallahassee, FL 32399

- a. Submit travel requests requiring deputy secretary, chief of staff, SSG, or their delegates' approval with all required documentation, information, and the approved justification **at least 30 days prior** to departure date. Submit the "Request to Hold In-state Travel Events Worksheet" and "Traveler Event Log" **at least 60 days** prior to the event.
- b. For CHDs, the Office of Statewide Services Administration will facilitate the travel request process at the central office. CHDs submit all required documents electronically to the Office of Statewide Services Administration. Please use these procedures so that the approver does not deny travel inappropriately or return the request to the originator for clarification or revision. Submit requests for multiple travelers to the same event together.
- c. For central office requests from direct reports and requests from CHD's through the Office of Statewide Services Administration requiring deputy or SSG approval, use the following process:
 - (1) Enter the travel request (as applicable), into the CorrFlow system and attach the completed "Authorization to Incur Travel" form and any supporting documents.
 - (2) Submit hard copies of all documents in a routing folder to forward to the approving authority. Note: Combine requests for multiple travelers into one CorrFlow folder assignment.

C. Other Requirements for Travel Authorizations

Whether you submit a travel request from a CHD, for executive management approval, or for your division or office director's approval, please remember the following:

1. All travel documents must be typed and **not** handwritten.
2. You may scan documents. However, use .pdf format, not .jpeg or .jpg.
3. Do **not** use a highlighter on the forms or supporting documentation.
4. Submit only send single-sided copies.
5. Submit all documents in one, full-size, legible file.
6. Do **not** use acronyms or abbreviations on travel forms or documentation.
7. Proofread forms and documentation for correct spelling, grammar, punctuation, and sentence structure.
8. Do **not** use special formatting, colors, attributes, or clip art.
9. The purpose or reason space must contain a detailed description of the travel performed, and it must relate to the mission-critical travel description.

D. Submitting Travel Voucher for Reimbursement

To obtain reimbursement of travel expenses, submit the appropriate "State of Florida Voucher for Reimbursement of Travel Expenses" form (DH 676 A, DH 676B, DH 676C) and include necessary supporting documentation. Do not use any of the forms DH 676 for payments from a revolving fund. Contact your supervisor or your local travel office, if you have any questions.

Submit the following documentation with the travel voucher. It must properly support the authorization to travel on behalf of the department and include the approved authorization and mission-critical forms.

1. Expenditures properly chargeable to travel such as registration payments, reimbursements of mileage for use of a privately-owned vehicle, per diem and subsistence allowance, common carrier transportation, and other expenses incidental to travel that are authorized by law.
2. Vouchers submitted in payment for a travel reimbursement request must include:
 - a. Travel voucher

- b. "Authorization to Incur Travel" form
 - c. "DOH Approved Mission_Critical Travel" form
 - d. Itemized hotel receipts, if applicable
 - e. Transportation receipts for common carrier travel, if applicable
 - f. Incidental receipts, if applicable, and
 - g. For conference or convention travel, include a statement of benefits to the state, along with agenda pages that itemize the registration cost.
3. All travel reimbursements for employees will be deposited by electronic fund transfer into the same bank account as the regular payroll warrant.

E. Special Conditions of Travel

1. Travel to employment interviews: Travel expenses of public employees for the sole purpose of taking merit system or other job placement examinations, written or oral, must not be allowed under any circumstances, except with prior written approval of the agency head, chief of staff, or designee. Candidates for executive or professional positions may be allowed travel expenses per this section. Written requests for executive or professional travel allowance must be forwarded through proper channels to the agency head or appropriate designee.
2. Assignment away from official headquarters
 - a. If an employee is stationed in any city or town for more than 30 continuous workdays, that city or town is deemed his/her official headquarters. If a traveler is receiving per diem or actual expenses plus meals, he/she is considered to be away from his/her official headquarters. If a traveler returns home at night, he/she is not considered to be away from official headquarters. However, with the approval of the agency head or appropriate designee, the 30-day period may be extended. Requests for extension of the 30-day period must be in writing, contain a statement of circumstances, and complete justification for the extension.
 - b. Travelers may leave their assigned post to return home overnight, over the weekend, or during a holiday. However, any time lost from regular duties must be taken as annual leave and authorized in the usual manner. The employee will not be reimbursed for

travel expenses in excess of the established, allowable rate per diem if the employee remained at the assigned post.

- c. Section V.G.6 of this policy addresses mileage reimbursement for travel away from official headquarters.
3. Travel to credit union meetings: Reimbursement of travel expenses incurred by state employees while participating in meetings of a credit union's board of directors or credit union committee are not allowed under any circumstances.
 4. Travel of persons with disabilities
 - a. If a physically handicapped traveler (section IV.DD) incurs travel expenses in excess of those usually authorized by the travel law and these procedures, and such excess expenses were incurred to permit safe travel of that handicapped traveler, those excess expenses will be reimbursed to the extent that the expenses were reasonable and necessary. All such claims for reimbursement of excess travel expenses must be submitted per the requirements of the Americans with Disabilities Act (ADA) (1990). [ADA forms](#) can be searched online in the Department's Central Library. An ADA certification number must be issued before travel reimbursements for ADA accommodations can be processed.
 - b. When requesting an ADA payment, which would not otherwise be an authorized use of state funds, the voucher must include a signed statement from the agency head or his/her designee certifying that:
 - (1) An agency employee, an applicant for a position, or other covered person has requested a "reasonable accommodation" to assist him/her in performing duties, applying for a position, or other covered activity.
 - (2) The agency has determined that the individual is a "qualified individual with a disability" as defined in the ADA.
 - (3) The agency has determined that the payment is for a "reasonable accommodation" for that employee, applicant, or person.
 - (4) The agency will maintain all records to this request for seven years and make those records available for authorized review.

- c. All vouchers related to a "reasonable accommodation" must contain a file number or other code traceable to the confidential records maintained by the agency per section V.E.4.b.(4).

5. Out-of-state travel
 - a. Out-of-state travel is not allowed for training purposes if the training is offered in Florida within one year of the request.
 - b. Exceptions may be approved by the appropriate delegated authority provided justifications are in writing.
 - c. Remaining procedures are the same as for in-state travel.

6. Foreign travel
 - a. The agency head may pay the per diem costs of travelers and authorized persons "for foreign travel at the current rates as specified in the federal publication 'Standardized Regulations (Government Civilians, Foreign Areas),' and incidental expenses as provided in this section," according to Section 112.061(3)(e), Florida Statutes. State employees who perform travel in foreign areas may choose to claim the standard state allowance found in section 112.061(6)(a), Florida Statutes, in lieu of the federal rates. Do not combine the state per diem rate with the federal reimbursement rates for the same travel day.
 - b. The traveler may claim either actual single occupancy room rate plus \$36 per day for meals, or foreign per diem.
 - c. Foreign per diem is paid beginning with the date and time of arrival in the foreign country and terminates on the date and time of departure to the United States. The amount reimbursed for foreign travel is limited to the current foreign per diem rate shown in the monthly publication, "*Maximum Travel Per Diem Allowance for Foreign Areas*," less the portion of the allowance designated for incidentals as specified in the *Federal Register*. Do not claim foreign per diem for any travel day quarter in which meal allowances, actual costs, or per diem for U.S. travel is also claimed.
 - d. When a traveler goes from one foreign location to another, reimbursement for meals and lodging is based on the allowance listed for the referenced location during the meal or lodging period. For example, a traveler on state business in Rome, departs at 3:00 p.m. for business, with an overnight stay in Paris. The Rome allowance for breakfast and lunch is used and the

dinner allowance and actual lodging costs, up to the maximum lodging amount for Paris, is used.

- e. The agency head must authorize foreign travel in advance.

7. Emergency situations

- a. When a public officer, employee, or authorized person on personal time (annual leave, regular compensatory time) is required to travel because of an emergency situation, the following applies:
 - (1) Reimburse travel expenses incurred from travelers' point of origin to their destinations, which may be their official headquarters, as required by the agency head or the designee.
 - (2) If personal circumstances necessitate travelers to return to their point of origin after the emergency, rather than returning to or staying at their official headquarters, travelers may be reimbursed their return travel expenses. For example, an individual on personal time in California whose official headquarters is Tallahassee is required to travel back because of an emergency. If, due to personal circumstances, the individual is required to return to California, he/she may be reimbursed travel expenses to return.
 - (3) If travelers are able to return to, or remain at, their official headquarters, they may only be reimbursed the excess of necessary emergency travel expenses over what they would have incurred for personal convenience. Provide details showing the net cost of what would have been incurred against their actual cost of returning.
 - (4) The traveler's reimbursement request of travel expenses claimed from an actual point of origin rather than his/her official headquarters shall contain an explanation of the emergency that necessitated his/her travel from such point.
 - (5) If an authorized traveler has incurred certain unrecoverable costs associated with personal plans and is unable to carry out such plans due to an emergency situation, the agency may reimburse such costs that are not recoverable. Requests for reimbursement must include a statement of the emergency circumstances.

- b. Traveler will not be reimbursed for expenses in traveling between their home and their regular place of employment.
- c. Requests for reimbursement of emergency situations stated above must be presented in writing to DFS, Chief, Bureau of Auditing, Fletcher Building, Tallahassee, Florida, prior to being vouchered for payment.
- d. Direct payment to vendors for meals and lodging of an employee required to travel on emergency notice must be vouchered in the vendor's name with the traveler as sub-vendor and listing the traveler's name, Social Security number, and cost. Any required receipts along with a copy of the travel voucher must be included with the original voucher maintained at the agency. The payment information should clearly state that payments to vendors are requested due to the employee being required to travel on emergency notice.

F. Travel Advances

- 1. The agency head, or appropriate designee, may authorize advances for lodging and transportation. Staff with p-cards will not receive an advance. Such advances may include costs of anyone transported in the care or custody of the traveler while performing his or her duties.
- 2. Vouchering procedures: Do not co-mingle requests for travel advances with other requests for payment, but voucher separately using the object code "Travel Advances" or "Travel Advance – Training," as appropriate.
- 3. Amount advanced: Do not exceed 80 percent of the estimated travel expenses to be reimbursed. An exception to this restriction may be made to take advantage of a substantially discounted common carrier ticket. In such event, the travel advance may be 100 percent of the discounted ticket, plus 80 percent of the remaining estimated travel expenses.
 - a. An advance will not be authorized for less than \$100.
 - b. A travel advance will not be issued if you have a purchasing card authorized for travel, or if your purchasing card has been revoked.
 - c. Request the advance on form C-676D , "Application for Advance of Travel Expense," and submit to the appropriate accounting office.
 - d. When travel has ended, complete and submit a form DH 676 within ten working days of returning to headquarters, including the portion relating to travel advances. A form DH 676 will not be paid

from a revolving fund. The accounting office will then process the completed form DH 676 as follows:

- (1) Funds due traveler: The traveler will deduct on the face of form DH 676 any travel advance. If entitled to additional funds, the traveler shall receive the net amount owed for the travel performed. The appropriate finance and accounting office will include the DFS statewide document number, date, and warrant number relating to the advance payment. In addition, a copy of the approved form C-676D requesting the travel advance, must be attached to form DH 676.
 - (2) Funds due state: If the traveler was advanced funds in excess of expenses allowed for the travel period, the appropriate finance and accounting office will obtain a refund from the traveler within ten working days of the traveler's return, and prepare a cash refund journal voucher, including executed forms DH 676 and C-676D
 - (3) Zero funds due traveler and state: If the travel expenses claimed are equal to the advance, a completed form DH 676 must be submitted to the appropriate accounting office within ten workdays of the traveler's return to headquarters.
4. Travel advance made to authorized person only: A travel advance must only be made to an authorized person (defined in section IV.F. of this policy) approved to travel, regardless whether the traveler is filling an established position.
 5. Lead time for requesting travel advance: Travel advances cannot be processed for payment by the appropriate accounting office earlier than ten days before the travel period begins without written justification of the circumstances.
 6. Not more than one outstanding travel advance: A traveler shall not have more than one travel advance outstanding at any time without a written justification of the circumstances necessitating an exception to this restriction.
 7. Maximum of two travel advances per fiscal year: An employee may be approved for a maximum of two travel advances per fiscal year.

G. Requirements for Travel Expense Reimbursement

Request for reimbursement of travel expenses must be made on the approved form DH 676 or other approved means (for example, automated travel voucher).

The traveler and the official authorizing the travel must sign and date the travel voucher. Travel vouchers on file at the agency must contain original signatures in written or electronic form.

1. Travel origin, destination, and purpose of travel
 - a. The traveler must indicate on form DH 676 the origin, destination, and date of travel. One day of a travel period should be used for one line on form DH 676. Multiple lines should be used for travel of more than one day.
 - b. Traveler must indicate the mode of transportation, including complimentary transportation of or by another traveler.
 - c. Indicate any unusual or special circumstances that occur during travel on form DH 676.
 - d. Indicate on the face of form DH 676 the purpose of travel or duties performed and attach documentation justifying the reason for travel. **DFS will not accept office acronyms or other types of non-standard abbreviations on the face of form DH 676. Such vouchers will not be processed and will be returned to the preparer.**
 - e. Any break for personal reasons in a travel period must be identified on form DH 676. The reason must also be identified on the form and be covered by using either annual leave or regular compensatory time. The traveler will not receive reimbursement for any expenses occurred during that travel break. However, the traveler may claim reimbursement of travel expenses during the return to official headquarters if the traveler would have been entitled to that reimbursement without an interruption in the travel period.
 - f. Routine travel: Staff whose duties require them to perform routine travel, may submit form DH 676. The travel reimbursement form must be completed and submitted to the traveler's supervisor within ten working days from the last day of each quarter. A blanket travel authorization will be accepted and can be submitted on form DH 676.
2. Hour of departure and return of a travel period: The traveler must indicate on form DH 676, and on the same line as the point of origin, the hour of departure (specifying AM or PM) for a travel period, and place a "D" beside that time. The traveler must also indicate on the same line, the hour of return (AM or PM) to headquarters or city of residence. Place an "R" beside that time. For example, a departure time of "D8:00 AM" and

return of “R7:00PM.” The departure and return times are also necessary when map mileage is incurred.

3. Class A and B travel

- a. Class A travel is continuous travel of 24 hours or more from headquarters. The travel day for Class A is based on a calendar day (midnight to midnight).
- b. Class B travel is continuous travel of less than 24 hours, which involves overnight absence from headquarters. The travel day for Class B travel begins at the same time travel begins.
- c. Travelers will be reimbursed for meals during Class A and B travel based on departure and return, or when travel occurs at night due to special assignment. Time criteria and meal allowances are as follows:

Meal To claim:	Traveler Must Depart Before:	<u>And</u> Return After:	To Claim Meal Allowance of:
Breakfast	6:00 a.m.	8:00 a.m.	\$6.00
Lunch	12:00 p.m. (noon)	2:00 p.m.	\$11.00
Dinner	6:00 p.m.	8:00 p.m.	\$19.00
All 3 meals for 1 day	6:00 a.m.	8:00 p.m.	\$36.00

- d. It is not necessary for travelers to submit meal receipts to claim reimbursement for meals.
 - e. If a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.
4. Claim of per diem or actual lodging expenses
- a. A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his/her official headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the agency head. Criteria for approval shall include late night or early morning job responsibilities, inability to drive in nighttime conditions, and excessive travel time due to traffic conditions (Rule 69I-42.006(7), Florida Administrative Code)
 - b. Travelers will receive **\$80** per diem, per full day of travel; **or**
 - c. Travelers will receive reimbursement of actual expenses, if those expenses exceed \$80, and they are necessary and reasonable for lodging at a single occupancy rate substantiated by paid bills. In addition to reimbursement of lodging expenses, travelers will

receive meal allowances (section V.G.3.c) according to departure and return times.

- d. Travelers claiming less than the full meal allowance or per diem authorized by section 112.061(6), Florida Statutes, shall include on their travel vouchers a statement that they understand they are entitled to the full meal allowance, but have voluntarily chosen to claim a lesser amount (Rule 69I-42.006(4), Florida Administrative Code).
- e. Lodging expenses will be calculated on a travel-day basis beginning on the day of departure, regardless of when such expenses are paid. No one will be reimbursed for more than one lodging expense during any single travel day.
- f. Class A travelers, who desire to claim reimbursement for actual expenses for some periods and per diem for other periods while on the same trip, may only change methods on a calendar day basis (midnight to midnight).
- g. Class B travelers will calculate their costs incurred during the travel period to determine whether they should claim the actual lodging and allowance for meals or per diem. Class B travel allows reimbursement for per diem or actual lodging and meals, not both. Original, itemized, paid hotel receipts are required to receive travel reimbursement expense. Copies of itemized, paid, hotel receipts are required for p-card charges.
- h. Lodging expenses shall qualify for reimbursement only if they are incurred at a duly established commercial lodging facility and are substantiated by **itemized paid receipts** or bills thereof. In the event a hotel receipt is lost and the hotel cannot provide a duplicate, the traveler shall provide a certification that the receipt was lost. The certification must include detailed hotel charges, dates and location of travel, name of the hotel, and city in which the traveler stayed.
- i. When multiple travelers share a hotel room, and the hotel bill is paid by one of the travelers, 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, the traveler paying the hotel bill shall request reimbursement for the total amount on his/her travel reimbursement request. The traveler whose hotel bill is being paid by another traveler must file a form DH 676 and state on the travel voucher "hotel room compliments of John Doe." If two travelers share a hotel room and split the bill, then each traveler may claim one-half of the hotel cost on his or her respective form DH 676. In

such situations, each traveler shall provide an explanation of the circumstances and submit their form DH 676s together or provide copies of the form DH 676 of the other travelers. Each traveler must use the same method of travel reimbursement.

5. Class C travel: When performing Class C travel, the traveler must travel a minimum 50-mile radius from official headquarters, one-way, map mileage only. For rural areas, the appropriate approving authority must define and mandate in writing through an operating procedure, the official map mileage to those work areas not identified on a state map but traveled to regularly.

Travelers will not be reimbursed on a per diem basis, nor will they receive a subsistence allowance for meals. They may receive reimbursement for other personal expenses incurred such as mileage, airfare, car rental, etc.

Note: At this time, Class C travel meal allowances have been disallowed by the Legislature but may be allowed later (section 112.061(15), Florida Statutes).

6. Mileage
 - a. Hours of departure and return shall be required for map mileage reimbursement.
 - b. All mileage must be shown from point of origin to destination and return (see "Guidelines for Calculating Mileage Reimbursement in Certain Situations"), and when possible must be computed based on the "FDOT Official Highway Mileage Viewer" published by the Florida Department of Transportation. If location is not available on the official map, Google maps may be used.
 - c. When an individual is in travel status, vicinity mileage necessary for conducting official business is allowable, but must be shown as a separate item on form DH 676. Mileage is allowed to the airport from office or home, whichever is less, when performing authorized travel.
 - d. Travelers must not be paid a mileage allowance for travel between their residence and headquarters or regular work location. 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 not exceed the miles actually driven. Refer to "Clarification of Official Headquarters," "Point-to-Point Travel," and "Vicinity Travel" guidelines for further examples.

- e. Vicinity and map mileage will be reimbursed at a rate of \$0.445 per mile. Requests for reimbursement for mileage must be submitted on form DH 676.f. Employees who, as part of their day-to-day duties, use their personal automobiles on a regular and ongoing basis to travel to locations within headquarters to serve clients or for other official state business, must use form C-676VM, revised 07/18/2019, "Vicinity Mileage Trip Log," or an approved equivalent. Employees who travel to locations away from their headquarters and remain overnight are not required to maintain such logs.
 - f. Point of Origin/Destination Other than Headquarters: Each line of the vicinity mileage trip log should clearly identify the address for the beginning location (From) and ending location (To). The point of origin (starting location address for the day) and the point of destination (ending location address for the day) will typically be the traveler's headquarters but can be the home address if the distance is shorter than leaving from or returning to headquarters. If the point of origin or point of destination location is NOT the address of assigned headquarters, justification needs to be provided on each trip line and the traveler must clearly state that "home is closer than leaving from headquarters" or "home is closer than returning to headquarters" as applicable. The home address (if used as a point of origin or return) should also be identified as "home". The updated vicinity mileage log form is located within the link below.
 - g. Confidential destination addresses: DFS approved two options to complete the Address and Purpose fields: Option 1 - HQ to Confidential Address, Tallahassee, and return to HQ. (Home visit. Confidential per XXX.XXX, F.S.) and Option 2 - HQ to Monroe Street, Tallahassee, and return to HQ. (Home visit. Confidential per XXX.XXX, FS.). One of the two statement options must be reflected on the vicinity mileage trip log. Your selection will depend upon the degree to which the confidential address could be discovered and must include the statutory reference for confidentiality or exemption protections. Each program office or CHD is responsible for review of individual logs prior to submission to ensure that the proper statute and wording is included. The beginning and ending odometer reading must be recorded and employee signature is required.
7. Incidental expenses: The following incidental expenses of the traveler may be reimbursed if itemized on form DH 676.
- a. Taxi fare: Receipts are required for fares in excess of \$25 on a per fare basis.

- b. All tolls and ferry fares: Receipts are required whenever the individual occurrence is in excess of \$25.
- c. Parking fees or storage: Receipts are required for fees in excess of \$25. Such fees are not allowed on a weekly or monthly basis for privately owned automobiles, unless it can be established that such method results in savings to the state.
- d. Photocopy charges: A written statement is required that photocopy charges were business-related.
- e. Communication expenses (telephone or fax): A statement is required that communication expenses claimed were for official state business only. Communication expenses to contact the traveler's family or other non-business purposes are not eligible for reimbursement.
- f. Tips and gratuities: Reasonable tips and gratuities may be reimbursed as follows:
 - (1) Actual tips paid to taxi drivers, which shall not exceed 15 percent of the fare.
 - (2) Actual money paid for **mandatory** valet parking in the performance of public business not to exceed \$1 per occasion.
 - (3) Actual portage charges paid shall not exceed \$1 per bag and shall not exceed a total of \$5 per incident. Portage charges exceeding \$5 per incident will require additional justification. Examples of an incident would be if the traveler's bags were taken into the airport from vehicle, then carried from the airport to a vehicle upon reaching a destination, or boxes and equipment are taken from your vehicle into the hotel, etc. The number of bags must be included on the travel reimbursement request.
- g. Other incidental expenses: Other incidental travel expenses may be reimbursed if a receipt is presented, as follows:
 - (1) Actual laundry, dry cleaning, and pressing expenses when official 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 business.

- (3) Actual and necessary fees charged to purchase traveler's checks for official travel expenses.
 - (4) Actual fee charged to exchange currency necessary to pay official travel expenses.
 - (5) Actual cost of maps necessary for conducting official business.
- h. Lost keys: Expenses related to lost keys or keys locked in a vehicle due to employee negligence are **not** reimbursable.
- i. Limousine services: Should not be used instead of taxis unless it can be shown that it is the most economical method of travel.
- j. Hotel safe charges: Are reimbursable by state funds only if the charges are mandatory by the hotel.
- k. Registration fees and related charges, as follows:
 - (1) If an instructor is engaged to perform training sessions for employees, the fee paid to the instructor will be a contractual service. If an employee enrolls in a workshop, seminar, etc., which is routinely offered to the public, the fee for attendance by the employee will be a registration fee. Registration fees will not be paid for intra-agency or interagency meetings, seminars, and workshops. All expenses related to such gatherings must be processed as a regular expenditure of the appropriate agency. However, registration fees may be paid to universities, the Department of Management Services, or other agencies for routine training classes conducted for employees of **other** agencies.
 - (2) Registration fees for a convention or conference that the traveler is authorized to attend are allowed. Receipts or cancelled checks for registration fees paid by the traveler are a required attachment to the corresponding form DH 676.
 - (3) If meals are included in the registration fee and the traveler claims per diem, the per diem must be reduced by the rate established for meals in section 112.061(6), Florida Statutes, as follows:

Meal	Allowance
Breakfast	\$6
Lunch	\$11
Dinner	\$19

- (4) 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.
- (5) A continental breakfast is considered a meal and must be deducted if included in a registration fee for a conference or convention.
- (6) If the traveler is claiming actual expenses rather than per diem, he or she should indicate that the meals are included in the registration fee and reflect zero meal allowance claimed for the particular meal on form DH 676.
- (7) Travelers may be reimbursed the actual and necessary fees for attending events, which are not included in a basic registration fee and which directly enhance the public purpose of the agency's participation in the conference. Such expenses may include, but are not limited to, banquets and other meal functions. It shall be the traveler's responsibility to substantiate that the charges are proper and necessary. If the expense is for a banquet or other meal function and the traveler is claiming per diem for the day on which the banquet or other meal function occurred, then the per diem claimed for such a day must be reduced by the statutory rate established for such a meal period as set forth in section V.G.7.k.(3). If the traveler is claiming the actual lodging expenses, plus a meal allowance authorized under section V.G.3.c, the actual substantiated cost of the banquet or other required meal function may be allowed in lieu of the meal allowance specified in section V.G.3.c for such a meal period. The cost of such banquet or other required meal function will be reported on the travel reimbursement voucher as an "Incidental Expense" and be supported by a paid legible receipt, together with the traveler's explanation stating why the expense was proper and necessary.
- (8) If direct payment of a registration fee is made, the traveler shall indicate on the face of form DH 676, "Voucher for Reimbursement of Travel Expenses," and form C-676C or DFS-AA-13, "Authorization to Incur Travel Expenses," "Registration Fee Paid Direct by DOH," and provide a statement of benefits to the state and a copy of the pages

of the conference or convention agenda, itemizing the registration fee.

- (9) Vouchers submitted for payment of the registration fee or for a conference or convention must include a statement of the benefits to the state, a copy of those pages of the agenda itemizing the registration fee, and a copy of the travel voucher or a statement showing that no travel costs were incurred, if applicable.
- (10) Food purchases related to a conference, convention, or workshop: Food purchases for a conference or convention or in connection with the rental of a meeting room for agency workshops or meetings are prohibited unless expressly provided by law. Also, the negotiated price for the rental of a room should not include food and beverages.

8. Rules for convention or conference travel

- a. Purpose of conference or convention: Before convention or conference travel can be approved, it must meet each of the following criteria:
 - (1) The main purpose of the convention or conference is in connection with the official business of the Department and is directly related to its statutory duties and responsibilities.
 - (2) The conference or convention will provide a direct educational benefit supporting the official duties of the employee.
 - (3) The duties of the employee seeking to attend such a meeting are compatible with the objectives of the conference or convention.
- b. A traveler may be reimbursed actual and necessary fees for attending events not included in a basic registration fee that directly enhance the public purpose of the Department's participation in the conference. Such expenses may include, but are not limited to, banquets and other meal functions. It shall be the traveler's responsibility to substantiate by appropriate documentation that the charges were proper and necessary.
- c. All travel to conferences and conventions must have prior written approval from the chief of staff or division director. Such written approval will be made on the "Authorization to Incur Travel

Expense" (form C-676C or DFS-AA-13). For Medical Quality Assurance board members only, an individual form C-676C or DFS-AA-13 is not required. The form may be completed with an attached list of all board members attending. In addition to the requirements for regular travel, the following information and provisions apply to conference and convention travel:

- (1) **Benefits accrued:** A statement of the benefits accruing to the state of Florida (not to the traveler) by such travel must be included on form DH 676 and form C-676C or DFS-AA-13. In addition, the traveler must also specify how attendance at the convention or conference will help the traveler improve performance of his/her job responsibilities. Attendance at conventions or conferences will not be allowed for the sole purpose of enhancing the traveler's job resume or helping to qualify for another job.
 - (2) **Justification:** Justification for the traveler to attend the conference or convention must be included on form C-676C or DFS-AA-13 in the statement of benefits accruing to the state. The same justification must include how attending the conference will assist the traveler in his/her job responsibilities.
 - (3) **Agenda:** A copy of the program or agenda for the conference or convention must be attached to form C-676C or DFS-AA-13. Only those pages of the program or agenda itemizing registration fees and any meals or lodging included in the registration fee must be attached to form DH 676 at the time the voucher is submitted for reimbursement.
 - (4) **Employees attending the same conference or convention:** No more than three employees from a division are permitted to attend the same conference or convention. If special justification exists for more than three employees to attend, the justification must be included on forms DH 676 and C-676C or DFS-AA-13 in the explanation of benefits accrued to the state for each employee attending.
- d. If direct payment of a registration fee is paid by the Department, the traveler's form DH 676 shall indicate "Registration Fee Paid Direct by the Department of Health" and shall provide a statement of benefits to the state and a copy of the pages of the conference agenda that identify the registration fee. Section V.G.7.k of this procedure addresses the requirements for meals included as a part of registration fees.

- e. Food purchases for a conference or convention or in connection with the rental of a meeting room for workshops or meetings are prohibited unless expressly provided by law.

9. Transportation requirements

- a. Route of travel: All travel should be performed through the most commonly traveled routes. If a person travels by an indirect route for personal convenience, any extra costs will be at the traveler's expense and must be paid by the traveler at the time of purchase via personal funds or personal credit cards. Additional mileage claimed because of an indirect route will not be reimbursed.
- b. Method of travel: Persons authorized to approve travel must specify the most economical method of travel (for example, state-owned vehicle, privately owned vehicle, or public transportation [common carrier]). The following conditions must be considered in determining the method of travel:
 - (1) Nature of business
 - (2) Most efficient and economical means of travel (considering time of the traveler, cost of transportation, and per diem or subsistence required), and
 - (3) Number of persons making the trip, and the amount of equipment or material transported.
- c. Common Carrier: Travelers whose transportation is by common carrier shall make use of any state term aircraft or automobile rental contracts that may be in effect at the time. Failure to use state term contracts will require justification with the reimbursement information. Justification must be as allowed by the state term contracts. Aircraft travel for which a state term contract does not exist must be by the most economical rate and class available. Exceptions are allowed only when fully justified. Any cost more than state term contracts, which are not fully justified, will be borne by the traveler. Travelers will not be reimbursed for use of cars larger than the Class B on the rental car contract, because of the size or stature of the individual, unless the requirements of the Americans with Disabilities Act are met.
- d. Commercial air travel
 - (1) Commercial air travel by employees and non-employees must be made with a state-contracted airline, if applicable, when a contract fare is available. Other airlines may be

used if the contracted carrier does not have flights to the traveler's destination, flight times do not correspond with traveler's schedule, or it is more cost efficient to use another carrier. The contract indicates that salary must be a consideration in determining the cost effectiveness of using another carrier and cannot be solely based on cheaper rates. Lower fares by other carriers may be used; however, the contract carrier shall be given an opportunity to match the lower fare. Non-compliance with the scheduled aircraft transportation will require written justification on form DH 676. Travelers must state on the face of form DH 676 the justification for using a non-contracted carrier.

- (2) Commercial air travel must be made by the most economical class (tourist or coach class).
 - (a) First-class rates will **not** be considered for reimbursement. The traveler must pay the difference between the coach and first-class rate from personal funds when the ticket is purchased. Only the coach (or tourist) class rate will be reimbursed to the traveler.
 - (b) Exception: Comptroller's Memorandum No. 02 (1999-2000), "Method and Class of Travel," provides that when the class of travel approved by the agency head is other than the "most economical class of transportation," the approval must come from the agency head as defined in section 112.061, *Florida Statutes*, and may not be delegated. A letter signed by the agency head authorizing the class of travel and describing the circumstances requiring such travel shall be attached to the form DH 676 (travel voucher).
- (3) All unused portions of airline tickets must be returned by the traveler to the original purchase location for a credit card refund.
- (4) No group tickets or group charges are to be made. Each traveler must have an individual ticket.
- (5) When approved to submit travel on paper, all original receipts for employees and non-employees must be attached to the appropriate form DH 676 when not using p-card. When using p-card, a copy of the original receipt must be attached.

- (6) When per diem or subsistence is or is not to be reimbursed, and the Department assumes direct payment liability for the commercial air travel invoice, form DH 676 (for employees and non-employees) must be completed and submitted to the appropriate accounting office within five working days following completion of the travel.
- (7) An employee using state credit cards or resources to purchase airline tickets, rental cars, or any other form of transportation for personal business will be subject to disciplinary action.
- (8) An employee traveling on official business and wishing to alter travel plans for personal business or pleasure, must pay any additional cost of transportation directly to the commercial carrier at the time of purchase, and will not charge the Department. Request time taken for personal business or pleasure before leaving on the trip.
- (9) Any fare discounts, promotional rebates, gift certificates, bonuses, cash rebates, or coupons for discounts on future flights, or remuneration of any type, earned by an individual, are the property of the state if the travel is performed at state expense. Additional costs due to overbooking or any action of an airline, paid by the state directly or indirectly, shall be compensated to the state. If additional costs of inconvenience are borne by the traveler, compensation shall accrue to the traveler. Handle promotional items in one of the following ways:
 - (a) As a current year refund (submit to the accounting office for appropriate action).
 - (b) As a reduction of travel reimbursement by the amount received. Use this method only when the amount received from the carrier is less than the amount the traveler is entitled to claim as reimbursement. Turn in excess amounts to the appropriate accounting office.
 - (c) Bonuses, gifts, etc., that may not be redeemed as travel cost reductions must be submitted directly to the Bureau of Finance and Accounting for determination of use for lawful public purpose by the Department or another state agency.

- (d) Pay penalties for cancelling discounted airline tickets, generally referred to as “non-refundable” tickets, from state funds only if the cause of cancellation is in the best interest of the state. The circumstances for cancelling discounted airline tickets must be detailed on the voucher. If a ticket is cancelled for the convenience of the traveler, the penalty may not be reimbursed from state funds. Travelers should carefully evaluate the circumstances and risk of cancelling before purchasing discounted tickets.
 - (e) Allow the cost of unused, nonrefundable tickets or cancellation penalties only if the cause is in the best interest of the state. Also allow costs if the traveler must cancel a trip due to illness or death in his/her immediate family, and sick or administrative leave is authorized. For non-employees, the cost of nonrefundable tickets or cancellation penalties may be paid if the traveler would have been authorized to use sick or administrative leave had they been a state employee.
 - (f) Vouchers submitted for payment of unused, non-refundable tickets, cancellation penalties, or exchange penalties must document that the costs were necessary in conducting state business, or the costs were due to illness of the traveler, or illness or death of a family member. Submit documentation of the unused ticket in the voucher requesting payment.
 - (g) Frequent flyer miles: The frequent flyer miles and/or bonus miles awarded as a result of state-reimbursed travel may be applied for personal use by the employee (DOHP 30-2, “Code of Ethics,” section VII.A.10).
- (10) Overbooking of common carrier: If a traveler incurs any additional costs due to overbooking by an airline or other common carrier, and the traveler chooses to have the cost paid directly or indirectly by the state, then any compensation received by the traveler for his/her inconvenience shall accrue to the benefit of the state. Determine if additional costs are incurred by the traveler such as per diem, lodging, etc. If there are no additional costs to the traveler, any compensation for the traveler’s inconvenience shall accrue to the traveler. When the

traveler is allowed to select the form of compensation, his/her decision shall be based on the best interest of the state.

- (11) Lost airline tickets: Allow charges of lost airline tickets only if the Department justifies to DFS why the expenditure is necessary for the Department to carry out its statutory responsibilities. Tickets lost due to employee negligence are not considered proper charges against the state.

e. Personal or rented aircraft

- (1) Travelers piloting personal or rented aircraft: If a traveler is piloting his/her own aircraft, he/she may claim the mileage rate specified in section 112.061(7), Florida Statutes (currently \$0.445 per mile), or the lesser of the state contract fare and the most economical commercial direct airfare available for the same trip. If a rented aircraft is used, and a pilot takes additional Department passengers, the pilot may be reimbursed for the lesser of the rental cost or the total airfare that would have been paid by the pilot and passengers for the most economical commercial direct airfare for the same trip. In both situations, if there is no state fare available or no direct commercial airfare available, reimbursement is limited to the mileage rate specified in section 112.061(7), Florida Statutes, or the most economical direct commercial airfare closest to the point of origin and the point of destination.
- (2) Passengers on private aircraft: A passenger on a private aircraft may be reimbursed for the amount charged and paid, up to the lesser of the state contract airfare available and the most economical direct commercial airfare available, or the mileage rate specified in section 112.061(7), Florida Statutes, or the most economical commercial airfare closest to the point of origin and the point of destination.
- (3) If a rented aircraft is used, the reimbursement claimed by any traveler on the aircraft may not exceed a pro rata share of the actual cost of renting the aircraft, and the reimbursement is subject to the limitations provided in sections V.H.9.e.(1) and (2).
- (4) The most economical direct airfare means a commercial flight between the same points of travel as a private flight. For example, if a private aircraft were traveling from Miami to Tampa, the traveler would be entitled to reimbursement

up to the amount of the most economical commercial flight from Miami to Tampa.

- f. Private vehicle: Using privately owned vehicles for official travel in lieu of state-owned vehicles or common carrier is authorized by the agency head or designee.
 - (1) Travel for the state will be allowed a mileage rate of \$0.445 per mile. Reimbursement for expenses related to the operation, maintenance, and ownership of a vehicle will not be allowed when privately owned vehicles are used on public business.
 - (2) Travelers must calculate out to the third decimal point and round down to the nearest cent when calculating the allowable amount for mileage. Example: 15 miles at \$0.445 comes out to \$6.675 and the amount paid to the traveler would be \$6.67.
 - (3) When travel by public transportation (common carrier) has been designated by the approving authority as the most economical, the traveler, for good reason, may request authorization to travel by privately owned vehicle. If approved, reimbursement will be only for the amount that would have been expended for the public transportation designated, or current state motor pool charges, whichever is less.
 - (4) Two-wheeled vehicles may not be used for travel in an official capacity unless prior approval is obtained in writing from the chief of staff or division director.
- g. Rental cars
 - (1) Traveler must arrange for rental cars in advance.
 - (a) Make reservations as soon as travel plans are known using the current state rental vehicle contract number.
 - (b) **Written confirmation is recommended for all rental requests.** The compact (Class B) rental rate is not guaranteed without a confirmed reservation for a compact class vehicle. If a traveler does not have a confirmed reservation and a compact (Class B) vehicle is not available, the traveler will be charged for the larger vehicle and may not be reimbursed for it. If the traveler has a confirmed

reservation and a compact (Class B) vehicle is not available, the rental car agency under state contract will be obligated to give the traveler a larger vehicle at the confirmed rate.

- (2) Rental cars must be used only for official Department business. The traveler must use his/her business address (not personal address) on the rental car agreement when the Department assumes direct payment liability. Attach the original rental receipt to form DH 676, and copies are required for p-card charges.
- (3) All rentals must be from the rental car agency under state contract except as follows (per the state contract):
 - (a) When such rental car is not available
 - (b) When a competitor offers a lower net rate, which must include primary insurance coverage, payment of collision damage waiver fee, and cost of fuel*

***NOTE:** Under the current state contract, a vehicle provided by a non-contract vendor can be used only when the contract vendor cannot provide a vehicle.

 - (c) When due to travel time or distance to the state contractor's rental location, it is not cost effective or practical to use vehicles from the rental car agency under state contract

Write on the face of form DH 676 the justification for renting cars other than from the contracted rental agency. One of two statements must appear on the travel voucher: "Vehicle with lower net rate rented" or "Vehicle not available from contract vendor."

- (4) The state rental-car contract rates for in-state rentals include the initial cost of gasoline. Additional gasoline expenses will be reimbursed as an incidental expense on form DH 676 with a valid gas receipt. Out-of-state rentals do **not** include gasoline, so there will be no cash reimbursement to the traveler by the contracted rental agency for fuel. In that situation, reimburse for fuel purchases, with valid receipts, as an incidental expense on the form DH 676.
- (5) The contracted rental agency provides primary insurance and collision damage coverage **at no extra charge** to the

state. Therefore, when signing the rental agreement, travelers should refuse extra personal accident insurance (PAI), daily collision damage waiver (CDW), or loss damage waiver (LDW) fees. If the traveler approves these charges, the cost will be deducted from the travel claim and must be assumed by the traveler.

Exception: When renting a vehicle from an agency other than the contracted agency, the traveler **must** purchase collision damage insurance. This charge will be reimbursed. Vehicles provided by other companies must include primary insurance coverage. The traveler must inquire before renting to verify that primary insurance coverage is provided. All major rental companies provide primary insurance coverage, but many small companies provide secondary coverage and the renter's personal vehicle insurance coverage is primary.

- (6) If the Department assumes direct payment liability for the rental car invoice, form DH 676 (for employees and non-employees) must be completed and submitted to the appropriate accounting office within five working days of travel completion, even if no other travel costs are claimed for reimbursement.
- (7) The current rental car contract requires using compact class (Class B) vehicles. Travelers must detail what necessitated a larger class vehicle on invoices of car rentals larger than Class B. This statement must include each passenger's name and type of equipment, materials, etc. transported. Travelers will not be reimbursed for renting a car larger than Class B because of their size or stature unless the ADA requirements are met.

h. State vehicles

- (1) Permit non-employees to check out and use state vehicles when authorized.
- (2) Travelers using state vehicles shall provide the state vehicle number on all travel reimbursement requests.
- (3) Purchase petroleum products for state vehicles with the assigned credit card. Justify fuel purchases when the assigned credit card is not used. **Note:** If using a county vehicle, the original receipts are required for reimbursement.

- (4) Assignment of state vehicles: Employees permanently assigned a state car may be liable for federal income taxation on its use. Consult the payroll office for clarification.
 - (a) Employees making frequent official business trips may be assigned a state car in the emergency-parked-at-home category, providing one or more of the following requirements are met:
 - 1) Employee's home is an official base of operation.
 - 2) Employee is normally subject to emergency calls during non-duty hours or such vehicle is designated or equipped for either law enforcement or protection of life and property.
 - 3) Employee is departing or returning from an official business trip away from headquarters under circumstances that make it impractical to use other means of transportation.
 - 4) Employee needs to use the vehicle to conduct official business before or after a regular workday.
 - (b) Authority must be in writing from the agency head or appropriate designee if an employee is regularly permitted to have possession of a state motor vehicle during non-duty periods. Maintain a copy of the authorization on file in the approving authority's office, and it will designate such employee by name, position number, and vehicle number. Refer to the Bureau of General Services, DOHP 250-12, "Management and Operation of Vehicles" policy for additional information.
- i. Travelers gratuitously transported: Allowed mileage or transportation expenses are intended to reimburse travelers for expenses incurred on official business. Therefore, no traveler shall be allowed either mileage or transportation expenses when he/she is gratuitously transported by another traveler who is entitled to mileage or transportation expense. Form DH 676 of the traveler being transported shall indicate "complimentary travel."

Note: However, a traveler on a private aircraft shall be reimbursed for the paid fare, up to the lesser of the state contract fare and the most economical direct commercial airline ticket for the same flight, even though the owner or pilot is also entitled to transportation expense for the same flight. If there is no state contract fare and no direct commercial flight, then reimbursement may be up to the most economical commercial flight closest to the point of origin and destination.

10. Exceptions to reimbursement rates
 - a. When lodging or meals are provided at a state institution, the traveler shall be reimbursed only for the actual expenses of lodging or meals, not to exceed the established rates. A state institution is established by law, subject to public service, and supported by funding through legislative action.
 - b. When an employee is working away from official headquarters at the close of business one day and required to be at or near the same location the following day, the decision to return to headquarters for the night should be based on the relative expense involving round-trip mileage or common carrier expense versus per diem. Round-trip mileage or common carrier expense in such cases may not exceed the per diem rate.
 - c. When absent from official duty while traveling, for annual or compensatory leave, the exact hours beginning and ending such absence must be shown on the form DH 676. Per diem rates will not apply during leave. If the traveler chooses to extend the stay in the city of destination for personal reasons, the per diem reimbursement will not apply to such a period of extended stay. For example, if a traveler chooses to remain in the destination city for the weekend following the workweek, the per diem reimbursement will cease from the time the traveler would otherwise have returned to official headquarters.
 - d. A traveler who becomes sick or injured while away from official headquarters, and unable to perform official business, may continue to receive subsistence (per diem or actual expenses) during illness or injury until he/she is able to perform business or return to official headquarters, whichever is earlier. Pay such subsistence when approved by the agency head or designee.
11. Reimbursement for transportation of clients
 - a. Allowed per diem or subsistence to travelers transporting clients in or out of state, who qualify for Class A or B travel.

- b. Do not exceed established meal rates when a traveler is transporting a client and must pay for the client's meals; paid receipts must be attached to form DH 676 prepared by the traveler. Claim these costs must separately from those of form DH 676, although a combined disbursement may be made from local revolving funds. In all cases, show the name of the client and client number, if applicable, on the reimbursement claim.
- c. The agency head may authorize travel expenses for non-employees at rates not to exceed those established in section 112.061(6), and (7)(d)(1), Florida Statutes, when such authorized travel is incidental to medical services for, and on behalf of, clients.
- d. Purchase of commercial transportation for clients: Authorize purchase of transportation for a client from one site to another, or returning a client to a site, whether in-state and out-of-state.
 - (1) Purchase transportation only after a program supervisor has determined that the parents, guardians, or another governmental agency cannot be held responsible for providing the transportation.
 - (2) After the Department has purchased transportation for a client on an emergency basis, the appropriate program supervisor must write a letter to the parents, guardians, or other governmental agency responsible for the client requesting reimbursement to the Department.

H. Prompt Payment Considerations

- 1. Form DH 676 terminology
 - a. Date Prepared: The date the traveler signs the travel voucher.
 - b. Date Approved: The date the supervisor of the traveler signs the travel voucher. This date must be no later than five working days after the traveler's signature date.
- 2. Transaction Date (section 215.422, Florida Statutes)
 - a. The transaction date on a travel voucher under most circumstances will be **Date Approved** by the traveler's supervisor, which should be no more than five working days after employee signs, dates, and submits it to the supervisor. The employee will be entitled to interest, if the payment is not made within 40 days. The transaction date on form DH 676 begins the 20-day prompt payment compliance clock for the Department.

- b. Transaction dates for form DH 676s, which are subsequently returned from either the appropriate accounting office or the CFO's office, will be the last date the form DH 676 was received by the appropriate accounting office applicable to the traveler.

I. Volunteer Benefits

1. Meals and lodging: Meals and lodging may be provided to regular service volunteers per section 112.061, Florida Statutes, if the scheduled assignment extends over an established meal period (section 110.504(1), *Florida Statutes*). When meals are paid in bulk for volunteers (for example, during disasters), reimbursements may be made as "other than travel." Provide the names and number of volunteers showing that the amount per volunteer is per section 112.061, Florida Statutes.
2. Transportation: Also make transportation reimbursement for volunteers whose presence is necessary to the agency, including reimbursement for travel from the volunteer's home to the office. Volunteers may use state vehicles in performing agency-related duties.

J. Travel Credit Cards and Similar Documents

1. Corporate credit cards: When a traveler applies for a corporate credit card (American Express®), it will be issued (for cardholder's responsibilities, refer to DOHP 56-87, "Corporate Credit Cards"). To apply, complete an American Express® card application and indicate that the card is for business use only. Use the corporate card for official state business only. Cardholders will be billed at their home address and be responsible for making all payments. Request reimbursement in the normal manner.
2. Purchasing cards: Use purchasing cards to pay authorized travel charges directly through the FLAIR system. See "DOH Purchasing-Card Program User Guidelines" for instructions about issuance and credit limits authorized for travel. If travel charges are placed on the purchasing card, the traveler must complete form DH 676 within five days of a trip completion, even if the traveler is due no reimbursement. Attach copies of itemized invoices with all supporting documentation to the DH 676. Attach original receipts and invoices to the "Purchasing-Card Reconciliation" report and forward to the supporting fiscal office by the tenth of the following month.
3. One-time travel orders and one-trip travel vouchers: These forms are provided by the rental car agency under state contract for use by employees who travel only occasionally. Bill invoiced charges to the appropriate accounting office for vendor payment, subject to section 215.422, Florida Statutes. When a traveler elects to use a one-time travel

order or voucher, he/she must indicate so on the face of form DH 676. Voucher one-time travel orders and one-trip travel vouchers within five working days of a trip and attach copies of receipts. Keep all travel orders in a secure area with access to limited personnel only.

K. Direct Vendor Payment of Travel Expenses

1. Using direct vendor payment of travel expenses: Whenever an agency requires an employee to incur either Class A or Class B travel on emergency notice, the employee may ask the agency to pay expenses for meals and lodging directly to the vendor. The agency may pay the vendor the actual expenses for meals and lodging during the travel period, not to exceed that authorized per section 112.061, Florida Statutes. In emergency situations, the agency head or designee may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total authorized for meals each day.
2. Additional circumstances for use: The agency head may also grant prior approval for the agency to make direct payments of travel expenses in other situations that result in cost savings to the state, and such cost savings shall be documented in the voucher submitted to DFS for direct payment of travel expenses. Avoiding sales tax shall not be considered a cost savings to the state. The payment shall be vouchered and processed in the same manner as common carrier payments (pay and charge voucher). Examples of criteria for cost savings include documented savings in processing costs, free use of a hotel meeting room if the agency has a need for such room, or discounts for the rental of multiple rooms.
3. Vouchering and payment: Submit requests for direct vendor payment of travel expenses to the appropriate accounting office within ten working days before travel starts. The Bureau of Finance and Accounting will forward such requests to the agency head or his/her designee for approval. Do not make contracts, purchase orders, and other commitments until final approval, in writing, has been granted. An employee's travel voucher must clearly show direct payments to a vendor on behalf of the employee.

VI. Training

Travelers will be required to take the online, STMS training. The training covers creating and processing travel authorizations and reimbursements online. "FDOH Travel" is also required of Public Health Financial Management (PHFM) certification candidates and may be taken by anyone wanting to develop further knowledge.

- A.** DMS Statewide Travel Management System Trainings [STMS Training Materials](#)

- B. “FDOH Travel” training in [TRAIN](#)

VII. Supportive Data

- A. “Application for Advance of Travel Expense,” [Form C-676D](#)
- B. [Application for Advance of Travel Expense](#) (Instructions)
- C. “Authorization to Incur Travel Expenses,” [Form C-676C](#)
- D. “Code of Ethics,” [DOHP 30-2](#)
- E. “DOH Approved [Mission-Critical Travel](#)” form
- F. “Enterprise Car Rental Authorization [Form](#)”
- G. [FDOT Mileage Calculator](#)
- H. [STMS User Manual](#)
- I. [Guidelines for Calculating Mileage Reimbursement in Certain Situations](#)
- J. [Guidelines for Clarification of Official Headquarters, Point-to-Point Travel, and Vicinity Travel](#)
- K. [Hybrid Car Matrix](#)
- L. “Management and Operation of Vehicles,” [DOHP 250-12](#)
- M. [Maximum Travel Per Diem Allowance for Foreign Areas](#)
- N. “Method and Class of Travel,” [Comptroller’s Memorandum No. 2 \(1999-2000\)](#)
- O. [POV versus Rental Car Worksheet](#)
- P. [“Reference Guide for State Expenditures”](#)
- Q. [“Reimbursement of Travel Expenses”](#)
- R. [Request to Hold In-State Travel Event Worksheet](#)
- S. “State of Florida Voucher for Reimbursement of Travel Expenses,” Department of Health:
 - 1. “In-State Travel,” [Form DH 676 A](#)
 - 2. “Out-of-State Travel,” [Form DH 676 B](#)

- 3. "Foreign Travel," [Form DH 676 C](#)
- T. "[State term contract for Vehicle Rentals; Autos and Trucks](#)"
- U. "Vicinity Mileage Trip Log," [Form C-676VM](#)
- V. "Purchasing Card Guidelines," ([DOHP 56-44](#))

VIII. History Notes

These policies and procedures, DOHP 56-37-19, "Travel Justification, Authorization and Reimbursement," replace and supersede IOP 56-37-17, dated February 24, 2017, and DOHP 56-37-17, "Travel," dated January 26, 2017; and its predecessors IOP 56-37-15, dated December 18, 2014; DOHP 56-37-13, dated June 23, 2013 and August 30, 2012; DOHP 56-37-11, "Travel Reimbursement," dated January 19, 2011; and 40APM1, "Travel and Transportation Manual," dated July 1, 2006.

IX. Signature and Effective Date


Ed McEachron, Director
Division of Administration

8/5/19
Date

X. Appendix

A. Travel Approval Process Map

