

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 | 7 |
| C. Requirements for Travel Documents | 12 |
| D. Submitting Reimbursement of Travel Expenses | 12 |
| E. Special Conditions of Travel | 13 |
| F. Travel Advances | 17 |
| G. Requirements for Travel Expense Reimbursement | 19 |
| H. Prompt Payment Considerations | 38 |
| I. Volunteer Benefits | 39 |
| J. Direct Vendor Payment of Travel Expenses | 39 |
| VI. Training | 40 |
| VII. Supportive Data | 40 |
| VIII. History Notes | 41 |
| X. Appendix | 41 |
| Travel Approval Process Map | 41 |

I. Policy Statements

This policy standardizes the process for justifying, authorizing, and reimbursing travel, and applies to all staff traveling for the Department of Health, regardless of their funding source for travel. Also, the procedures included in this policy 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.** All travel must be authorized and approved in advance, whether in writing or by using the Statewide Travel Management System (STMS), whichever is applicable.
- F.** Only the agency head has the authority to approve travel, and when necessary, may delegate that authority to designees. I. No Department traveler may approve their own "Reimbursement of Travel Expenses" or "Authorization to Incur Travel Expenses" 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 reimbursement, in writing or electronically in STMS, whichever is applicable. Travel documents 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, if a travel advance was received or a Purchasing Card (PCard) was used, the traveler shall complete and submit the travel reimbursement form to Finance and Accounting within ten working days of returning to headquarters; all other travel must be submitted to Finance and Accounting within twenty working days. **It is the responsibility of the traveler**

and their supervisor to ensure travel reimbursements are submitted within the given time frames. Failure to comply may result in disciplinary action

- K. 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 this policy as it applies 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 PCard 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. PCard 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. **Advance:** This form is completed in STMS and is used to provide travelers a portion of their Reimbursement prior to travel. This option is only available if the traveler has completed and received approval of an Authorization form. An

approved Advance will provide the traveler with up to 80percent of the authorized trip costs.

- E. Authorization:** This form is completed in STMS and is used by agencies for travelers to have their trips approved prior to travel.
- 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 Reference Guide for State Expenditures.
- R. Emergency Situation:** A circumstance 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:** The department employees' assigned office which is reflected in the work location address section in People First for each employee.

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 through September 30
 2. Second quarter, October 1 through December 31
 3. Third quarter, January 1 through March 31
 4. Fourth quarter, April 1 through 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. Reimbursement:** This form is used to receive reimbursement after a trip has occurred. This option is available only if the traveler has completed and received approval of an Authorization form.

- LL. Travel Champion:** A designated contact person for each CHD, division, office, or program who coordinates travel system issues and/or questions with the Bureau of Finance and Accounting within the assigned geographic area.
- MM. Travel Day:** A period of 24 hours consisting of four quarters of six hours each.
- NN. 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.
- OO. Travel Period:** The time between departure and return (section 112.061(2), Florida Statutes).
- PP. 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. All travelers who are not being reimbursed through a state contract or purchase order must submit authorization and reimbursement requests through STMS. Requests for exceptions must be approved by Central Office Bureau of Finance and Accounting management.

1. To access STMS you must receive a DOH network username and password.
2. The end user's supervisor will fill out the STMS Access Request form using the FLHealth Desk HR ticketing system and submit for review and approval.
3. The information on the account request form will be entered into the User Management Client by the User Administrators, which will activate the account within STMS.
4. Once activated, STMS may be accessed at the below link:
<https://floridahealth.sharepoint.com/SitePages/OnlineSystems.aspx>

B. Travel Authorization

All travelers for the Department must have either the STMS Authorization or "Authorization to Incur Travel Expense" form, whichever is applicable, approved prior to departing for their trip.

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:

| 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 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 |

| Mission-Critical Travel Item | Mission-Critical Travel Description |
|------------------------------|---|
| 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:**

Each travel reimbursement or PCard 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 \$175. [Reference current Agency Addressed Memorandum for Travel Restrictions

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 \$175 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 \$175, travelers are reminded that the most economical use is required. Travelers should be prepared to justify costs that appear excessive, per the DFS Reference Guide for State Expenditures.

- a. **Meetings, Conferences or Conventions:** If the traveler is attending a meeting, conference, or convention, all sponsors, co-sponsors, and organizers must be indicated in the reimbursement section.
 - (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 planning to use a vehicle for transportation, travelers must:

- a. Justify why a state-pool vehicle is not being used. Travelers may request central office pool vehicles through the Support Services section 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, the traveler must

complete the “Privately Owned Vehicle (POV) versus Rental Car Worksheet,” and attach it to the travel reimbursement. 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 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 “Avis Budget Group, Inc. Car Rental Authorization [Form](#)” when renting a car in order to obtain the state rate for a 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 who 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 DFS Reference Guide for State Expenditures, all paper travel vouchers for reimbursement, authorizations and travel advances are required to have original signatures. If you have been approved to submit a paper travel reimbursement or travel advance, please e-mail these forms to StatewideTravelManagementSystem@flhealth.gov.

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” **at least 60 days** prior to the event.

8. **Routine travel:** Blanket travel authorizations for routine travel will be accepted for a maximum of one month at a time.

C. Requirements for Travel Documents

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 single-sided copies.
5. All documents must be clearly legible.
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 section must contain a detailed description of the travel performed, and it must relate to the mission-critical travel description.

D. Submitting Reimbursement of Travel Expenses

To obtain reimbursement of travel expenses, submit the appropriate "State of Florida Reimbursement of Travel Expenses" form 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 Travel Champion if you have any questions.

Submit the following documentation with the travel reimbursement. 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. Documents submitted for a travel reimbursement request must include:

- a. Reimbursement of Travel Expenses.
- b. "Authorization to Incur Travel" form.
- c. "DOH Approved Mission_Critical Travel" form.
- d. Itemized hotel receipts, if applicable.
- e. Itemized transportation receipts for common carrier travel, if applicable.
- f. Itemized incidental receipts, if applicable.
- g. For conference or convention travel, include a statement of benefits to the state, along with agenda pages that itemize the registration cost.

E. Special Conditions of Travel

1. Travel to employment interviews: Travel expenses of public employees for the sole purpose of taking 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 disabled traveler (section IV.FF) 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 disabled 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 on InsideFL Health. 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 reimbursement 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)(f), 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, 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, 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. 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 PCard authorized for travel, or if your PCard has been revoked.
 - c. Request the advance through STMS ten calendar days prior to the trip departure date.
 - d. Per 69I-42 F.A.C, where the traveler received a travel advance, once the travel period has ended the traveler shall complete and submit the request for reimbursement to the Bureau of Finance and Accounting within ten working days of the traveler's return to headquarters. The ten working day requirement also applies where the traveler used a state issued credit card. DOH management has interpreted the use of a state issued credit card as a travel advance.

For all other routine vicinity mileage trips, the travel reimbursement must be submitted to the Bureau of Finance and Accounting within 20 working days of the traveler's return to headquarters. Travel reimbursements that are submitted one or more working days past the deadlines mentioned above require additional documentation and justification. A response to each of the three following items below must be provided within the same

Microsoft Word document and uploaded into STMS as an attachment to the reimbursement trip form:

- Why the travel reimbursement request was not submitted within the required time frame.
- Corrective action(s) that will be put in place to prevent future occurrences.
- A certification statement from the traveler stating, "I, (traveler's name), certify that I have not been previously reimbursed for any of the expenses during this travel period."

The document must be signed and dated by the traveler, the traveler's supervisor, and the division director; add as an attachment to the reimbursement trip form in STMS.

Note: It is the responsibility of the traveler and their supervisor to ensure travel reimbursements are submitted within the given time frames. Failure to comply may result in disciplinary action.

- (1) Funds due traveler: STMS will deduct any travel advance amount received automatically from the reimbursement. If entitled to additional funds, the traveler shall receive the net amount owed for the travel performed.
 - (2) Funds due state: If the traveler was advanced funds in excess of expenses allowed for the travel period, the traveler will send a check or money order, within ten working days of the traveler's return, to the appropriate accounting office to refund the Department for the overage and prepare a cash refund journal voucher, including the travel advance and travel reimbursement form.
 - (3) Zero funds due traveler and state: If the travel expenses claimed are equal to the advance, the STMS travel reimbursement must be completed, fully approved, and submitted to the appropriate accounting office within ten working days 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 of whether the traveler is filling an established position.
 5. Travel advances cannot be processed for payment by the appropriate accounting office earlier than fourteen for consistency calendar days or

later than five working days before the travel period begins. The traveler must be set up for direct deposit to receive a travel advance.

6. 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 either DH 676 or in STMS, whichever is applicable. The traveler and the official authorizing the travel must sign and date the travel voucher. Travel reimbursements 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 the travel reimbursement 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. For travel reimbursements submitted on form DH 676, One day of a travel period should be used for one line on the form. Multiple lines should be used for travel of more than one day
 - c. Traveler must indicate the mode of transportation, including complimentary transportation of or by another traveler.
 - d. Indicate any unusual or special circumstances that occur during travel on the travel reimbursement form.
 - e. Indicate on the face of form DH 676 the purpose of travel or duties performed and attach documentation justifying the reason for travel.
 - f. DFS will not accept office acronyms or other types of non-standard abbreviations on travel documents. Such reimbursements will not be processed and will be returned to the preparer.
 - g. Any break for personal reasons in a travel period must be identified on the travel reimbursement form. 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.

- h. A blanket travel authorization will be accepted and can be submitted on form DH 676.
2. Travelers using form DH 676 must indicate the hours of departure/return (specifying AM or PM) for a travel period. This must be on the same line as the point of origin. Place a "D" beside the departure time and an "R" beside the return time. For example, a departure time of "D8:00 AM" and return of "R7:00 PM." In STMS, these are all required fields.
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 lodging 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 reimbursement 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 PCard 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 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. If using a PCard, approval is required from PCard Administration to pay for another traveler's hotel room. The traveler whose hotel bill is being paid by another traveler must submit a travel reimbursement and state, "hotel room paid for by 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 travel reimbursement. In such situations, each traveler shall provide an explanation of the circumstances and submit their travel reimbursements together. These reimbursements must be cross-referenced. 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. 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 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 the travel reimbursement form. Claiming mileage to travel to the airport from office or home, whichever is less, is permitted when performing authorized travel.

- d. Vicinity and map mileage will be reimbursed at a rate of \$0.445 per mile. Requests for reimbursement for mileage must be submitted on the travel reimbursement form. Travelers who, as part of their day-to-day duties, use their personal automobiles on a regular and ongoing basis to travel to locations other than 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.

- e. 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 and the point of destination 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. When travel begins from the traveler's residence, mileage should be computed based on the shorter distance. This is determined by comparing (a) mileage from the traveler's residence to/from the destination and (b) mileage from the headquarters to/from the destination (See Attorney General Opinion 75-275). See Supportive Data section VII.O. of this policy for the vicinity mileage log and instructions (Form C-676VM).

NOTE: Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location (See Attorney General Opinion 82-34).

- f. 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.

Note: It is the responsibility of the traveler and the traveler's supervisor to ensure that the exact addresses and mileage claimed as listed on the vicinity mileage log are correct. The unredacted version of the vicinity mileage log must be kept on file at the CHD and may be requested for audit at any time.

- g. Every page of the vicinity mileage log must be signed by the traveler and attached to the reimbursement within STMS.
- 7. Incidental expenses: The following information shall be required with the traveler's reimbursement request when claiming reimbursement for incidental expenses pursuant to Rule 69I-42.010 Florida Administrative Code.
 - 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.

Note: Only **mandatory** valet parking will be reimbursed. Documentation showing it was mandatory must be attached to the travel reimbursement.

- 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 travel reimbursement.

- (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 the travel reimbursement.
- (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 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 the travel authorization and reimbursement "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 reimbursement 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 travel authorization form. 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 the travel reimbursement and authorization form. 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 for the traveler to attend the conference or convention** must be included on the travel authorization form 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 the authorization or reimbursement form.
 - (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 the travel authorization and reimbursement forms
- d. If direct payment of a registration fee is paid by the Department, the traveler's reimbursement 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 conference agenda that identifies 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).,
 - (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. Travelers must state on the travel reimbursement 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: The DFS Reference Guide for State Expenditures 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 PCard. When using PCard, a copy of the original receipt must be attached.
- (6) When the Department assumes direct payment liability for the commercial air travel invoice, the travel reimbursement 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 travel reimbursement. 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) Travel reimbursements 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 travel reimbursement 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 the travel reimbursement, and copies are required for PCard 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

On the travel reimbursement, include justification for renting cars other than from the contracted rental agency. One of two statements must appear on the travel reimbursement: "Vehicle with lower net rate rented" or "Vehicle not available from contract vendor."

- (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.
- (8) Parking or storage fees for a personal vehicle when using a rental car for state travel are Not reimbursable.

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: 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. The reimbursement form 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 travel reimbursement. 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. These costs must be claimed 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. Travel reimbursement terminology
 - a. Date Prepared: The date the traveler signs the travel reimbursement.
 - b. Date Approved: The date the supervisor of the traveler signs the travel reimbursement. 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 reimbursement 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 the travel reimbursement form begins the 20-day prompt payment compliance clock for the Department.
 - b. Transaction dates for travel reimbursement forms, which are subsequently returned from either the appropriate accounting office or the CFO's office, will be the last date the travel

reimbursement form 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 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 (section 110.504(3), Florida Statutes).

J. 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. 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

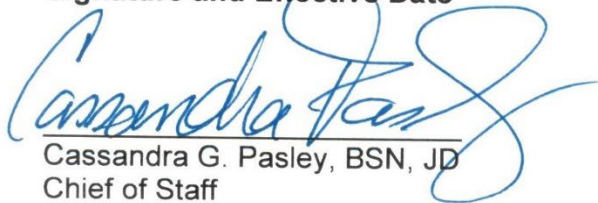
- A. "Application for Advance of Travel Expense," [Form C-676D](#)
- B. "Authorization to Incur Travel Expenses," [Form C-676C](#)
- C. "Code of Ethics," [DOHP 30-2](#)
- D. "DOH Approved [Mission-Critical Travel](#)" form
- E. "Avis Budget Group, Inc. Car Rental Authorization [Form](#)"
- F. [FDOT Mileage Calculator](#)
- G. [STMS User Manual](#)
- H. "Management and Operation of Vehicles," [DOHP 250-12](#)
- I. [Maximum Travel Per Diem Allowance for Foreign Areas](#)
- J. [POV versus Rental Car Worksheet](#)
- K. "[Reference Guide for State Expenditures](#)"
- L. [Request to Hold In-State Travel Event Worksheet](#)
- M. "[State of Florida Reimbursement of Travel Expenses](#)," Department of Health:
- N. "[State term contract for Vehicle Rentals; Autos and Trucks](#)"
- O. "Vicinity Mileage Trip Log and Instructions," [Form C-676VM](#)
- P. "Purchasing Card Guidelines," ([DOHP 56-44](#))

Q. [DFS Division of Accounting & Auditing Memoranda](#)

VIII. History Notes

These policies and procedures, DOHP 56-37-22, "Travel Justification, Authorization and Reimbursement," replace and supersede DOHP 56-37-20, dated July 22, 2020; 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


Cassandra G. Pasley, BSN, JD
Chief of Staff


Date

X. Appendix

Travel Approval Process Map

