

CF OPERATING PROCEDURE
NO. 40-1

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, February 19, 2009

Travel and Transportation

OFFICIAL TRAVEL OF DCF EMPLOYEES AND NON-EMPLOYEES

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APPENDICES

- A. Instructions for completion and sample of Form DFS-AA-13 "Authorization to Incur Travel Expenses."
- B. Instructions for completion and sample of Form DFS-AA-15 "Voucher for Reimbursement of Traveling Expenses."
- C. Instructions for completion and sample of Form CF 19 "Advice of Common Carrier Purchase."
- D. Instructions for completion and sample of Form CF 676 "Voucher for Purchases and Services."
- E. Clarification of Official Headquarters, Point-to-Point Travel and Vicinity Travel.
- F. Guidelines for Calculating Mileage Reimbursement in Certain Situations.
- G. Sample of Form DFS-AA-25 "Application for Advance of Travel Expense."
- H. Instructions for completion and sample of Form C676VM "DCF Vicinity Mileage Trip Log."
- I. Sample of Form CF 987 "Calling Card Application."
- J. Traveler's Agreement for Purchasing Card
- K. Purchasing Card Transaction Log
- L. Purchasing Card Travel Instructions
- M. Travel Alert Form

Chapter 1

GENERAL

1-1. Purpose.

a. This operating procedure establishes policies and procedures for authorizing and obtaining reimbursement for official travel by employees and non-employees. If necessary, the regional director may establish additional regional operating procedures for official travel. However, any additional procedures must be consistent with departmental policy and may not be more restrictive than departmental policy. Regional operating procedures concerning travel must be submitted to the Office of Financial Management (ASFM) for review, and developed in accordance with CFOP 5-2 (Departmental Administrative Publications System).

b. It is the responsibility of each DCF authorized traveler to select the most economical method of travel for each trip. 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.

1-2. Authority. The authority for this operating procedure is contained in s. 112.061, Florida Statutes (F.S.), which prescribes per diem and travel expenses of public officers, employees, and other authorized persons and Chapter 69I-42, Florida Administrative Code (F.A.C.), wherein is established the Rules of the Bureau of Auditing in regard to authorizing and reimbursing travel expenses.

1-3. Definitions.

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

b. Agency. The Department of Children and Families.

c. Agency Head. The highest policymaking authority of a public agency (Secretary of the Department of Children and Families).

d. Authorized Person. A person other than a public officer or employee as defined herein, whether elected or commissioned or not, who is authorized by the agency head, and/or designee, to incur travel expenses in the performance of official duties, a person who is called upon by an agency to contribute time and services as consultant or advisor, a person who is a candidate for an executive, or professional position, when performing authorized travel (s. 112.061, F.S.).

e. Class A Travel. Continuous travel of 24 hours or more away from official headquarters (s. 112.061, F.S.).

f. Class B Travel. Continuous travel of less than 24 hours that involves overnight absences from official headquarters (s. 112.061, F.S.).

g. Class C Travel. Travel for short or day trips where the traveler is not away from official headquarters overnight (s. 112.061, F. S.). Class C Travel reimbursements were terminated effective July 1, 2001, and have not been reinstituted. As a result, Class C travel reimbursements are not allowed until further notice.

h. Common Carrier. Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

i. Chief Financial Officer. Shall mean the State of Florida, Department of Financial Services, or its statutorily elected head, the Chief Financial Officer of Florida.

j. Conference. Means the coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the removal of differences or disputes and for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research,

study, discussion and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of agency or interagency personnel.

k. Convention. Means an assembly of a group of persons representing persons and groups, coming together for the accomplishment of a purpose of interest to a larger group or groups. A convention does not mean the coming together of agency or interagency personnel.

l. Designee. A designee is an employee who has been given written authorization by the agency head to sign the Form DFS-AA-15 (State of Florida Voucher for Reimbursement of Traveling Expenses) on the agency head's behalf.

m. Emergency Notice. Means notification of less than 24 hours prior to scheduled departure. Such notification may be written or oral.

n. Emergency Situation. Circumstances in which there is an immediate danger or a threat of immediate danger to the public health, safety or welfare, or of other substantial loss to the state requiring emergency action.

o. Employee or Public Employee. An individual, whether commissioned or not, other than an officer or authorized as defined herein, who is filling a regular or full-time authorized position and is responsible to an agency head.

p. Foreign Travel. Authorized and approved travel outside the United States and its recognized territories and possessions.

q. Form DFS-AA-13. This form is the "Authorization to Incur Travel Expenses" that shall be completed for each person who will be performing foreign, out-of-state, conference and convention travel.

(1) Requirement of the Form DFS-AA-13 for all other types of travel is at the discretion of the traveler's supervisor. However, the Form DFS-AA-13 is a required attachment to the corresponding Form DFS-AA-15, Travel Reimbursement Request, when performing foreign, out-of-state, conference and convention travel.

(2) Paragraphs 2-1 and 5-8 of this operating procedure further address the requirements for use of the Form DFS-AA-13 unique to DCF.

(3) Regional Directors or their designees may exempt routine out of state travel from this requirement.

r. Form DFS-AA-15. This form is the "State of Florida Voucher for Reimbursement of Traveling Expenses." This form must be accurately completed with all necessary supporting documentation before the State of Florida will pay reimbursement of traveling expenses. No Form DFS-AA-15 will be paid from a revolving fund, except in extreme emergency situations or if an advance was issued through the revolving fund (see Appendix B of this operating procedure).

s. Form DFS-AA-25. This is the "Application for Advance of Travel Expense" (see Appendix G of this operating procedure).

t. In-State Travel. Authorized and approved travel within the territorial limits of Florida.

u. Meal Allowance. The amount authorized by s. 112.061(6)(b), F.S., for each meal during the travel period.

v. Meeting. A meeting is a gathering called by the secretary, an assistant secretary, a regional director, or any other administrator, to be attended by department staff (including but not limited to, central office staff or staff of any region, institution, or other organizational unit within the department). A meeting may be in the form of a management review, seminar, or workshop.

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

x. Most Economical Method of Travel. The mode of transportation (state owned vehicle, privately owned vehicle, common carrier, etc.) designated by an agency head in accordance with criteria prescribed by s. 112.061, F.S.

y. Nonbusiness Day. An authorized weekend or state holiday for a public officer or employee. A day on which such person was not scheduled to be performing service or contributing time to an agency.

z. Non-Routine Travel. All travel other than routine travel described below.

aa. Officer or Public Officer. An individual who in the performance of his or her official duties is vested by law with sovereign powers of government and who is either elected by the people, or commissioned by the Governor and has jurisdiction extending throughout the state, or any person lawfully serving instead of either of the foregoing two classes of individuals as initial designee or successor

bb. Official Headquarters. The official headquarters is normally the same city or town as that of the office to which the employee is assigned. For an employee located in the field where there is no established office, the headquarters will be the city or town nearest to the area where the majority of the employee's work is performed, or such other city, town, or other area as may be designated by the agency head. The official headquarters of protective investigators and other employees who work from their homes is the city or town where the employee's supervisor is stationed. In all cases of such designations, the location must be in the best interest of the agency and not for the convenience of the employee. A traveler may have only one official headquarters. Please see Appendix E of this operating procedure.

cc. Out-of-State Travel. Authorized and approved travel outside the State of Florida and within the United States and its recognized territories and possessions.

dd. Per Diem Rate. The amount authorized by s. 112.061(6)(a) F.S.

ee. Personal Time. The time outside the regular work hours of a business day, a nonbusiness day or a day for which the traveler or employee had prior approval for a leave of absence.

ff. Person with Disabilities. Any person diagnosed as having a physical disability, including but not limited to blindness, or the loss of one or more life functions leaving that person mobility-impaired (or sensory impaired) requiring the use of trained animal companions or prosthetic equipment, including, but not limited to, crutches, walkers, canes, or wheelchairs.

gg. Point of Origin. The geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination.

hh. Routine Travel.

(1) Travel which is performed on a day-to-day basis within a specified geographical area as part of the traveler's normal work assignments.

(2) Travel which is performed by authorized travelers to transport clients whether within or out of the state.

ii. Travel Day. A period 24 hours consisting of four quarters of six hours each.

jj. 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.

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

ll. Traveler. An employee, public officer, or other authorized person, when performing authorized travel.

1-4. General Information.

a. Expenditures properly chargeable to travel include 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 which are authorized by law. Travel expenses are governed by s. 112.061, F.S., rule 69I-42, Florida Administrative Code (FAC), Rules of the Bureau of Accounting, and Department of Banking and Finance Voucher Processing Handbook (web site – www.fldfs.com/aadir/Reference_Guide).

b. Vouchers submitted in payment for a travel reimbursement request must include:

(1) The travel voucher;

(2) Itemized hotel receipts, if applicable;

(3) Applicable transportation receipts for common carrier travel;

(4) Applicable incidental receipts; and,

(5) In the case of a conference or convention, the benefits to the state must be provided along with the pages of the agenda that itemizes the registration cost.

c. All travel reimbursement for employees will be deposited by electronic fund transfer into the same bank account as the regular payroll warrant

Chapter 2

TRAVEL AUTHORIZATION

2-1. Travel Authorization.

a. All travel must be authorized in advance. A Form DFS-AA-13, Authorization to Incur Travel Expenses, must be completed and approved prior to the time of departure for foreign, conference, convention and out-of-state travel. All other travel may be authorized verbally.

b. Form DFS-AA-13 is a required attachment to the corresponding Form DFS-AA-15 (Travel Voucher Reimbursement Request) for all for foreign, conference, convention, and out-of-state travel. Supervisors have the authority to require a completed Form DFS-AA-13 for all types of travel by staff in their immediate office. If Form DFS-AA-13 is required because of foreign, conference, convention and out-of-state travel, then the original copy of the completed Form DFS-AA-13 must be maintained along with the original Form DFS-AA-15 in the official travel file at the traveler's headquarters. If Form DFS-AA-13 is an individual's office requirement only, then the original copy must be maintained along with copies of the original Form DFS-AA-15 in the individual office's travel file. Regional Directors or their designees may exempt routine out of state travel and client travel from this requirement.

c. For conference and convention travel, travelers should refer to paragraph 5-8d of this operating procedure for requirements of the Form DFS-AA-13.

d. The authority to approve travel is vested in the agency head only. The agency head may delegate the authority to approve travel to designees with such restrictions as deemed necessary. Except for the secretary of the department, no traveler may approve his/her own Form DFS-AA-15 and Form DFS-AA-13 at any time.

2-2. Delegation of Authority.

a. In accordance with s. 112.061 (3)(a), F.S., the Secretary (or the Secretary's designee) has the authority to approve and authorize all non-client, foreign, conference, convention, and other work-related out-of-state travel for all department employees subject to the conditions set forth in paragraphs a(1) and a(2) below.

(1) All out-of-state travel must be reviewed and approved, in advance, by the Secretary (or the Secretary's designee), even if the state is not incurring the expense of the travel.

(2) For all out-of-state travel in which the state is not incurring the expense of the travel, the employee must provide the name of the person or entity incurring the expense of the travel, as well as a detailed explanation of the nature of the travel, outlining the specific benefit to the state.

b. In accordance with s. 112.061(3)(a), F.S., the incumbents of the positions listed below are appointed as designees and are delegated the authority to approve and authorize all work-related in-state travel for their respective staff subject to the conditions set forth in paragraphs c and d below:

(1) Deputy Secretary/Assistant Secretary/Chief of Staff.

(2) Regional Director/Institution Superintendent.

(3) Director or head of a functional unit in the Office of the Secretary.

c. The incumbents of the above mentioned positions may authorize travel, subject to the limitations that appear in other parts of this operating procedure and must personally certify the Travel Reimbursement Request (Form DFS-AA-15) for the following:

(1) Individuals reporting to these officials.

(2) Advisory committee members.

(3) Department and non-department employees traveling for the purpose of interviewing applicants for department professional or executive positions.

(4) Travelers who become sick or injured while away from official headquarters and continue to receive subsistence.

d. The incumbents of the above-mentioned positions must verify that there is sufficient travel budget to support a request prior to authorizing travel. Travel that would result in a unit's travel budget being overdrawn may not be approved.

e. Those officials designated in paragraph 2-2b may redelegate authority to certify travel to supervisory members of their staff.

Chapter 3

SPECIAL CONDITIONS OF TRAVEL

3-1. Travel to Employment Interviews. Travel expenses of state employees for the sole purpose of taking merit system or job placement examinations, written or oral, will not be allowed under any circumstances; except that upon prior written approval of the secretary, deputy secretary, or a regional director, candidates for executive or professional positions may be allowed travel expenses. Written requests for executive or professional travel allowance must be forwarded through proper channels to the secretary, deputy secretary, or regional director or their designee.

3-2. Assignment Away from Official Headquarters.

a. When a state employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town will be deemed to be 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 secretary, deputy secretary, or regional director, the period during which an employee may still be considered headquartered at his/her permanent location may be extended. Requests for extension of the 30-day period must be in writing and contain a statement of circumstances and complete justification for the extension. The original of the approval should be placed in the traveler's personnel file; a copy must be submitted with each travel voucher.

b. A traveler 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 employees will not be reimbursed for travel expenses in excess of the established rate for per diem allowable had the employee remained at the assigned post.

c. Paragraph 5-6 of this operating procedure addresses the requirements for mileage reimbursement for travel away from official headquarters.

3-3. 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 will not be allowed under any circumstances.

3-4. Travel of Persons with Disabilities.

a. When a physically handicapped traveler incurs travel expenses in excess of those ordinarily authorized pursuant to the travel law and these procedures, and such excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All such claims for reimbursement of excess travel expenses shall be submitted in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990.

b. When a payment is requested pursuant to the Americans With Disabilities Act (ADA), which would not otherwise be a lawfully authorized use of state funds, the voucher must include a signed statement from the agency head or his/her designee certifying that:

(1) An employee of the agency, an applicant for a position, or other covered person, has requested a "reasonable accommodation" pursuant to the ADA, to assist him/her in performing his/her 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" pursuant to Americans With Disability Act (ADA) for that employee, applicant of person.

(4) The agency will maintain all records related to this request for seven (7) years and make those records available for review to persons authorized to review such records.

c. All vouchers related to providing a "reasonable accommodation" shall contain a file number or other code by which the voucher can be readily traced to the confidential records maintained by the agency pursuant to paragraph 3-4b(4) above.

3-5. Foreign Travel.

a. The Secretary (or the Secretary's designee) may authorize payment of per diem to authorized travelers for foreign travel at the current rates as specified in the federal publication "Standardized Regulations

(government civilians, foreign areas)” and their incidental expenses as provided in paragraph 5-7 of this operating procedure.

b. The traveler may claim either actual single occupancy room rate plus \$ 36 per day for meals or foreign per diem.

c. The costs of per diem of authorized travelers for foreign travel may be reimbursed at the current rates as specified in the federal publication “Maximum Travel Per Diem Allowances For Foreign Areas, Section 925, A Supplement To The Standardized Regulations (Government Civilians, Foreign Areas)” and incidental expenses. Rates for foreign travel shall not begin until the date and time of arrival in the foreign country from the United States and shall terminate on the date and time of departure from the foreign country to the United States. The amount allowable for foreign per diem is the amount shown in the monthly publication “Maximum Travel Per Diem Allowance for Foreign Areas” less the portion of the allowance which is designated for incidental expenses as specified in the Federal Register.

d. Foreign per diem is paid beginning with the date and time of arrival in the foreign country from the United States and will terminate on the date and time of departure from the foreign country 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. Foreign per diem may not be claimed for any travel day quarter in which actual cost or per diem for United States travel is also claimed.

e. When a traveler goes from one geographic location to another, reimbursement shall be calculated at the rate where the majority of the quarter was spent regardless of which area has a higher reimbursement rate. For example, if the traveler was going from Paris, France to Toulouse, France and departed Paris at 4:30 p.m. and arrived in Toulouse at 5:30 p.m., the traveler would be entitled to reimbursement at the rates applicable to Paris even though the rates are higher since the majority of the quarter of travel was spent in Paris.

f. Foreign travel must be reviewed and approved, in advance, by the Secretary or their designee, even if the state is not incurring the expense of travel.

3-6. Emergency Situations.

a. When a public officer, employee or authorized person away from his/her official headquarters on personal time (Annual Leave, Regular Compensatory Leave) is required to travel because of an emergency situation, the following shall apply:

(1) The traveler may be reimbursed travel expenses incurred by him/her in traveling from his/her actual point of origin to his/her point of destination, which may be his/her official headquarters, as required by his/her agency head.

(2) If personal circumstances necessitate the traveler to return to his/her actual point of origin after the emergency situation has ended rather than returning to or staying at his/her official headquarters; the traveler may be reimbursed his/her travel expenses to return. For example, an individual on personal time in California whose official headquarters is in Tallahassee is required to travel back to Tallahassee because of an emergency situation. If due to personal circumstances, the individual is required to return to California after the emergency has ended instead of remaining in Tallahassee, then he/she may be reimbursed his/her travel expenses to return to California.

(3) If the traveler is able to return to or remain at his/her official headquarters, he/she may only be reimbursed the excess of his/her necessary travel expenses for the emergency situation over what he/she would have incurred for his/her own personal convenience. Details of the cost shall be provided showing the net cost of what he/she would have incurred against his/her 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 which necessitated his/her travel from such point.

(5) If an authorized traveler has incurred certain unrecoverable costs associated with personal plans and are unable to carry out such plans due to an emergency situation, such costs, which are not recoverable, may be reimbursed by the agency. Requests for reimbursement must include a statement of the circumstances of the emergency situation.

b. At no time shall a traveler be reimbursed for expenses in traveling between his/her home and his/her regular place of employment.

c. Requests for reimbursement of the emergency situations stated above must be presented in writing to the Comptroller, Department of Children and Families, 1317 Winewood Boulevard, Building 2, room 402, Tallahassee, Florida, prior to being vouchered for payment.

d. Direct payment to vendors for the meals and lodging of an employee required to travel on emergency notice must be vouchered in favor of the vendor with the traveler as sub-vendor 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.

Chapter 4

TRAVEL ADVANCES

4-1. Authorization Required. If authorized by the regional director or his/her designee, a traveler may acquire an advance to cover anticipated costs of travel. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his/her duties. The guidelines below must be followed when a travel advance is requested unless the Director of the Office of Financial Management (DCF Comptroller) authorizes exemption.

4-2. Vouchering Procedures. Requests for travel advance payments shall not be commingled with other requests for payment, but shall be separately vouchered and object coded either Travel Advances or Travel Advances – Training, as appropriate.

4-3. Amount Advanced. Travel advances shall not exceed 80 percent of the estimated travel expenses, which will ultimately be reimbursed to the traveler. An exception may be made to this 80 percent restriction in order to take advantage of a substantially discounted common carrier ticket. In the event such arrangement is made, the travel advance may be an amount equal to 100 percent of the cost of the substantially discounted common carrier ticket, plus 80 percent of the remaining estimated travel expenses.

a. No advance will be authorized for less than \$100.

b. A travel advance will not be issued to a person with a DCF Purchasing card.

NOTE: The Department no longer endorses and will no longer authorize the issuance and use of American Express or other corporate credit cards for employee travel purposes. See paragraph 8-1 of this operating procedure for additional details.

c. The advance must be requested on Form DFS-AA-25 (see Appendix G of this operating procedure). This form must be submitted to the regional director or his/her designee for approval.

d. When the travel period has ended, the traveler will be required to complete and submit Form DFS-AA-15 within 10 working days of his/her return to headquarters. The traveler shall complete the portion of the DFS-AA-15, relating to the travel advance. The fiscal office will then process the completed Form DFS-AA-15 in the following manner.

(1) Funds Due Traveler. The traveler will be required to deduct on the face of the Form DFS-AA-15 any travel advance made for the travel period. If the traveler is entitled to additional funds for the travel, the

traveler shall received the net amount owed for the travel performed. The fiscal office will include the Comptroller's voucher number, date, and warrant number relating to the advance payment. In addition, a copy of Form DFS-AA-25 that requested the travel advance must be attached to Form DFS-AA-15 as documentation.

(2) Funds Due State. If a traveler was advanced funds in excess of the travel expenses allowed for a particular travel period, the fiscal office will obtain a refund from the traveler within 10 workdays of the traveler's return to headquarters, and prepare a cash refund journal voucher including as documentation an executed Form DFS-AA-15, and DFS-AA-25

(3) Zero Funds Due Traveler and State. If the travel expenses claimed are equal to the amount of the advance, a completed Form DFS-AA-15 must be submitted to the fiscal office within 10 workdays of the traveler's return to headquarters.

4-4. Travel Advance Made to Authorized Person Only. A travel advance shall only be made to an authorized person (defined in paragraph 1-3d of this operating procedure) approved to perform travel without regard to whether such person is filling an established position.

4-5. Lead-Time for Requesting Travel Advance. Travel advances shall not be requested earlier than 10 working days before the travel period begins without written justification of circumstances. Only in extreme emergency situations shall a travel advance be issued though the revolving fund. If a travel advance is issued though the revolving fund then the travel voucher should be settled though the revolving fund.

4-6. Not More Than One Outstanding Travel Advance. A traveler shall not have more than one travel advance outstanding at any time without written justification of circumstances, which necessitate an exception to this restriction.

Chapter 5

REQUIREMENTS FOR TRAVEL EXPENSE REIMBURSEMENT

NOTE: This chapter addresses the guidelines for completing the Form DFS-AA-15 and rules/criteria for claiming reimbursement of travel expenses.

The request for reimbursement of travel expenses must be made on the approved Form DFS-AA-15. The travel voucher must be signed and dated by the traveler and the official authorizing the travel. Travel vouchers on file at the agency must contain original signatures in written or electronic form.

5-1. Travel Origin, Destination and Purpose of Travel.

a. The traveler must indicate on the Form DFS-AA-15 the point of origin and destination of a travel event. One line on the Form DFS-AA-15 should be used for one day of a travel event. Multiple lines should be used for travel for more than one day. Each line should include the date.

b. The traveler must indicate on the Form DFS-AA-15 the mode of transportation for a travel event. This includes complimentary transportation or by another traveler. If transportation is complimentary, the name of the traveler providing the transportation must be included.

c. Any unusual or special circumstances that occur during a travel event must be indicated as such on the Form DFS-AA-15.

d. The traveler must indicate on the face of the Form DFS-AA-15 the purpose or duties performed during each travel period and must attach the necessary documentation justifying the reason for travel. The use of office acronyms and all types of non-standard abbreviations on the face of the Form DFS-AA-15 are not acceptable by the Chief Financial Officer. All travel vouchers containing acronyms and non-standard abbreviations anywhere on the face of the Form DFS-AA-15 will not be processed, but will be returned to the preparer of the voucher.

e. Any break for personal reasons in a travel event while performing travel must be identified on the Form DFS-AA-15. The reason for the break in a travel event must also be identified on the form and be covered by the use of either annual leave or regular comp time. The traveler will not receive reimbursement for any expenses occurring during that break in travel. However, the traveler may claim reimbursement of travel expenses during the return to official headquarters had the traveler been entitled to that reimbursement without an interruption in the travel event.

5-2. Hour of Departure and Return of a Travel Period. The traveler must indicate on the Form DFS-AA-15 and on the same line as the point of origin specified, the hour of departure (specifying AM or PM) for a travel event and place a "D" beside that time. The traveler must also indicate on the same line as the travel destination of a travel event the hour of return (specifying AM or PM) to the official headquarters or city of residence of the traveler and place an "R" beside that time. For example, departure time of "D8:00 AM." and return time of "R7:00 PM."

5-3. Class A and B Travel. Allowable rates for per diem are provided for in s. 112.061, F.S. All claims for per diem and subsistence must be within the limitation set forth in this paragraph. All travelers are allowed the authorized per diem for each type of travel. If actual expenses exceed the allowable per diem, the amount allowed for meals as provided in s. 112.061(6)(b), F.S., plus actual expenses for lodging at a single occupancy rate. Per Diem shall be calculated using four six-hour periods beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual to per diem while on Class A travel on a midnight to midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 for each quarter from the time of departure until the time of return (DFS Voucher Processing Handbook).

a. Class A travel is continuous travel of 24 hours or more away from official 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 away from official headquarters. The travel day for Class B travel begins at the same time the travel begins.

c. The traveler will receive reimbursement of Class A and B meals based on the departure and return time of a travel event. Such time criteria and meals allowances are identified below:

Meal:	Traveler Must Depart Before:	AND Return After:	To Claim Meal Allowance of:
To claim <u>Breakfast</u>	6 a.m.	8 a.m.	\$6.00
To claim <u>Lunch</u>	Noon	2 p.m.	\$11.00
To claim <u>Dinner</u>	6 p.m.	8 p.m. (*)	\$19.00
To claim ALL Meals for one day of a travel event	6 a.m.	8 p.m.	\$36.00

d. It is not necessary for travelers to submit meal receipts in order to claim reimbursement for meals.

e. In the case where a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.

5-4. 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 DCF Comptroller. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time due to traffic conditions.

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 receiving the reimbursement of actual lodging expenses, travelers will receive the following meal allowances according to the departure and return times.

Meal:	Traveler Must Depart Before:	AND Return After:	To Claim Meal Allowance of:
To claim <u>Breakfast</u>	6 a.m.	8 a.m.	\$6.00
To claim <u>Lunch</u>	Noon	2 p.m.	\$11.00
To claim <u>Dinner</u>	6 p.m.	8 p.m. (*)	\$19.00
To claim ALL Meals for one day of a travel event	6 a.m.	8 p.m.	\$36.00

d. It is not necessary for travelers to submit meal receipts in order to claim reimbursement for meals.

e. A traveler claiming less than the full meal allowance or per diem authorized by s. 112.061(6), F.S., shall include on his/her travel voucher a statement that he/she understands he/she is entitled to the full meal allowance provided by law but has voluntarily chosen to claim a lesser amount.

f. Lodging expenses will be calculated on a travel day basis beginning on the day of departure, regardless of when such expenses are actually paid. No one will be reimbursed for more than one lodging expense during any travel day.

g. While justification will not be required by the Bureau of Auditing in all cases where hotel expenses for in-state travel exceed **\$150** per night (room rate only), authorized travelers are reminded that the most economical use of hotel is required (both in-state and out of state travel).

(1) Travelers should be prepared to justify situations where hotel costs appear excessive for the areas in which the traveler is staying.

(2) ***In determining whether a hotel rate is excessive, consideration should be given to geographic area and seasonal rate fluctuations.*** The traveler must make that selection based on one of the following reasons and such reason must be stated on the face of the Form DFS-AA-15.

(a) The traveler is attending a convention or conference located at the hotel at which the traveler is staying.

(b) The single occupancy rate is typical of the rates of the other hotels in the area the traveler is traveling (for example, Washington, D.C., New York, NY, etc.).

(c) The traveler must stay at the hotel selected because all other hotels in the area of travel had no vacancies. The traveler must state on the face of the Form DFS-AA-15 the attempts that were made to locate a hotel with vacancies in the travel area.

h. 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 (midnight to midnight) day basis.

i. Class B travelers will calculate their costs incurred during the travel period in determining whether they may claim the actual lodging and allowance for the meals method of reimbursement. Class B travel allows reimbursement for per-diem or actual lodging and meals, not a combination of both.

j. 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. Submitted receipts must show a balance of zero, indicating that the bill has been paid by the traveler upon departure from the hotel.

k. Hotel rooms shared by multiple travelers must be justified. When multiple travelers share a hotel room and the hotel bill is paid by one of the travelers, then the traveler paying the bill shall request reimbursement for the total amount of the bill. The travelers shall be on the same method of travel for reimbursement purposes. The travelers who shared the room are only entitled to meals. When multiple travelers have separate rooms and one traveler pays the hotel bill for all, then the traveler paying the hotel bill shall request reimbursement for the total amount on his/her travel reimbursement request. The traveler whose hotel bill is being paid by another traveler must file a Form DFS-AA-15 and state on the 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 bill on their respective Form DFS-AA-15. In each of the above situations, each traveler shall provide an explanation of the circumstances of the situation and submit their Form DFS-AA-15s together or provide copies of the Form DFS-AA-15 of the other travelers. The original copies of hotel receipts for lodging is a necessary attachment to Form DFS-AA-15 in order to receive travel expense reimbursement. Also, the voucher schedule should be scheduled as a pay and charge voucher (DFS Voucher Processing Handbook).

5-5. Class C Travel. Class C Travel reimbursements were suspended effective July 1, 2001, and have not been reinstituted. As a result, Class C travel reimbursements are not allowed until further notice.

5-6. Mileage.

a. All mileage must be shown from point of origin to point of destination and return, and when possible must be computed on the basis of the Official Road Map published by the State Department of Transportation. The time of departure and time of return must be shown. Vicinity mileage must be supported by a DCF Vicinity Mileage Trip Log, showing beginning and ending departure points and the related odometer readings. Time of departure and time of return must be shown.

b. 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 Form DFS-AA-15. Mileage is allowed to the airport from office or home, whichever is less, when performing authorized travel, unless, you leave an hour before or an hour after your normal work schedule. Please refer to paragraph c below.

c. Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location. Reimbursement of any travel expense incurred in traveling from home to work or work to home is unauthorized. If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided that miles claimed may not exceed the miles actually driven. The traveler must start on the actual trip to claim mileage from his home. If the traveler has to go by the office then the trip will begin from the office. The term "going by the office" means having to go inside the office for official business. Example: Traveler must be at the airport at 7 a.m. The traveler's regular work hours do not start until 8 a.m. The traveler goes directly to the airport from his home. Since the traveler left home more than one hour before the regular workday was to begin, he may claim mileage from home to airport.

d. Vicinity and map mileage will be reimbursed at a rate of **\$0.445 per mile**. 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 \$.445 would calculate out to \$6.675 and the amount to be paid to the traveler would be \$6.67. Requests for reimbursement for mileage must be submitted on the Form DFS-AA-15.

e. Employees who, as part of their day-to-daily duties, use their personal vehicles on a regular and ongoing basis to travel to locations within their region to serve clients or for other official state business, must utilize Form C676VM, DCF Vicinity Mileage Trip Log or a district approved equivalent. Employees who travel to locations away from their headquarters and remain overnight will be required to maintain such logs.

f. Vicinity mileage trip logs will be subjected to supervisory review and must be submitted with the related travel voucher for audit by fiscal staff.

5-7. Incidental Expenses. The following information shall be provided to approving management with the traveler's reimbursement request when claiming reimbursement for incidental expenses (DFS Voucher Processing Handbook).

a. Registration Fees and Related Charges.

(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 considered 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 which 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 DFS-AA-15.

(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 s. 112.061(6), F.S., as follows:

MEAL ALLOWANCES	
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 (0) meal allowance claimed on the Form DFS-AA-15.

(7) Travelers may be reimbursed the actual and necessary fees for attending events, which are not included in a basic registration fee, that directly enhance the public purpose of the agency's participation in the conference. Such expenses may include, but not be 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 day must be reduced by the statutory rate established for such meal period as set forth in paragraph 5-7f(3). If the traveler is claiming the actual lodging expenses plus a meal allowance authorized under paragraph 5-4c, the actual substantiated cost of the banquet or other required meal function may be allowed in lieu of the meal allowance specified in paragraph 5-4c for such 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 supported by a paid 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 Form DFS-AA-15 (State of Florida Voucher for Reimbursement of Traveling Expenses) and Form DFS-AA-13 (Authorization to incur Travel Expenses) "Registration Fee Paid Direct by DCF" and provide a statement of benefits to the state and a copy of the pages of the conference or convention agenda that itemize the registration fee.

b. Taxi Fare. Receipts are required for fares in excess of \$25 on a per fare basis.

c. All Tolls and Ferry Fares. Receipts are required whenever the individual occurrence is in excess of \$25. In instances where employees purchase a monthly or similar pass to ride on public transportation, the traveler may claim reimbursement for the individual fare for each trip taken, as documented by a fee schedule.

d. 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.

e. Photocopy Charges. A statement that photocopy charges were business related must be included on the Form DFS-AA-15.

f. Communication Expenses (Telephone/Telegraph). The copy of the billing statement must include the name and address for the account. A statement must be included on the Form DFS-AA-15 that communication expenses claimed were for official state business only. This includes fax charges, personal cellular phones, and personal calling cards. If the DFS-AA-15 is processed without these charges being listed then an amended form must be submitted to the district fiscal office with a copy of the invoices highlighting the charges that were for business. Communication expenses to contact the traveler's family or other non-business purposes are not eligible for reimbursement.

g. 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 instance. Portage charges exceeding \$5 per incident will require additional justification.

h. Other Incidental Expenses. Other incidental travel expenses may be reimbursed upon presentation of a receipt thereof 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 travel.

(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.

(6) Airline baggage charges.

i. Expenses related to lost keys locked in a vehicle due to employee negligence are not reimbursable.

j. Limousine services should not be used instead of taxis unless it can be shown it is the most economical method of travel.

k. Hotel safe charges are reimbursable by state funds only if the charges are mandatory by the hotel.

l. The traveler must be responsible for finding legal parking spaces when performing work related duties. The state will not pay for parking tickets.

5-8. Rules for Convention or Conference Travel.

a. Purpose of Conference or Convention. Chapter 69I 42.004, F.A.C., states that no public funds shall be expended for attendance at conference of conventions unless:

(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 meeting are compatible with the objectives of the particular 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 not be limited to, banquets and other meal functions. 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 on Form DFS-AA-15.

c. It shall be the traveler's responsibility to substantiate via appropriate documentation that the charges were proper and necessary.

d. All travel to conferences and conventions must have prior written approval from an assistant secretary, regional director or designee, or the executive staff director. Such written approval will be made on the Authorization to Incur Travel Expense (Form DFS-AA-13). 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 virtue of such travel must be included on Form DFS-AA-15 and Form 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, obtaining continuing professional education credits, or to help qualify for another job.

(2) Justification. Justification for the particular traveler to attend the conference or convention must be included on the Form DFS-AA-13 in the statement of benefits accruing to the state. The same justification must be included for defining 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 Form DFS-AA-13. Only those pages of the program or agenda that itemize registration fees and any meals or lodging included in the registration fee are required to be attached to the Form DFS-AA-15 at the time the voucher is submitted for reimbursement.

(4) Employees Attending Same Conference or Convention. No more than three employees from a major office within a district or in central office will normally be 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 DFS-AA-15 and DFS-AA-13 in the explanation of benefits accruing to the state for each employee attending.

e. The direct payment of registration shall not be requested earlier than 20 workdays before the travel period is to begin unless written justification of the circumstances which necessitate an exception to this restriction is submitted to and approved by the Comptroller. Criteria for approval shall include discount for earlier payment and earlier payment required for a reservation. If direct payment of a registration fee is made by the department, the traveler's Form DFS-AA-15 shall indicate "Registration Fee Paid Direct by DCF" 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. If meals were included in the registration the procedure would be the same as if the traveler paid the registration (paragraph b above).

f. Food purchases, including coffee, soft drinks or other refreshments for a conference or convention or in connection with the rental of a meeting room for workshops or meetings are prohibited.

5-9. Transportation Requirements. Comptroller's Memorandum (CM) 02 (1999-2000) authorizes the agency head to determine the method and class of travel used by employees in travel status. If the class of travel is other than the "most economical class of transportation," the approval must come from the agency head as defined in s. 112.061(2)(b), F.S., 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 travel voucher. Agency heads should consider all travel alternatives when deciding the most economical class of transportation in carrying out the business of the agency. This could include arriving a day early in lieu of incurring the higher class of airfare.

a. Route of Travel. All travel must be performed through a usually traveled route. If a person travels by an indirect route for personal convenience, any extra costs incurred will be at the traveler's expense.

b. Method of Travel. Persons authorized to approve travel must specify the most economical method of travel, e.g., state-owned vehicle, privately owned vehicle, or public transportation (common carrier). The following conditions must be considered in determining the method of travel:

(1) The nature of business;

(2) The most efficient and economical means of travel (considering time of the traveler, cost of transportation and per diem or subsistence required); and,

(3) The number of persons making the trip and the amount of equipment or material transported.

c. Commercial Air Travel.

(1) Travelers whose transportation is provided by scheduled aircraft shall purchase the airline tickets in accordance with any state term contract for purchase of scheduled aircraft transportation, which is in effect at the time the travel is scheduled. Failure to purchase airfare in accordance with the terms of the current state term contract may result in disallowance of reimbursement claims for unauthorized purchases of airfare. Noncompliance with the state term contract will require written justification on the traveler's Form DFS-AA-15. In the event the traveler fails to justify his non-compliance with the terms of the state term contract, any cost in excess of such state term contract will be borne by the traveler. 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 face of the Form DFS-AA-15 the justification for using a non-contract carrier.

(2) Travel using scheduled aircraft on routes for which there is not a state term contract provider shall be by the most economical class of transportation. Exceptions will be allowed only when fully justified. In the event the traveler fails to justify his use of other than the most economical class of transportation, any additional cost will be borne by the traveler. Travel must be made by the most economical class (tourist or coach class). First class rates will be considered for payment if a signed statement from the agency head is included on the Form DFS-AA-15 stating that tourist or coach class was not available.

(a) A letter signed by the agency head authorizing the class of travel and describing the circumstances requiring such travel shall be attached to the travel voucher, including the following statement: "Coach or tourist seats were not available and the trip could not be postponed." Trip preplanning time was not available in order to reserve a coach or tourist seat." Approval of other than the most economical class of travel must come from the agency head.

(b) In the event that this statement does not apply to the purchase of the first class rate, the traveler must pay the difference between coach and first-class from personal funds when the ticket is purchased. Only the coach class rate will be reimbursed to the traveler.

(3) All unused portions of airline tickets must be returned by the traveler, to the original purchase location for issuance of a credit card or cash refund as appropriate.

(4) No group tickets or group charges are to be made. Each traveler must have an individual ticket.

(5) All original receipts for employees and non-employees must be attached to the appropriate Form DFS-AA-15.

(6) In instances where per diem or subsistence is or is not to be reimbursed and the department assumes direct payment liability for the commercial air travel invoice, a Form DFS-AA-15 (for employees and non-employees) or Form CF 19 (for clients) must be completed and submitted to the fiscal office within 10 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 such additional transportation to the department. Time taken for personal business or pleasure must be requested as employee leave prior to 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 are the property of the state if the travel is performed at state expense. If additional costs are incurred by a traveler due to overbooking or any other action of an airline, and the state pays the additional costs, either directly or indirectly, then any compensation, in whatever form, received by the traveler from the airline for the traveler's inconvenience, shall accrue to the benefit of the state. If the traveler incurs no additional cost or the additional costs are borne by the traveler, then such compensation for the traveler's inconvenience shall accrue to the traveler. However, points earned for frequent flyer programs may be used for personal travel at the traveler's discretion. Promotional items may be handled in either of the following ways:

(a) As a current year refund (submit to fiscal office for appropriate action).

(b) Travelers may reduce their travel reimbursement by the amount received. This method may be used only when the amount received from the carrier is less than the amount the traveler is entitled to claim as reimbursement. Excess amounts must be turned in to the fiscal office.

(c) Bonuses, gifts, etc., that may not be redeemed as travel cost reductions must be submitted directly to the fiscal officer for determination of use for lawful public purpose by DCF or another state agency.

(d) Penalties for cancellation of discounted airline tickets generally referred to as "nonrefundable" may be paid from state funds only if the cause of cancellation is in the best interest of the state. The circumstances for cancellation of discounted airline tickets must be included in detail in the voucher. If a ticket is cancelled for the convenience of the traveler the cancellation penalty may not be reimbursed from state funds. Travelers should carefully evaluate the circumstances and risk of cancellation prior to purchase of discounted tickets.

(e) The cost of unused nonrefundable tickets or cancellation penalties incurred is allowable only if the cause of the cancellation is in the best interest of the state. Costs are also allowable if the traveler has to cancel a trip due to illness of the traveler or the death of a member of the traveler's immediate family, for which an employee is authorized to use sick or administrative leave. For non-employees, the cost of nonrefundable tickets or cancellation penalties may be paid in circumstances which the traveler would have been authorized to use sick or administrative leave if they had been a state employee.

(f) Vouchers submitted for payment of unused nonrefundable tickets, cancellation penalties or exchange penalties must include documentation indicating that the costs were necessarily incurred in

conducting state business or the costs were incurred because of the illness of the traveler or the illness or death of a member of the traveler's family. Documentation verifying that the unused ticket has been submitted to the department must also be included in the voucher requesting payment.

(10) 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. In determining if additional costs are incurred in such situation, the compensation to the traveler and travel costs (per diem, lodging, etc.) must be considered. If these are no additional costs to the traveler, then any compensation for the traveler/s inconvenience shall accrue to the traveler. In the case where the traveler is allowed to select the form of compensation, his/her decision shall be based on the best interest of the state.

(11) Charges related to lost airline tickets are allowable only if the department provides the State Chief Financial Officer justification as to why the expenditure is necessary in order for the department to carry out its statutory responsibilities. Tickets lost due to employee negligence are not considered proper charges against the state.

(12) Travel reimbursement vouchers (Form DFS-AA-15) for common carrier must be submitted to the traveler's fiscal office with 10 days following completion of a travel event.

d. State-Owned Aircraft.

(1) The primary function of the executive aircraft pool is to furnish transportation to top-level state officials. Aircraft may be scheduled for use of by other officials; employees and other authorized persons when such schedules do not pre-empt travel by top-level state officials.

(2) When state owned aircraft is used, the agency will be billed in accordance with the prevailing rates established by the Department of Management Services.

e. Private Aircraft.

(1) A passenger on a private aircraft may be reimbursed for the actual amount charged and paid for his fare up to:

(a) The mileage rate specified in s. 112.061(7), F.S., (44.5 cents per mile); or,

(b) The lesser of the state contract fare or the cost of the most economical direct commercial airfare available for the trip. If no direct commercial flight is available, the most economical commercial airfare closest to the point of origin and the point of destination may be used.

(2) The transportation expenses for the owner or pilot of a private aircraft will be either:

(a) The mileage rate specified in s. 112.061(7), F.S., (44.5 cents per mile); or,

(b) If no commercial airfare is available directly between the points of travel, reimbursement shall be limited to the lesser of the mileage rate or the most economical commercial airfare closest to the point of origin and to the point of destination.

f. Travelers Piloting Personal or Rental Aircraft. If a traveler is piloting his/her own aircraft, he/she may claim the mileage rate specified in s. 112.061(7), F.S., (\$0.445 per mile) or the most economical commercial direct airfare available for the same trip. If a rental aircraft is used, the pilot may be reimbursed for the lesser of the actual cost to rent the aircraft or the total of the airfare that would have been paid by the pilot and the passengers for the most economical commercial direct airfare for the same trip. In both situations, if there is no direct commercial airfare available, reimbursement is limited to the \$0.445 per mile mileage rate or the most economical direct commercial airfare between the point of origin and the commercial airport closest to the point of destination.

g. Rented Aircraft. 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 reimbursement is subject to the limitations provided in paragraph 5-9e.

h. Private Vehicle. The use of privately-owned vehicles for official travel in lieu of state-owned vehicles or common carrier is authorized by the agency head or designee.

(1) Reimbursement for travel performed will be at a mileage allowance of \$0.445 per mile. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle will not be allowed when privately owned vehicles are used on public business. When a private vehicle is used and an accident occurs, the individual's insurance will be responsible for all damages.

(2) When travel by public (common carrier) transportation 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 for only the amount that would have been expended for the public transportation designated, or current state motor pool charges, whichever is less.

(3) Two-wheeled vehicles may not be used for travel in an official capacity unless prior approval is obtained in writing from an assistant secretary or regional director.

i. Rental Cars.

(1) Travelers whose transportation is provided by rental vehicles shall make use of any state term contract for rental vehicles, which may be in effect at the time of the travel. Failure to use the state term contract for rental vehicles will require written justification on the traveler's Form DFS-AA-15. In the event the traveler fails to justify his use of other than a state term contract, any additional cost will be borne by the traveler.

(2) Arrangements for rental cars must be made in advance by the traveler. Rental cars are to be used only for official departmental business. The traveler must use his/her business address (not personal address) on the rental car agreement when the department assumes direct payment liability.

(3) The original copy of the rental car agreement plus the rental receipt must be attached to the Form DFS-AA-15.

(4) All car rentals must be from the rental car agency under state contract, except where such rental car is unavailable, or a competitor offers a lesser net rate including primary insurance coverage. The traveler must purchase collision damage insurance if the vehicle is rented from other than the Contract Vendor. Justification for use of rental cars other than the contracted rental agency must be written on the face of the Form DFS-AA-15.

(5) The state rental car contract rates for in-state rentals does not include the cost of gasoline. Gas receipts for rental cars will be reimbursed through the Travel Reimbursement Request (Form DFS-AA-15)

(6) Primary insurance coverage is provided in the following amounts: \$100,000 - \$300,000 bodily injury and \$50,000 property damage insurance. Vendor assumes all fire, accident, and collision losses. The vendor assumes collision damage and payment of the daily CDW, Collision Damage Waiver, or LDW, Loss Damage Waiver, fee is not authorized.

(7) If the department assumes direct payment liability for the rental car invoice, a Form DFS-AA-15 (for employees and non-employees) must be completed and submitted to the fiscal office within 10 working days following completion of the travel, even if no travel costs are claimed for reimbursement.

(8) In accordance with Chief Financial Officer Memorandum No. 01 (2008-09), it is the policy of the Department that when renting a vehicle, employees should always rent a hybrid vehicle or justify the use of something else. Justification would include a large number of people / pieces of equipment, or no hybrid was available.

(a) Should the employee not rent a hybrid vehicle, the current rental car contract requires the use of compact class (Class B) vehicles. Should the rental of a vehicle larger than a Class B be necessary, a statement from the traveler detailing the circumstances that necessitated the larger class vehicle must accompany invoices.

(b) Travelers will not be reimbursed for use of a car larger than Class B on the rental car contract because of the size or stature of the individual unless the requirements of the American with Disabilities Act (ADA) are not met or written approval is obtained from the Secretary.

(9) AVIS and other rental car companies have begun using a third party for automated tolls in Florida called PlatePass. Rental vehicle license plates are registered with this third party.

(a) When a vehicle registered with PlatePass does not pay the toll, PlatePass will automatically be triggered and a charge will be billed to the State Purchasing Card or credit card used to rent the AVIS vehicle. This charge will be for both the toll(s) and a surcharge that is in some cases as high as \$2.50 per day. The State of Florida's contract with AVIS does not allow for any use of the PlatePass system.

(b) Employees using a rental car on state business are advised to continue using the standard toll lanes or utilize SunPass. If PlatePass is used, employees will be solely responsible for paying the daily surcharge.

(c) The Department of Financial Services will not allow payment for surcharges or fees from PlatePass.

j. State Vehicles. Refer to Department of Children and Families Operating Procedure CFOP 40-2, Vehicle Management.

k. Travelers Gratuitously Transported. Mileage or transportation expenses allowed or allowable are intended to reimburse travelers for expenses incurred in the conduction of official business. Therefore, no traveler shall be allowed either mileage or transportation expense when he/she is gratuitously transported by another traveler who is entitled to mileage or transportation expense. The Form DFS-AA-15 of the traveler being transported shall indicate "complimentary travel."

5-10. 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 may be defined as an organization established by law, subject to public service, and supported by funds appropriated through legislative action.

b. When an employee is working at a location away from official headquarters at the close of business on one day and is required to be at or near the same location on the following day, the decision whether 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 in a travel status, for annual or compensatory leave, the exact hours of beginning and ending of such absence must be shown on the Travel Reimbursement Request (Form DFS-AA-15). 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 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 as of 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 is therefore unable to perform the official business of the agency may continue to receive subsistence (per diem or actual expenses) during this period of illness or injury until such time is able to perform the official business of the agency or returns to official headquarters, whichever is earlier. Such subsistence may be paid when approved by the agency head or designee.

5-11. Reimbursement for Transportation of Clients.

a. Travelers transporting clients in state or out-of-state, who qualify for Class A, B, or C travel, may be allowed per diem or subsistence.

b. When a traveler is transporting a client and is required to pay for the client's meals, the established meal rates may not be exceeded and paid receipts must be attached to the Voucher for Purchases and Services (Form CF 676) prepared by the traveler. These costs must be claimed separately from those of the Travel Reimbursement Request (Form DFS-AA-15) although a combined disbursement may be made from local revolving funds. In all cases, the name of the client and client number, if applicable, must be shown on the reimbursement claim.

c. The secretary or designee may authorize travel expenses for non-employees at rates lower than those established in sections 112.061(6), and 112.061(7)(d)(1), F.S., when such authorized travel is incidental to the rendering of medical services for and on behalf of clients.

d. Purchase of Commercial Transportation for Clients. Purchase of transportation is authorized for the purpose of transporting a client from one facility to another, or returning a client to a facility. This includes in- and out-of-state costs.

(1) Transportation will be purchased only after a determination has been made by a program supervisor 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 another governmental agency responsible for the client requesting reimbursement to the department.

(3) All passenger receipts must be attached to an Advice of Common Carrier Purchase (form CF 19).

Chapter 6

PROMPT PAYMENT CONSIDERATIONS

6-1. Definitions.

- a. Date Prepared on the Form DFS-AA-15. The date the payee signs the travel voucher.
- b. Date Approved on the Form DFS-AA-15. The voucher should be date stamped as received in the approver's office. The approver has five working days from the date received to sign the voucher.
- c. The transaction date for the travel voucher is the Date Approved by the traveler's supervisor as long as the voucher has been date stamped "Received" and the Date Approved does not exceed five working days. If the voucher is date stamped "Received" but the Date Approved exceeds five working days, the transaction date will be determined by adding five working days to the date stamped "Received". If the voucher is not date stamped "Received," the transaction date will be the date of the traveler's signature.
- d. If additional information is required to process the Form DFS-AA-15, the date the information is received will be the transaction date. Documentation of the action required to complete the Form DFS-AA-15 should be included.

6-2. Transaction Date on the Form DFS-AA-15 (s 215.422, F.S.).

- a. The transaction date on a travel voucher is the Date Approved by the traveler's supervisor. The transaction date on the Form DFS-AA-15 begins the 20-day prompt payment compliance clock.
- b. Transaction dates for Form DFS-AA-15, which are subsequently returned from either the fiscal office or the Comptroller's Office, will be the last date the Form DFS-AA-15 was received by the appropriate fiscal office.

Chapter 7

VOLUNTEER BENEFITS

7-1. Meals and Lodging. Meals and Lodging may be provided to regular service volunteers in accordance with s. 112.061, F.S. When meals are paid in bulk for volunteers, reimbursements may be made as other than travel, provided the schedule assignment extends over an established meal period (F. S. 110.504(1)). The names and number of volunteers attending must be provided with calculations showing that the allowance amount per volunteer is in accordance with the amounts provided in s. 112.061, F.S.

7-2. Transportation. Transportation reimbursement may also be made for those volunteers whose presence is determined to be necessary to the agency. Transportation reimbursement includes reimbursement for travel from the volunteer's home to the office. Volunteers may use state vehicles in the performance of agency-related duties.

Chapter 8

TRAVEL CREDIT CARDS AND SIMILAR DOCUMENTS

8-1. Corporate Credit Cards. The Department no longer endorses and will no longer authorize the issuance and use of American Express or other corporate credit cards for employee travel purposes. Employees possessing those cards should return them to the credit card company either for cancellation or for reissuance as a personal credit card of the employee, independent of the department. Employees utilizing these cards are not entitled to utilize the department's tax exempt number for exemption from Florida sales or other taxes. Employees requiring the use of a credit card for travel purposes may apply for a DCF Purchasing Card through the regional director or

assistant secretary. See Chapter 10 of this operating procedure for more information regarding the purchasing card.

8-2. Calling Cards. Calling cards are issued by the fiscal offices and may only be used for official business on behalf of the department. When a traveler charges phone calls to his/her calling card, those charges are billed directly to the department. Therefore, a traveler does not pay charges on their assigned calling card. Travelers wishing to acquire a calling card must complete a calling card application (Appendix I of this operating procedure) and submit it to their regional director or his/her designee, or assistant secretary.

8-3. 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 only travel occasionally. Invoiced charges are billed to the fiscal office for vendor payment and are subject to the provisions of s. 215.422, F.S. When a traveler elects to use a one-time travel order or voucher, he/she must indicate so on the back of the Form DFS-AA-15 in the Common Carrier Section. One-time travel orders and one trip travel vouchers must be vouchered for within 10 working days following completion of a trip. Copies of receipts must be attached. All travel orders must be kept in a secure area with access to limited personnel only.

Chapter 9

DIRECT VENDOR PAYMENT OF TRAVEL EXPENSES

9-1. Applicable Circumstances for Use. Whenever an agency requires an employee to incur either Class A or Class B travel on emergency notice, the employee may request the agency to pay expenses for meals and lodging directly to the vendor, and the agency may pay the vendor the actual expenses for meals and lodging during the travel period, limited to an amount not to exceed that stated in s. 112.061, F.S. In emergency situations, the agency head 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 amount authorized for meals each day.

9-2. Additional Applicable Circumstance for Use. Requests for direct payment for travel expenses must be submitted to the fiscal office in advance of the travel event for approval. Approval of the request will be based on the criteria established in s. 112.061, F.S., and Rule 69I-42.011(3), F.A.C. There must be a documented cost savings to the state which excludes the savings of sales tax. Approval will not be based on the convenience of the traveler.

a. Prior approvals are not required for use of the DMS Motor Pool, state contract rental car one-trip vouchers or credit cards, or the purchasing card. These are all means for direct payment for travel expenses by the department which have been accepted and approved by the State Chief Financial Officer's Office.

b. The secretary or his/her designee 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 the Chief Financial Officer for direct payment of travel expenses.

9-3. Direct Billing – Common Carrier. Common carrier charges may be billed directly to the department pursuant to Rule 69I-42.011(13) or the traveler may pay his/her common carrier charges and request reimbursement. Requests for payment of common carrier charges billed directly to the department shall be vouchered separately by the department in favor of the vendor with the traveler as subvendor (pay and charge voucher). The traveler's social security number, name, and cost of common carrier transportation shall be listed separately and properly object coded. Sufficient information must be included with the original voucher maintained by the department, which relate to the common carrier charges. Common carrier charges paid by the traveler shall be included on the traveler's Form DFS-AA-15. Authorized travelers whose travel expenses are charged directly to the department by any means shall file a Form DFS-AA-15 within a reasonable time to allow the department to verify validity of the charges and pay valid charges within the time frame established by s. 215.422, F.S.

9-4. Vouchering and Payment. Requests for direct vendor payment of travel expenses must be submitted to the fiscal office within 10 working days prior to when travel commences. The fiscal office will then forward such requests to the secretary or his/her designee for approval of payment. Contracts, purchase orders, and other

commitments may not be made until final approval in writing has been granted by the secretary or his/her designee. An employee's travel voucher must clearly show if any direct payment was made to a vendor on behalf of the employee.

Chapter 10

PURCHASING CARDS FOR TRAVEL

10-1. Cardholder Responsibility.

- a. Travel charges made on the purchasing card are the responsibility of the cardholder.
- b. If a traveler makes a confirming reservation with the purchasing card and the trip is cancelled, it is the traveler's responsibility to cancel the reservation. If the traveler fails to do so and the vendor charges the credit card account, the cardholder must reimburse the department for the charges immediately! *NO INSTALLMENT PLANS. ONE CHECK FOR THE FULL AMOUNT.*
- c. The traveler must provide original receipts, whenever available upon return from the travel event or for airline tickets, at the time of receipt of the ticket.
- d. Each cardholder will be required to attend both travel and purchasing card training prior to issuance of the card. If the cardholder is acting as a group agent, the cardholder must have each traveler complete both a State of Florida Purchasing Card Program Traveler's Agreement (Appendix J of this operating procedure) and a Purchasing Card Travel Instructions form (Appendix L of this operating procedure). The completion of these forms transfers the responsibility for the charges on the account from the cardholder to the traveler. The cardholder must maintain these forms with the Transaction Log.

10-2. Documentation Requirements.

- a. The P-Card Transaction Log must contain an entry for each authorized charge. The cardholder maintains this log on a billing cycle basis. Any supporting documentation, i.e., price quotes or travel agreements, must be attached to the log. This file becomes the official audit file for the purchase of travel activity. A copy of the transaction log must be submitted to the department's P-Card Administrator at the end of each cycle.
- b. A Travel Alert Form must be completed and submitted to the appropriate fiscal office at the time a P-Card charge is authorized. The original Travel Alert Form must be accompanied by the original receipts documenting the charge and be submitted within three days. Any small receipts should be taped to a sheet of plain letter-size paper. The original Travel Alert Form along with the original receipts should be submitted to the fiscal office separately from the travel voucher. A copy of the Travel Alert Form and a copy of its receipts should be attached to the travel voucher. When an airline ticket is received prior to the travel event, a Travel Alert Form will be submitted along with the original Passenger Receipt. When the travel event is completed, a separate Travel Alert Form will be prepared for any other expenses such as transportation or lodging.
- c. In the event an electronic airline ticket is purchased, a Travel Alert Form must be completed and submitted to the fiscal office. An explanation must be included in the Comment Field that the ticket is an electronic ticket and there will be no Passenger Receipt attached to support the charge. Upon return from the travel event, the travel agency itinerary showing the electronic ticket or a copy of the electronic ticket, if available, must be submitted to the fiscal office. This will then be attached to the previously submitted Travel Alert Form. If an airline ticket is purchased via the Internet, a copy of the screen containing the confirmation of the purchase may be used as the receipt.
- d. The Comment Field on the Travel Alert Form should be used for providing justification for atypical charges. Examples would be to justify the rental of a car other than the state contract Class B; per day lodging expenses in excess of \$150; or use of other than state contract rates or vendors for airline tickets.

10-3. Filing Time Frames for the Travel Reimbursement Voucher. The traveler must submit travel vouchers within five days of the last day of travel even if there are no funds due to the traveler.

10-4. Non-Reimbursable Items. Use of the purchasing card for travel is strictly for 100 percent reimbursable travel costs incurred while conducting state business.

a. The traveler should expect a hotel to require a credit card in their name or cash deposit for personal expenses they may incur during their stay at the hotel.

b. The same travel regulations apply when using the card as when using other payment methods. A Voucher for Reimbursement of Travel Expenses is required in addition to the documentation required for tracking purchasing card transactions, i.e. Travel Alert Form.

c. A Voucher for Reimbursement of Travel Expenses must be submitted even if the net amount due the traveler is zero.

d. Personal expenses incurred during travel status, such as personal telephone calls, should be settled separately upon checkout from the hotel and not charged to the purchasing card. In the event that such charges are not settled in this a manner, the non-reimbursable costs must be separately identified and deducted from the amount due to the employee on the related travel reimbursement voucher.

e. Repeated use of the purchasing card for personal or other non-reimbursable items may result in revocation of the purchasing card or disciplinary actions against the responsible employee.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

MELISSA P. JAACKS
Assistant Secretary for
Administration

SUMMARY OF REVISED, DELETED OR ADDED MATERIAL

Changed Appendix H to include new form C676 VM, entitled "Vicinity/Map Mileage Log."
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AUTHORIZATION TO INCUR TRAVEL EXPENSE
FORM DFS-AA-13 (available in DCF Forms)
(Formerly FORM C-676C)

Instructions for completion of the Authorization to Incur Travel Expense, Form DFS-AA-13 is given below. Numbers 1 through 17 correspond to the attached copy (page two of this appendix).

BLANK No.	INSTRUCTIONS
(1)	<u>Name</u> - Name of the traveler.
(2)	<u>Official Headquarters</u> - City or town of traveler's official headquarters.
(3)	<u>Date</u> - Date the Form DFS-AA-13 is prepared.
(4)	<u>Department</u> - Department of Children and Families (DCF).
(5)	<u>Division</u> - Program office, district or departmental office; e.g., Assistant Secretary for Administration.
(6)	<u>Destination and Purpose of Trip</u> - Indicate destination and title of conference or convention to be attended; also indicate mode of transportation.
(7)	<u>Estimated Cost - Travel</u> - Estimate the cost for mileage or common carrier expense.
(8)	<u>Estimated Cost - Per Diem</u> - Estimate the cost for per diem or lodging and meals.
(9)	<u>Estimated Cost - Other</u> - Estimate the cost of incidental expenses, such as registration fees, tolls, etc.
(10)	<u>Travel Period</u> - Month of travel.
(11)	<u>Calendar</u> - Indicate the day(s) of the month on which the travel is to be performed by placing an X in the proper block on the respective line.
(12)	<u>Conference or Convention Travel</u> - Describe the benefits accruing to the State of Florida (not the traveler) by attending the conference or convention.
Note: The same information must be shown in the space provided on the reverse side of the original Travel Reimbursement Request (Form DFS-AA-15) as the State Comptroller also requires this information.	
(13)	<u>Signed</u> - Traveler must sign to certify that the main purpose of the travel shown is in connection with official business of the state.
(14)	<u>Approved By</u> - Signature of person with delegated authority to authorize travel.
(15)	<u>Date</u> - Date of approval.
(16)	<u>Approved</u> - To be completed in accordance with Chapter 2, CFOP 40-1.
(17)	<u>Date</u> - Completed only when applicable with No. 16.

[illegible]

VOCHER FOR REIMBURSEMENT OF TRAVELING EXPENSES
FORM DFS-AA-15 (available in DCF Forms)
(Formerly FORM C-676)

Instructions for the completion of the Travel Reimbursement Request (Form DFS-AA-15), November 1999 version, are given below. Numbers shown correspond to the attached copy (see pages 5 and 6 of this appendix).

BLANK No.	INSTRUCTIONS
(1)	<u>Payee</u> - The Full name is required (as on the W-4 for payroll) . If the payee is an employee and is a Junior or a Third, etc., this designation must agree with the employee's W-4 card on file with the State Comptroller's Office. Examples: (1) The W-4 card reads John Albert Jones, III. The payee line of the travel voucher should read John Albert Jones, III. (2) The W-4 card reads Ruth Thompson. The payee line should read Ruth Thompson.
(2)(3)	
(4)(5)	<u>Address, City, State, Zip</u> -The address to which the payee wants the reimbursement check sent.
(6)	<u>Mark One</u> - Place an X in the space that identifies your employment status.
(7)	<u>SSN</u> - The payee's nine-digit social security number as it appears on the employee's W-4 card.
(8)	<u>Headquarters</u> - The city in which the payee is assigned.
(9)	<u>City of Residence</u> - The city to which the payee's personal mail is addressed. This may be different than Items (5) and (8).
(10)	<u>Special Shift Hours</u> - To be used by second and third shift personnel only to show the times shift begins and ends.
(11)	<u>Date</u> - Place the year in which the travel was performed.
(12)	<u>Date</u> - Place the month and day in which the travel was performed.
(13)	<u>Travel Performed from Point of Origin to Destination</u> - This column is used to indicate the city of origin and the city of destination and/or vicinity.
(14)	<u>Purpose or Reason (Name of Conference)</u> - This column is used to indicate the specific purpose of the travel performed. If appropriate, indicate the name of the conference. Purpose or Reason may be dittoed provided the statement is clear. For instance, rather than "field investigations," be more explicit such as "field investigations for Medicaid eligibility." Abbreviations may be used if the abbreviation is self-explanatory or in common usage such as AIDS. Office and other types of acronyms must be spelled out and not abbreviated.
(15)	<u>Hour of Departure and Hour of Return</u> - This column is used to indicate the exact time of departure and hour of return. It must be specified whether the hour is P.M. or A.M. by placing and P or an A next to the preprinted M . In addition, a D should be entered preceding the departure time and an R for the return time. The time of departure and return must be shown on each Travel Reimbursement Request that includes claim for map mileage reimbursement whether or not per diem or subsistence is claimed.
(16)	<u>Class A and B Meals</u> - List the amount of meals on a daily basis which qualify as Class A or B.
(17)	<u>Per Diem or Actual Lodging Expenses</u> - This column is used to indicate the amount of per diem or lodging expenses claimed for the travel performed on a daily basis.
(18)	<u>Class C Meals</u> - Class C meal allowances have been discontinued and are not allowed until further notice.

- (19) **Map Mileage Claimed** - When a privately owned vehicle is used, indicate the point-to-point mileage claimed as it appears on the Florida Department of Transportation Official Mileage Chart which appears on all official State of Florida maps. This information can also be accessed by going to the Florida Department of Transportation Web Page. If a state vehicle is used, show the tag number here. If rental car is used, indicate name of rental agency (see paragraph 5-6 and Appendix F).
- (20) **Vicinity Mileage Claimed** - This column is used to indicate the vicinity mileage claimed; unusual vicinity mileage will be subject to review.
- (21) **Amount** - This column is used to indicate the amount of incidental expenses. When the traveler pays common carrier charges directly to the vendor, those amounts should be entered here and the carrier's name entered in the "Type" column, i.e., USAir, Delta, Avis, etc.
- (22) **Type** - This column is used to indicate the type of incidental expenses. Examples: taxi fare, ferry, bridge, road, or tunnel tolls; storage or parking fees; registration fees; etc.
- (23) List the total amount of all Class A and B meals claimed.
- (24) List the total amount of all per diem or actual lodging expenses claimed.
- (25) List the total amount of all Class C meals claimed.
- (26) List the total amount of map mileage and/or vicinity mileage claimed.
- (27) Indicate the \$0.445 current rate of mileage reimbursement.
- (28) List the total dollar amount of mileage claimed (Item 26 multiplied by Item 27, rounded down).
- (29) List the total amount claimed for incidental expenses.
- (30) **Summary Total** - List the grand total claimed on the entire travel voucher.
- (31) **Regular/OPS Employee Only - Less Class C Meals** - List the total amount of Class C meals. This should agree with the amount listed in item 26 above.
- (32) **Preparer's Name** - List the name of the person preparing the travel voucher that should be contacted to resolve any questions.
- (33) **Less Travel Advance** - List the amount of any travel advance, which must be deducted from the claim and write "Less Travel Advance" in the blank space to the left.
- (34) **Preparer's Telephone No.** - List the telephone number of the preparer as identified in item 32.
- (35) **Plus Supplemental Page(s)** - List the totals from additional pages (if any).
- (36) **Less non-Reimbursable Items Included on Purchasing Card** - List the total from the reverse side (#71).
- (37) **Net Amount Due** - List the total amount due to or from the traveler. Amounts due from the traveler can arise in the event that a travel advance exceeded the actual costs, or if non-reimbursable P-Card charges exceed the traveler's out-of-pocket costs.
- (38) **Payee's Signature** - The payee should sign his or her legal name as it appears on the W-4 Form.
Note: Persons who subscribe to any claim to which they do not believe is true and correct as to every material matter, or who willfully aid or assist in the preparation or presentation of a claim which is fraudulent or false as to any material matter, will be guilty of a misdemeanor and upon conviction thereof, will be punished accordingly. Whoever will receive an allowance or reimbursement by means of a false claim will be civilly liable in the amount of the overpayment for the reimbursement of the public funds from which the claim was paid.
- (39) **Title** - The payee's official job title. Only standard abbreviations are allowed; no agency unique abbreviations.

- (40) **Date** - The date the payee signs the travel voucher
- (41) **Supervisor's Signature** - The signature of the payee's supervisor.
- (42) **Supervisor's Title** - The official title of the supervisor as determined by class code. The word "supervisor" is not acceptable. Only standard abbreviations are allowed; no agency unique abbreviations.
- (43) **Date Approved** - The date the supervisor signs the travel voucher. This date must be no later than five days after the date received and date stamped in the supervisor's office.
- (44)(45) **TR and SEL** - For fiscal office use only.
- (46) **ORG. CODE** - The organizational unit to which the travel cost on the voucher will be charged as determined by the supervisor.
- (48) **EO** - The FLAIR expansion option code to be used as determined by the supervisor.
- (48) **VR** - The FLAIR expansion option version code to be used as determined by the supervisor. If left blank (which is the general practice), it will default to the most current version.
- (49) **CF** - For fiscal office use only.
- (50) **Payee's SSN** - Enter the payee's social security number; this number must be the same as Item 7.
- (51) **OCA** - **Other Cost Accumulator** - A FLAIR five-character alpha-numeric code, as determined by the supervisor, which identifies the funding source to be used to pay the travel charges. The OCA used should be the one assigned to the traveler's position. If a different OCA is used, a letter of explanation should be attached to the travel voucher or an explanation included on the travel voucher. This is especially important when making charges to a federally funded OCA.
- (52) **Object** - This is a six-digit numeric code used to group transactions of a similar nature by expenditure category. The first two digits have been printed. The next four digits must be taken from the services of travel object codes in the DCF Standard Object Classification codes.
- (53) **Amount** - This is used for recording the monetary value of the transactions by object code. Do not use dollar signs, leading zeroes, or other non-numeric characters in the amount field, but do include decimals to indicate cents.
- (54)(55)
- (56)(57) This entire block is for fiscal office use only and can be used for travel advance information.

REVERSE SIDE OF THE TRAVEL VOUCHER: PORTIONS OF THE REVERSE SIDE OF THE TRAVEL VOUCHER MUST BE COMPLETED IF: (1) COMMON CARRIER TRANSPORTATION (AIRLINE, RENTAL CAR, ETC.) IS DIRECTLY BILLED TO THE AGENCY; (2) A STATE VEHICLE IS USED; (3) THE TRAVELER ATTENDED A CONFERENCE OR CONVENTION, OR (4) THE TRAVELER USED THE PURCHASING CARD FOR TRAVEL.

ITEMS 58 - 62. Complete these items only if the method of travel was performed by a common carrier or a state vehicle that is being billed directly to the state.

- (58) **Date** - Enter the date travel began.
- (59) **Ticket Number or State Vehicle Number** - Enter the airline ticket number or the state vehicle number, which ever applies.
- (60) **From/To** - Enter the city of departure and city of destination.
- (61) **Amount** - Enter the total cost of common carrier charges as reflected on the ticket.
- (62) **Name of Common Carrier or State Agency Owning Vehicle** - Self Explanatory, i.e., US Air, or Department of Children and Families.

- (63) **Benefits accruing to the State of Florida. . .** - This section is to be completed only for conference/convention travel, and should be identical to the benefits statement entered on the Authorization to Incur Travel Expense Form DFS-AA-13.

STATE OF FLORIDA PURCHASING CARD CHARGES: Complete this section only if the traveler used a Purchasing Card.

- (64) **Date** - Enter the date the charge was authorized.
- (65) **Merchant/Vendor** - Enter the name of the merchant/vendor to whom payment was made, i.e., Avis, US Air.
- (66) **Description of Item Acquired** - Enter a brief description of the item procured, i.e., rental Car, lodging, airfare, etc.
- (67) **Amount** - Enter the amount of the charge.

NON-REIMBURSABLE ITEMS:

- (68) **Date** - Enter the date the travel began. Enter the date the charge was authorized.
- (69) **Merchant/Vendor** - Enter the name of the merchant/vendor to whom payment was made.
- (70) **Description of Item Acquired** - Enter a brief description of the item procured, i.e., personal telephone charges, etc.
- (71) **Amount** - Enter the amount of the non-reimbursable charge.
- (72) **Total Amount** - Enter the total amount of the non-reimbursable charges.

[illegible]

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE					Form C-676
NOTE: If travel was performed by Common Carrier and paid for personally, receipt must be furnished.					
Date	Ticket Number or State Vehicle Number	From	To	Amount	Name of Common Carrier or State Agency owning vehicle
(58)	(59)	(60)		(61)	(62)
Benefits accruing to the State of Florida for travel incident to attendance at conferences or conventions:					
(63)					
STATE OF FLORIDA PURCHASING CARD CHARGES					
THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE STATE OF FLORIDA PURCHASING CARD.					
Date	Merchant/Vendor	Description of Item Acquired	Amount		
(64)	(65)	(66)	(67)		
THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN NON-REIMBURSABLE ITEMS WERE PURCHASED USING THE STATE OF FLORIDA PURCHASING CARD.					
Date	Merchant/Vendor	Description of Item Acquired	Amount		
(68)	(69)	(70)	(71)		
TOTAL (this amount must appear on the line "Less non-reimbursable items included on purchasing card" on page one of this form)			(72)		
PAYMENT REQUIREMENTS: Employee travel reimbursement requests have the same processing time and payment requirements as regular vendor invoices, including payment of interest penalties. If the date on which a travel voucher is received is not properly stamped on the voucher, the date received will default to the date prepared. F.S. 215.422(11)					
GENERAL INSTRUCTIONS: Travel definitions, allowances, and limitations are detailed in operating procedure CFOP 40-1, Official Travel of C&F Employees and Non-Employees. Travel by Common Carrier requires initials of company be shown under map mileage. Travel by State Vehicle requires the word STATE and vehicle TAG NUMBER be shown under map mileage. Complimentary transportation requires the word COMP under map mileage and/or vicinity mileage. Obtain paid receipts for all necessarily incurred traveling expenses regardless of exemption.					
GENERAL INSTRUCTIONS					
Class A travel - Continuous travel of 24 hours or more away from official headquarters.			Breakfast - when travel begins before 8 a.m. and extends beyond 8 a.m.		
Class B travel - Continuous travel of less than 24 hours which involves overnight absences from official headquarters.			Lunch - - - when travel begins before 12 Noon and extends beyond 2 p.m.		
Class C travel - Travel for short or day trips where the traveler is not away from his official headquarters overnight.			Dinner - - - when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during night-time hours due to special assignment.		
NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler's regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher. Rate of Per Diem and Meals shall be those prescribed by Section 112.061, Florida Statutes.					

ADVICE OF COMMON CARRIER PURCHASE
FORM CF 19 (available in DCF Forms)

DCF clients use this form only for the reimbursement of travel expenses. Instructions for completion of the Advice of Common Carrier Purchase form CF 19 are given below. Numbers shown correspond to the attached copy (see next page). District fiscal offices may adopt an alternative method for the audit of common carrier billings.

BLANK No.	INSTRUCTIONS
(1)	<u>Traveler's Name</u> - Indicate the name of the DCF client and client number if available.
(2)	<u>Employee/Non-Employee</u> - Indicate non-employee by placing an X in the non-employee box.
(3)	<u>Employee Social Security Number</u> - This field should be left blank.
(4)	<u>Status of Non-Employee</u> - Indicate the status of a non-employee (ward, runaway, patient, etc.)
(5)	<u>Airline Ticket Number</u> - Indicate the number of the airline ticket. If first class airfare must be purchased because of nonavailability of coach or tourist fare, ample justification is to be provided in spaces 6 - 9.
(6)	<u>Rental Car Agreement Number</u> - Indicate the number shown on the rental car agreement.
(7)	<u>Bus Ticket Number</u> - Indicate the number of the bus ticket.
(8)	<u>Rail Ticket Number</u> - Indicate the number of the rail ticket.
(9)	<u>Other (Specify)</u> - Indicate any common carrier purchase other than the above and specify.
(10)	<u>ORG. Code</u> - Indicate the organization code for the unit that will be charged for the travel.
(11)	<u>Amount</u> - Indicate the dollar amount of the fare.
(12)	<u>Object Code</u> - Indicate the proper object classification code from the DCF Standard Object Classification Codes.
(13)	<u>EO</u> - Indicate the proper EO to which the common carrier cost should be charged.
(14)	<u>OCA</u> - Indicate the proper OCA to which the common carrier cost should be charged.
(15)	<u>Travel Voucher Number</u> - This field should be left blank.
(16)	<u>Date</u> - Enter the date the Form CF 19 is prepared.
(17)	<u>Grant No.</u> - Indicate the grant number, if applicable, funding the travel cost. Otherwise, this field should be left blank.
(18)	<u>Other</u> - If the traveler's expense is chargeable to a contract, enter "Contract" and the contract number. Otherwise, this field should be left blank or used as instructed by the fiscal office.
(19)	<u>DCF</u> - Signature and title of employee authorizing the common carrier purchase.

ADVICE OF COMMON CARRIER PURCHASE

**IMPORTANT: REQUIRES SEPARATE REPORT FOR EACH TYPE OF
COMMON CARRIER UTILIZED.**

TRAVELER'S NAME: _____(1)_____

EMPLOYEE ☐ (2) NON-EMPLOYEE ☐

EMPLOYEE SOCIAL SECURITY NO.: _____(3)_____

STATUS OF NON-EMPLOYEE: _____(4)_____

**COMPLETE ONE OF THE FOLLOWING AND ATTACH APPROPRIATE
PASSENGER'S RECEIPT:**

FLITE CHEK NO.: _____(5)_____

RENTAL CARE AGREEMENT NO.: _____(6)_____

BUS TR NO.: _____(7)_____

RTO NO.: _____(8)_____

OTHER (Specify) _____(9)_____

ORG. CODE _____(10)_____ AMT. \$ _____(11)_____

OBJ. CODE _____(12)_____ EO _____(13)_____ OCA _____(14)_____

TRAVEL VOUCHER NO. _____(15)_____ DATE _____(16)_____

GRANT NO. _____(17)_____ OTHER _____(18)_____

DC&F:

Distribution of Copies:
White, Yellow — to Accounting
Pink — Originator

CF 19, Sep 2000 (Replaces Jan 98 edition which may be used)

VOUCHER FOR PURCHASES AND SERVICES
FORM CF 676 (available in DCF Forms)

When a traveler is transporting a client and is required to pay for the client's meal(s) or for other incidentals, the traveler is to claim reimbursement on form CF 676, Voucher for Purchases and Services, and support the expense claimed with paid receipts. These costs must be claimed separately from the regular Travel Reimbursement Request DFS-AA-15 and cannot exceed the established meal rates.

Instructions for completion of Voucher for Purchases and Services, form CF 676, are given below. Numbers shown correspond to the attached copy (see next page).

BLANK No.**INSTRUCTIONS**

- (1) **City** - The city where the office of the traveler is located.
- (2) **Quantity** - Number of items purchased.
- (3) **Description of Materials and Services** - Indicate meals, such as breakfast, or other incidentals and the name of the client and the client number, if applicable. Also enter the date purchases were made or services provided.
- (4) **Amount** - The dollar amount purchased.
- (5) **Grand Total** - The total of all purchases claimed on the voucher.
- (6) **Voucher Prepared By** - Signed by the individual incurring the expense.
- (7) **Audited By** - For fiscal office use only.
- (8) **Approved for Payment By** - Signature of the individual's immediate supervisor.
- (9)(10) **Type and SEL** - For fiscal office use only.
- (11) **ORG** - Enter the appropriate organizational code to be charged for the traveler's expense as directed by the supervisor.
- (12) **EO** - Indicate the proper EO as directed by the supervisor.
- (13) **VR** - Enter as instructed by the fiscal office. If left blank (which is the general practice) it will default to the most current version.
- (14) **OBJ (Object Code)** - Indicate the proper object classification code from the DCF Standard Object Classification Codes.
- (15) **Description** - This field should be left blank.
- (16) **Amount** - Enter the dollar amount of the cost applicable to the specific object code used.
- (17) **Vendor ID** - Enter an E and the traveler's nine digit Social Security number. For example, E111223333.
- (18) **Invoice** - This field should be left blank.
- (19) **Payee Name and Address** - Complete as follows:
Name - First initial, middle initial, last name of the traveler claiming reimbursement. The entire name may not exceed 30 characters.

Address, City, State and Zip Code - The mailing address to which the warrant will be mailed.



DEPARTMENT OF CHILDREN AND FAMILIES

(1)

, Florida

VOUCHER FOR PURCHASES AND SERVICES

QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	AMOUNT
(2)	(3)	(4)
GRAND TOTAL		(5)

Materials or Services
Received and
Voucher Prepared by

(6)

Audited by (7)

Approved for
Payment by

(8)

TYPE (9) SEL (10)

ORG 60	(11)	EO (12)	VR (13)	OBJ (14)	CF	PPI	DESCRIPTION (15)	AMOUNT (16)				
VENDOR ID (17)		G	BI	OTHER DOC	INVOICE (18)		CK-NO	CK-DT	EGL	EP	GRANT	GY
OCA Other Codes/Overrides:												

ORG 60		EO	VR	OBJ	CF	PPI	DESCRIPTION	AMOUNT				
VENDOR ID		G	BI	OTHER DOC	INVOICE		CK-NO	CK-DT	EGL	EP	GRANT	GY
OCA Other Codes/Overrides:												

ORG 60		EO	VR	OBJ	CF	PPI	DESCRIPTION	AMOUNT				
VENDOR ID		G	BI	OTHER DOC	INVOICE		CK-NO	CK-DT	EGL	EP	GRANT	GY
OCA Other Codes/Overrides:												

Name and Mailing address of PAYEE

PAYEE

(19)

CLARIFICATION OF OFFICIAL HEADQUARTERS, POINT-TO-POINT TRAVEL AND VICINITY TRAVEL

This appendix clarifies the definitions and uses of the terms "official headquarters," "point-to-point travel" and "vicinity travel."

1. "The official headquarters of an officer or employee assigned to an office shall be the city or town in which the office is located; except that: the official headquarters of a person located in the field should be the city or town nearest to the area where the majority of his or her work is performed, or such other city or town or area as may be designated by the agency head; provided in all cases such designation must be in the best interest of the agency and not for the convenience of the employee." (Chapter 112.061(4)(a), F.S.)

NOTE: The legislative intent is that all employees will have a city, town or one specific geographical location designated as official headquarters from which mileage can be computed. The word "area" is used only in reference to employees who perform the majority of their work in a general area where there is no city or town that can be designated as the official headquarters.

2. Point-to-Point travel is the approved official travel from the city or town designated as a person's official headquarters to another city or town and return, or from one city or town to another city or town.

Per Chapter 69I-40.16(1)(b) F.A.C.:

All mileage shall be shown from point of origin to point of destination and when possible shall be computed on the basis of the Official State Road Map issued by the Department of Transportation (DOT). In addition, time of departure and time of return must be shown.

Official road mileage can also be accessed by going to the Florida Department of Transportation Web Page.

NOTES:

- a. In instances where actual point-to-point travel is less than the DOT map mileage, the actual mileage should be recorded on Form DFS-AA-15 under "Map Mileage Claimed", and under "Travel Performed from Point of Origin to Destination", the traveler should indicate the points of origin and destination with a clear explanation of why actual mileage is less than the DOT map mileage, e.g., Food Stamp Office in town A to client's home in town B.
 - b. In instances where actual point-to-point travel is more than the DOT map mileage, the DOT map mileage should be recorded on Form DFS-AA-15 under "Map Mileage Claimed", and actual miles in excess should be recorded under "Vicinity Mileage Claimed" along with any necessary travel within the city or town. Under "Travel Performed from Point of Origin to Destination", indicate point of origin and destination with a clear explanation of why actual mileage is more than the DOT map mileage, i.e., from client Smith's home on the south side of town A to client Jones' home on the north side of town B.
 - c. In instances where employees are required to travel almost constantly within areas outside of their designated official headquarters, it is necessary to list each point-to-point travel from one city, town or specific location to another city, town or specific location. Actual mileage will be listed under "Map Mileage Claimed" or "Vicinity Mileage Claimed," as described in (1) and (2) above. For example, a Youth Services Counselor who visits clients in four different towns in one day will list point-to-point travel from official headquarters to town A from town A to town B, from town B to town C, from town C to town D and from town D back to official headquarters. The counselor will also list vicinity mileage if actual mileage is in excess of official map mileage (see 2b above), and vicinity mileage for necessary travel within each town or immediate vicinity (see 3 below).
3. Vicinity (or immediate vicinity) travel is that approved official travel within the city or town designated as a person's headquarters, or the approved official travel within a city or town arrived at by point-to-point travel from a person's designated headquarters in another city or town.

To further clarify vicinity travel, the following is a response from the office of the State Comptroller to DCF defining "vicinity travel" and which is used as a precedent in claiming vicinity travel in contrast with point-to-point normal travel:

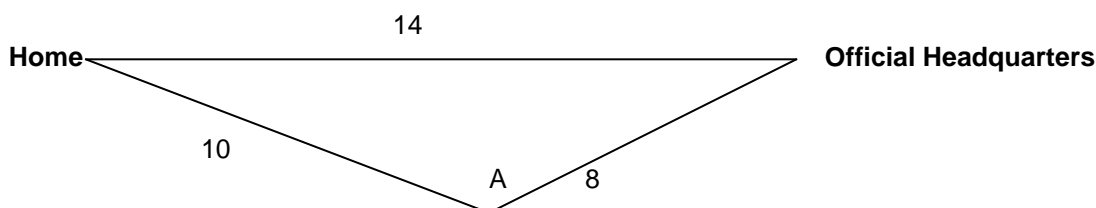
An example of vicinity travel would be if an employee went to Miami from Tallahassee which would show point-to-point mileage of 468 miles. While in Miami, he did some traveling in his personal car each day; and showed his daily mileage on a separate line and designated it as vicinity travel. He would complete his trip by returning to Tallahassee and again show his show point-to-point mileage of 468 miles.

4. From the above definitions and explanations of official headquarters, point-to-point and vicinity travel, the following examples are provided:
 - a. Travel within the city or town designated as a person's designated headquarters is vicinity travel.
 - b. Travel within a city or town arrived at by point-to-point travel is vicinity travel.
 - c. Point-to-point travel in excess of the DOT map mileage is vicinity travel.
 - d. Travel from official headquarters to another city or town is point-to-point travel.
 - e. Travel from one city or town to another city or town is point-to-point travel.

GUIDELINES FOR CALCULATING MILEAGE REIMBURSEMENT IN CERTAIN SITUATIONS

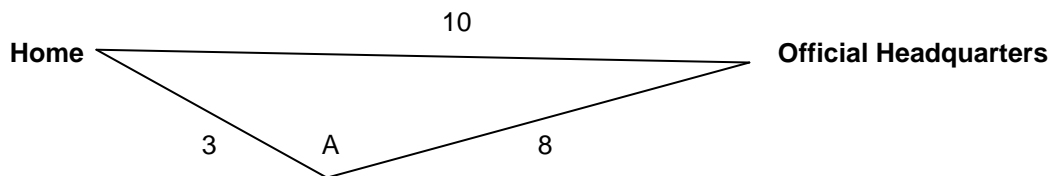
This appendix provides guidelines to use in calculating the mileage reimbursement in certain situations.

Situation 1: A DCF employee has already been to his/her official headquarters for a normal workday and returned home, but is NOT "on-call" for additional duties beyond normal working hours. During the course of the evening, the employee is called upon to perform additional duties. The employee is allowed to claim mileage from his home. Travel should be by the most direct route and mileage, point-to-point and/or vicinity, claimed in accordance with Appendix E of this operating procedure. For example, a counselor who has already been to his official headquarters and returned home for the day is later called on to counsel a client at Point A.

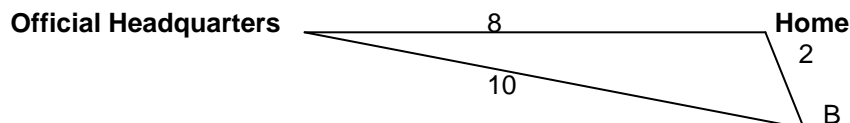


The employee can claim 10 miles each way, the distance from his home to Point A. If the counselor was required only to go to official headquarters and return home no mileage could be claimed.

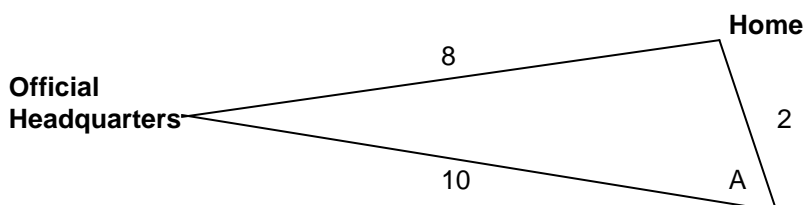
Situation 2: A DCF visiting nurse routinely travels from appointment to appointment during the course of the day. The employee schedules the first appointment at Point A. As it is more time-efficient and economical to the state for the employee to travel directly from home to Point A and then proceed to official headquarters as opposed to reporting first to the office and then traveling the round trip from headquarters to Point A. The employee may claim 11 miles (3 miles from home to Point A plus 8 miles from Point A to official headquarters).



Situation 3: Similarly, if the employee has appointments later in the day, the employee may travel directly home from that last appointment and claim mileage from the last appointment to home if it is more economical and time-efficient to do so. For example, an employee has her last appointment at Point B. Instead of returning to headquarters, she goes directly home. The employee may claim the 2 miles from Point B to home as this is more economical to the state than the employee returning to the office before going home and claiming 10 miles from Point B back to headquarters.



Situation 4: A DCF employee performs assigned duties for the department, e.g., delivering blood samples to a laboratory on the way to or from work. Either a courier service is not available, or a courier service is available but because of the type of service needed, and costs involved, it is more economical for the state to reimburse mileage. If one of these conditions exists, the employee can claim the mileage traveled to perform this service for DCF. In the example below, the employee delivers the blood sample to the lab at Point A on the way home. The employee can be reimbursed for the 10 miles from official headquarters to Point A and the 2 miles from Point A to home, a total of 12 miles. This is more time-efficient and economical to the state because the employee could claim a 20-mile round trip from headquarters to Point A and return if the delivery were performed during the middle of the workday. It is more economical and time-efficient for DCF to reimburse the employee for 12 miles.



Situation 5: On-Call Status - If an employee is on call and is asked to report to the official headquarters, there is no mileage reimbursement. If an employee is on call and is asked to report to a client location outside of the official headquarters, the employee is entitled to claim actual miles driven to the client location from his residence ONLY IF the travel begins or ends more than one hour outside of the normal work hours. If an employee is on call and is asked to report to a client location outside of official headquarters, but the timing is such that it would not be more than one hour outside of the normal work hours, then the mileage allowed would be the lesser of the residence to the client location or the official headquarters to the client location.

APPLICATION FOR ADVANCE OF TRAVEL EXPENSE
FORM DFS-AA-25 (available in DCF Forms)

Instructions for the completion of the Application for Travel Advance (Form DFS-AA-25) are given below. Numbers correspond to attached copy (see next page).

BLANK No.	INSTRUCTIONS						
(1)	<u>Name</u> - The name of the traveler as it will appear on the Travel Reimbursement Request (Form DFS-AA-15).						
(2)	<u>SSN</u> - The traveler's nine-digit social security number as it appears on the employee's W-4 card.						
(3)	<u>Headquarters</u> - The city in which the traveler is assigned.						
(4)	<u>Department</u> - The department in which the traveler works; this will be the Department of Children and Families (DCF).						
(5)(6)	<u>Travel Period</u> - The beginning and ending dates of the period for which the traveler is requesting reimbursement.						
(7)	<u>Destination</u> - The city the traveler is traveling from to the city the traveler is traveling to.						
(8)	<u>Purpose of Travel</u> - The reason the traveler is taking the trip.						
(9)	<u>Justification</u> - Describe the benefits accruing to the department and the State of Florida (not to the traveler).						
(10)	<u>Estimated Cost of Travel</u> - Indicate the estimated cost breakdown if the per day amount is in excess of \$80. For example:						
	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Hotel</td><td style="text-align: right;">\$79</td></tr> <tr> <td>Meals</td><td style="text-align: right;">\$21</td></tr> <tr> <td></td><td style="text-align: right; border-top: 1px solid black;">\$100</td></tr> </table>	Hotel	\$79	Meals	\$21		\$100
Hotel	\$79						
Meals	\$21						
	\$100						

OFFICE OF THE STATE COMPTROLLER, STATE OF FLORIDA

APPLICATION FOR ADVANCE OF TRAVEL EXPENSE

Payee: _____ (1) SSN: _____ (2)

Headquarters: _____ (3) Department: _____ (4)

Travel Period: _____ (5) Through _____ (6) Destination: _____ (7)
(date) h (date) (from) (to)

Purpose of Travel: _____ (8)

Justification: _____ (9)

ESTIMATED COST OF TRAVEL (Does not include costs directly billed):(10) \$ _____ per day X _____ days = \$ _____
If the per day allowance exceeds \$80, an explanation must be furnished.

Mileage Private Vehicle (mileage x rate) \$ _____

Incidental Expenses: Type _____

Type _____

Total Incidental Expenses \$ _____

Total Estimated Expenses \$ _____

TOTAL TRAVEL ADVANCE**ALLOWED**

(Total Estimated Expenses X 80%)

\$ _____

I hereby certify that the above estimated expenses are anticipated to be incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention directly relates to the official duties of the Agency; any meals or lodging included in a registration fee have been deducted from this travel advance request. If the travel advance exceeds actual travel expenses incurred, I will refund to the State of Florida the remaining unexpended funds within 30 days after completion of the travel period.

Employee Signature: _____ Phone No.: _____

Title: _____ Date Prepared: _____

Pursuant to Section 112.061, Florida Statutes, I hereby certify or affirm that the above-anticipated travel will be on official business of the State of Florida.

Supervisor Signature: _____

Title: _____ Date Signed: _____

Date	Organization	EO	Object	Amount	Check No.	Check Date

APPROVED : _____

DCF VICINITY/MAP MILEAGE LOG
FORM C-676VM (available in DCF Forms)

Instructions for the completion of the DCF Vicinity/Map Mileage Log (Form C-676VM) are given below.

BLANK No.	INSTRUCTIONS
<u>Name:</u>	The name of the traveler as it will appear on the Travel Reimbursement Request (Form DFS-AA-15).
<u>Office Address:</u>	The address of the office to which the traveler is assigned.
<u>SSN:</u>	The traveler's nine-digit social security number as it appears on the employee's W-4 card.
<u>Home Address:</u>	The traveler's home address.
<u>Date:</u>	The date on which the trip occurred.
<u>Actual Point of Origin:</u> ..	The location from which the travel began.
<u>Point of Destination:</u>	The location where the travel terminated.
<u>Purpose:</u>	The reason for the trip.
<u>Check if On Call:</u>	Check this box if the travel was done in "on call" status.
<u>Arrival Time:</u>	The hour and minute the traveler arrived at the destination.
<u>Departure Time:</u>	The hour and minute the traveler departed from the actual point of origin.
<u>Beginning Odometer:</u> ..	The traveler's odometer reading when departing the actual point of origin.
Note: Odometer mileage must agree with the total of the map/vicinity mileage.	
<u>Ending Odometer:</u>	The traveler's odometer reading when arriving at the destination.
<u>Map Mileage:</u>	Indicate the point-to-point mileage.
<u>Vicinity Mileage:</u>	Enter vicinity mileage claimed.
<u>Incidental Type:</u>	Enter type of incidental expense (for example: tolls).
<u>Incidental Amount:</u>	Enter amount of incidental expense.
<u>Totals:</u>	On the first page, enter the totals for all pages for the three columns indicated.
<u>Page Numbering:</u>	Each page with an entry must be numbered. Example: page 1 of 5, page 2 of 5, etc..

**VICINITY/MAP MILEAGE LOG**

Name: _____ Office Address: _____
 SSN: _____ Home Address: _____

[illegible]

I certify that the above information supports the vicinity mileage claimed and the incidental expenses incurred by me as necessary in the performance of my official duties. This claim is true and correct in every material matter and conforms in every respect with the requirements of Section 112.061, Florida Statutes.

TRAVELER'S SIGNATURE: _____ DATE SIGNED: _____

Pursuant to Section 112.061(3)(a), Florida Statutes, I certify that to the best of my knowledge the above travel was for official business of the state of Florida and was performed for the purpose(s) stated above.

SUPERVISOR'S SIGNATURE: _____ DATE APPROVED: _____

Page ____ of ____
C676 VM, Nov 2008

[illegible]



DEPARTMENT OF CHILDREN AND FAMILIES

CALLING CARD APPLICATION

TO: REGION _____

DIRECTOR's
OFFICE _____

DATE: _____

*Print or Type Employee Name as it Appears on Payroll.*_____
*Employee Social Security Number*_____
*Office Name and/or Acronym*_____
*Office Phone Telephone No. (SC)*_____
*Organizational Code*_____
Expansion Option

I hereby certify that the telephone credit card will be used for official business only. The person whose name appears above has been thoroughly instructed in the department's travel policy.

Approved: _____

Signature of Employee's Supervisor

Title: _____

ACKNOWLEDGMENT OF CARD RECEIPT

*I hereby acknowledge receipt of this card and agree to cause only those charges to be made that are necessary to carry out my official duties and official business of the state. I understand that state travel resources are **not** to be used for personal reasons regardless of circumstances. Any charges deemed to be personal must be paid by me at the time of purchase by way of personal funds or personal credit cards. I have read CFOP 40-1 and thoroughly understand my responsibilities as an authorized person conducting travel in an official business capacity for the State of Florida and the Department of Children and Families.*

*Signature of Cardholder*_____
*Date Received***FOR FISCAL OFFICE USE ONLY**_____
*Calling Card Number*_____
Entered By (Name and Date)

State of Florida Purchasing Card Program

Traveler's Agreement

I AGREE TO THE FOLLOWING REGARDING TRAVEL ARRANGED FOR ME USING THE FLORIDA PURCHASING CARD.

- 1) I understand that I may incur only 100 percent reimbursable travel expenses.
- 2) I have been provided information on allowable charges that I may incur.
- 3) I understand that under no circumstances will I make personal purchases, either for others or myself on the purchasing card account. Using the purchasing card account for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and/or prosecution to the extent permitted by law.
- 4) I will follow the Florida Law, travel policies of my employing or authorizing agency, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of travel privileges using the purchasing card or other disciplinary action.
- 5) I have been provided a copy of the Purchasing Card Travel Instructions and understand the Purchasing Card Program travel procedures. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program.
- 6) I understand the requirements to promptly notify the authorizing cardholder of any cancellations (with cancellation numbers) in order to avoid costs to the state for unused reservations.
- 7) I agree to maintain all required information and receipts, and to provide the original copies to the authorizing cardholder not later than one working day after completing my travel.
- 8) I understand that I am required to submit a completed Voucher for Reimbursement of Travel Expenses within 10 working days of the last day of travel showing purchasing card transactions and all other expenses which I may claim even though the net amount due to me is zero.
- 9) I agree that, should I violate the terms of my Agreement, I will reimburse the State of Florida for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the state may be deducted from any money which would otherwise be due and owing me, including salary or wages, in accordance with Rule 69I-21.004, F.A.C.

Traveler's Signature/Date

Authorizing Cardholder's Signature/Date

Print Traveler's Name

Print Cardholder's Name

DEPARTMENT OF CHILDREN AND FAMILIES

[illegible]

* Required only if cardholder is a purchasing director or agent

All purchases listed above were made in accordance with State and DCF purchasing card guidelines, State Comptroller, and purchasing rules and regulations.

Month/Year: _____

GROUP:

PURCHASING CARD TRAVEL INSTRUCTIONS

You, _____, are authorized to incur travel expenses using the State of Florida, Department of Children and Families Purchasing Card resources, for the period of _____ to _____ as described in the following itinerary.

If you must cancel a reservation, do so immediately upon learning of the change in travel plans. Obtain a cancellation number from the merchant. You may notify me at telephone number _____ or fax number _____. If necessary, leave a message on my voice mail.

You may incur only 100 percent reimbursable expenses on my purchasing card account. When you check into a hotel, you should be prepared to produce these **Purchasing Card Travel Instructions** and picture identification. Further, you must present a credit card in your name or a cash deposit for incidental or personal expenses you incur while at the hotel.

Meals are not a 100 percent reimbursable travel expense and, therefore, may not be charged to the purchasing card. You should be prepared to pay for your meals from your own personal funds or credit card. You will, however, be reimbursed at the established rate for meals by submitting a Voucher for Reimbursement of Travel Expenses.

If you plan to extend your stay for personal reasons beyond the period authorized above or in accordance with the following itinerary, you must terminate further charges to the purchasing card account number. Payment for further charges shall be your personal responsibility.

Cardholder's Name (Print): _____

Cardholder's Signature: _____ Date: _____

Traveler's Name (Print): _____ SSN: _____

Traveler's Signature: _____ Date: _____

Procurement Card Tax Exemption Number: **47-04-039143-52C**

PURCHASING CARD ITINERARY***Travel by common carrier or state vehicle:***

Date: _____ To: _____

Carrier/State Agency: _____ Amt.: _____

Date: _____ From: _____

Carrier/State Agency: _____ Amt.: _____

Date: _____ To: _____

Carrier/State Agency: _____ Amt.: _____

Date: _____ From: _____

Carrier/State Agency: _____ Amt.: _____

Accommodations:

Date: _____ Location: _____ Confirmation No: _____ Amt.: _____

Vendor Name: _____ Allowable (Specify): _____

Date: _____ Location: _____ Confirmation No: _____ Amt.: _____

Vendor Name: _____ Allowable (Specify): _____

*

Date: _____ Location: _____ Confirmation No: _____ Amt.: _____

Vendor Name: _____ Allowable (Specify): _____

Other: _____



TRAVEL ALERT

[illegible]

Purpose or Statutory Authority for Travel / Benefits to the State:

Comments, Transaction Details:

1. A copy of the Authorization to Incur Travel must be attached if travel is out-of-state or for a conference or convention.
2. All transactions listed above were made in accordance with State and DCF purchasing card guidelines, Department of Financial Services, and purchasing or travel rules and regulations.

Cardholder: _____ GROUP: _____ Phone No.: _____