

STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT
POLICY & PROCEDURE MANUAL

Procedure #
Date: August 10, 2009

Director of Emergency Management

TO: Administrative Procedures Manual Custodians

SUBJECT: Travel - Reimbursement and Payment of Travel Expenses

1) PURPOSE

This procedure establishes Florida Division of Emergency Management (FDEM) policy and procedures for authorizing and obtaining reimbursement for official travel expenses by FDEM employees and other authorized persons. It is the intent of the Division to require employees to utilize available electronic means to obtain authorization for travel, achieve greater cost efficiencies in the conduct of travel, and receive approval of travel vouchers for reimbursement. By supporting an electronic procurement and approval process, the Division expects to reduce environmental impacts while improving effectiveness. Electronic (paperless) system provides streamlined processing, better tracking and accountability while eliminating cost of ink, paper, and postage.

2) AUTHORITY

The following statutes, rules and guidelines are hereby incorporated by reference: Section 112.061, Florida Statutes (F.S.); Rules of the Department of Financial Services, Bureau of Accounting and Auditing, Chapter 3A-42, Reference Guide for State Expenditures and Florida Administrative Code (F.A.C.).

3) SUPERSESSON

This procedure supersedes FDEM's "Travel - Reimbursement and Payment of Travel Expenses" dated August 1, 2008 and all subsequent memorandums issued on the subject except for the memorandum titled "Travel Requirements Related to Chapter 2009-58, Laws of Florida" dated July 23, 2009.

4) GENERAL PRINCIPLES

All travel performed on behalf of the Division's mission should be the most effective and efficient to the State. Effective and cost saving strategies for travel-related expenses should be considered when making this determination, including mode of transportation, lodging and all incidental expenses. As directed in Executive Order 07-126, the Division encourages use of Green Lodging facilities as designated by the Department of Environmental Protection.

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5) GENERAL POLICIES

a) Types of Travel

i) Regular Travel

It shall be the policy of the Division that all travel on its behalf is considered regular travel unless it is approved as a conference/convention travel on the Request for Travel Authorization (RTA) prior to the period of travel.

ii) Vicinity Travel

Vicinity travel is all authorized travel that takes place within a 50 mile geographical area of the traveler's official headquarters or takes place within the jurisdiction of the approved travel destination.

- (1) When conducting travel during an employee's normal work hours, mileage is allowed from office or home to the airport (whichever is the lesser amount up to 20 miles roundtrip).
- (2) If travel begins more than one hour before and/or extends one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided that miles claimed may not exceed the miles actually driven. (3A-42.008, F.A.C.)
- (3) Vicinity travel may be reimbursed at the statutorily approved rate per mile. (Source: Reference Guide for State Expenditures)
- (4) When travel takes place between two points delineated on the Florida Department of Transportation map mileage calculator, it shall not be construed as vicinity travel but shall be considered map mileage. FDOT Map Mileage Calculator: <http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>
- (5) Vicinity travel within the designated official headquarters may be authorized on a recurring basis in connection with a job assignment of the traveler. Vicinity travel should be reported on the Voucher for Reimbursement of Travel Expenses as a separate item and not combined with map mileage.
- (6) It shall be the policy of the Division that vicinity travel within Tallahassee should be kept to a minimum.

iii) Conference/Convention Travel

Conference/Convention travel shall be kept to a minimum and must be related to Emergency Management. Use of Public Funds for Conference/Convention Travel shall be in accordance with (3A-42.004, F.A.C.).

Request for Travel Authorization must include (RTA):

- (1) The types of direct benefits anticipated from an approved conference/convention

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for the various types of positions within the Division who could be considered potential beneficiaries from specific conference/convention attendance.

(2) Other Requirements for Conference/Convention Travel

(a) A copy of the program or agenda of the conference/convention itemizing the registration fees and any meals or lodging included in the registration fees shall be attached to and filed with the completed Request for Travel Authorization. (3A-42.004, F.A.C.)

(b) This policy regarding conference/convention travel includes employees who are requested by the Division to participate in the program of a conference/convention.

iv) Complimentary Travel

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

v) Foreign Travel

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

vi) Volunteer Travel

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

vii) Disaster Travel

Disaster travel is defined as travel performed in the course of the Division’s Response and/or Recovery phases of activation for incidents. Disaster travel may be required without prior notice, and may originate away from an employee’s official headquarters. (See below, Section 8 Waivers.) Disaster travel does not require prior execution of a Request for Travel Authorization (RTA) but does require the approval of the SERT Chief. Additionally, Out of State Disaster travel requires prior

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execution of an Emergency Mutual Aid Compact (EMAC) form.

b) Classes of Travel

Per Diem and subsistence allowances for travel for official state business shall be classified as provided in Section (112.061(6), F.S.).

c) Official Headquarters

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

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

d) Per Diem and Subsistence

- i) It shall be the policy of the Division to provide for all travelers, under its jurisdiction, per diem and reimbursement of expenses as provided by law.
- ii) Where meal allowances are authorized, they shall be reimbursed at the statutorily designated rates. (Section 112.061, F.S.)
- iii) In-state and/or out-of-state travelers may be allowed:
 - (1) Per Diem at the fixed rate provided by statute. (Section 112.061, F.S.)
 - (2) If actual expenses exceed the statutory rate, the necessary and reasonable expenses for lodging at a single occupancy rate, to be substantiated by paid bills, plus the meal allowance provided by (Section 112.061, F.S.). Lodging expenses must have been incurred at a duly established commercial lodging facility and substantiated by itemized paid receipts or bills therefore. Travelers should make every reasonable effort to acquire economical lodging. Travelers should justify pre-tax lodging rates in excess of \$100.00 per night. This policy is modified from Florida Administrative Code which indicates \$150.00 per night to reflect Division

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implemented cost saving measure. The rate of \$100.00 per night is exclusive of other mandatory charges such as parking or taxes when unavoidable. An itemized receipt is required for reimbursement reflecting the hotel name, hotel address including city, traveler name, date(s) of stay, rate per night, and a zero balance upon checkout.

- (3) Effective January 1, 2008, state agencies and departments under the direction of the Governor may not contract for meeting and conference space with hotels or conference facilities that have not received the DEP "Green Lodging" certification for best practices in water, energy, and waste efficiency standards, except when certified to the Governor by the responsible agency head that no other viable alternative exists. (Executive Order 07-126)
DEP Green Lodging website:
<http://www.dep.state.fl.us/greenlodging/lodges.htm>
- (4) Travelers may elect to claim reimbursement on a per diem basis for a portion of their trip and the actual lodging plus meals basis on other portions of a trip. The change in computation methods may be made while on the same trip provided they are done on a travel day basis (midnight to midnight). (3A-42.006, F.A.C.)

e) Transportation

- i) All travel must be performed by a usually traveled route, in accordance with the Florida Department of Transportation road map mileage scale which can be found online at: <http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>. In case a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred had a usually traveled route been used.
- ii) The mode of transportation used shall be for the convenience of the Division. The authorizing agent shall specify the most economical mode of travel/transportation available to be utilized by the traveler taking into consideration the following:
 - (1) The nature of the business.
 - (2) The time of the traveler, cost of transportation, and per diem or subsistence required.
 - (3) The number of persons making the trip and the amount of equipment or material to be transported.
 - (4) It shall be the policy of the Division to utilize a travel service located in the area of the official headquarters in Tallahassee.
 - (5) When departing from the Capital Circle Office Complex, employees are directed to use the Avis® satellite office located within:
4030 Esplanade Way, Suite 101
Tallahassee, Florida 32399
The hours of operation are 8:00 a.m.-5:00 p.m., Monday through Friday, with the exception of any state observed holidays. State employees will only be able to make reservations at the Avis® Southwood office by calling the Southwood

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office at 850-575-1860, the Avis® Airport location or the Avis® Monroe Street location. All employees are directed to create a Preferred Avis® account online at www.avis.com. Preferred accounts are to reflect the State contract compact and hybrid vehicle in the profile. Employees are asked to create accounts to ensure compliance with Division's cost saving measures and for the value added service of electronic receipts which may replace a lost or illegible receipt.

Additional Avis® information can be found in Attachment A.

iii) Vehicles- All Modes, Public and Private

Travel by state-owned vehicles and aircraft, and privately-owned or rented vehicles, shall be authorized, performed and reimbursed according to all appropriate policy guidelines contained in this procedure. The authorizing agent and the traveler are responsible for the application of all guidelines contained herein to each travel situation. All mileage shall be shown from point of origin to point of destination and must be computed on the basis of the current map of the State Department of Transportation which can be found online at:

<http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>.

iv) State-Owned Vehicles and Aircraft

When state-owned vehicles and aircraft are utilized, multiple travelers to the same event shall travel together. State-owned vehicles and aircraft shall be authorized for official state business only. Should unforeseen circumstances arise that result in the use of these state-owned vehicles or aircraft for non-official state business, the prorated share of the state's cost shall be reimbursed to the state from the traveler not performing official state business.

v) Privately Rented or Owned Vehicles

Whenever travel is by a privately-rented or owned vehicle, the traveler shall be entitled to a mileage allowance at the fixed rate established by Florida Statute or the common carrier fare for such travel, as determined by the Director.

vi) Common Carrier - Rental Car

Rental car services must be approved using the Request for Travel Authorization (RTA) prior to the commencement of travel where it has been determined that:

- (1) A more economical mode of transportation was not available or not applicable to the travel situation; and
- (2) A state-owned vehicle was unavailable or cost exceeds rental cost; and
- (3) A rental car was essential to completion of the assignment and was more economical or more practical than the use of mass transit, taxi, limousine service, or other mode of vicinity travel.
- (4) Where rental car service is authorized it shall normally be accomplished through the use of a Travel Purchasing Card provided by the FDEM, a personal credit card or a one-trip voucher in the case where the traveler has not obtained a Travel Purchasing Card (new hires). Where a traveler is authorized to utilize a car rental service and to pay for the same personally, he/she may be reimbursed subject to proper documentation of the expenditure and at the same rate as allowed in the

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State Rental Car Contract.

- (5) The State of Florida has entered into contract for rental car service that should be utilized whenever transportation requires rental vehicles. Written justification is required when requesting travel reimbursement for using non-contract rental services. Failure to provide the justification will result in the excess cost being borne by the traveler. (3A-42.007, F.A.C.) When rental car service has been authorized and State Rental Car Contract service is unavailable, the traveler shall use his/her best judgment in obtaining service at the lowest rates in the area. Factors to be considered are discounts to state travelers, specific geographic rates, as well as special day rates. If State Rental Car Contract Service is not available, the Voucher for Reimbursement of Travel Expenses must be annotated Vehicle not available from State Rental Car Contract.
- (6) When requesting a rental car under the State Rental Car Contract, the traveler shall always specify a compact or hybrid car unless circumstances require a larger car. Rental of a larger car requires justification on the Voucher for Reimbursement of Travel Expenses. Justification is also required on rentals with excessive mileage usage. (Example: A rental car acquired for transportation to and from airport only may be more cost effectively replaced with a taxi.)
- (7) The State Rental Car Contract includes primary insurance coverage in the amount of \$100,000/\$300,000 bodily injury and \$50,000 property damage. Vendors assume all fire, accident, and collision losses. Collision damage is assumed by the vendor, and PAYMENT OF THE DAILY COLLISION DAMAGE WAIVER (CDW) FEE IS NOT AUTHORIZED. Employee must purchase collision damage insurance if vehicle is not rented under the State Rental Car Contract.
- (8) All drivers must have a valid driver's license.
- (9) The State Rental Car Contract does not prohibit the use of rental vehicles that have lower rates which include primary insurance coverage, payment of the collision damage waiver fee, cost of fuel, or when the contract vendor cannot provide vehicles, or when due to travel time or distance to contractor's rental location it is not cost effective and/or practical to use vehicles provided by the contractor. Sufficient justification for the rental of vehicles not rented through the State Rental Car Contract is required on the Travel Reimbursement Voucher.
 - (a) The traveler must purchase the collision damage insurance if a vehicle is rented from other sources outside the State Rental Car Contract. The comptroller will reimburse the traveler for the cost of the CDW insurance fee provided the use of the non-contract vehicle was for business purposes only and either a cost savings was realized or no contract vehicle was available.
 - (b) Vehicles rented from other sources outside the State Rental Car Contract must include primary insurance coverage. Inquiry prior to the rental of any non-contract vehicle to verify that primary insurance coverage is provided is advised. If this coverage is not provided by the non-contract vendor, the renter's personal vehicle insurance coverage is primary.

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(c) If a traveler elects to procure a rental car through his/her own means or not under the state contract procedure, the traveler may elect to claim mileage at the statutory rate per mile provided that the MILEAGE REIMBURSEMENT CLAIMED DOES NOT EXCEED THE AMOUNT DUE THE RENTAL CAR COMPANY FOR THE ALLOWABLE MILEAGE CLAIMED. (3A-42.008, F.A.C.)

vii) Common Carrier - Air Travel

- (1) Air travel shall normally be arranged at the tourist or coach class. Common carrier business class rates shall be paid only in the event a statement is attached to the Voucher for Reimbursement of Travel Expenses certifying that tourist or coach class was not available.
- (2) When additional costs are incurred by a traveler due to the overbooking by an airline and the state is requested to reimburse these costs, any compensation received by the traveler from the airline must accrue to the state. The traveler should consider the state's best interest when allowed to elect a form of compensation. If no additional costs are incurred to the state or the traveler bears the additional cost (including overtime and leave requirements), then any compensation for the traveler's inconvenience shall accrue to the traveler. (3A-42.007, F.A.C.)
- (3) When available, the state will enter into contracts under which airlines will provide coach class transportation at reduced rates. When these contracts are in effect, travelers using an alternate or non-contract airline when traveling a route served by one of these carriers must include written justification for using the alternate or non-contract firm. Failure to provide this justification shall result in the excess cost of using the non-contract carrier to be borne by the traveler. When there is not a contract or when travelers are on routes for which there is not a contract carrier, the traveler must utilize the most economical class of transportation. Except where full written justification is provided for not using the most economical class, the additional costs incurred will be borne by the traveler. (3A-42.007, F.A.C.)
- (4) Travelers may take advantage of super saver tickets due to the considerable savings that may be realized by their use. However, penalties for the cancellation of the "super saver" tickets will not be paid from state funds when the cancellation was for the convenience of the traveler. The cancellation penalties may be paid from state funds when the cancellation was in the best interest of the state, provided justification is included with the Voucher for Reimbursement of Travel Expenses of the penalty and details the circumstances requiring the payment of the penalty. (3A-42.007, 1 F.A.C.) If an authorized traveler finds it necessary to cancel a trip due to illness of the traveler or a death of an immediate member of the family for which he/she is authorized to use sick or administrative leave, the cost of the non-refundable ticket or cancellation penalties incurred are allowable.

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- (5) Transportation by chartered vehicles, when traveling on official business, may be approved by the authorizing agent when necessary or where it is to the advantage of the Division, provided the cost of such transportation, does not exceed the cost of transportation by privately-owned vehicles.
- (6) It shall be the policy of the Division to utilize air travel when possible and the most cost-efficient. Where some other mode of transportation is authorized for the convenience of the traveler and where it is determined that air fare is applicable, the traveler shall be reimbursed for per diem expenses or subsistence at a rate to be applied on the basis of the air travel had it been utilized.
- (7) Unused airline tickets not properly accounted for and processed will be settled, including any and all related cancellation fees, by the traveler. Tickets lost because of employee negligence are not considered proper charges against the state.

f) Emergency Situations on Traveler's Personal time

- i) When an employee, or authorized person on personal time is required to travel and incurs travel expenses due to an emergency situation, the expenses incurred shall be reimbursed in accordance with the Reference Guide for State Expenditures.

g) Reimbursement of Expenditures Incurred by Physically-Challenged Travelers (3A-42.012, F.A.C.)

- i) A physically-challenged traveler will be reimbursed for all reasonable and necessary travel costs incurred for state business when those costs exceed the normal rates but are required for the safe travel of the individual. All requests for such reimbursements shall include sufficient documentation to permit a proper audit.
- ii) Fiscal Management should consult the Comptroller on behalf of the physically-challenged traveler for determination on a proposed excess cost.

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h) TRAVEL PURCHASING CARDS

The Division is currently contracting with Bank of America VISA to make available a Travel Purchasing Card. The card may be used to charge all authorized official State business travel related expenses such as stated in the cardholder agreement.

i) Advances

- (1) Employee received Travel Purchasing Card - Travel Advance Requests shall not be processed for employees who have been issued a Travel Purchasing Card.
- (2) Employee denied Travel Purchasing Card - If an employee who has applied for a Travel Purchasing Card is denied issuance by the travel card company for any reason, they will be eligible to receive Travel Advances. They will also be allowed to utilize the Divisional Central Billing Accounts for purchase of airline tickets and Rental Cars.
- (3) Employee signed Waiver - If an employee chooses not to apply for a Travel Purchasing Card for any reason, they shall not be eligible to receive Travel Advances. The employee shall not be eligible to utilize the Departmental Central Billing Account for purchase of airline tickets or rental car charges. These expenses shall be paid up front by the employee and reimbursed to them on the Voucher for Reimbursement of Travel Expense Form after the conclusion of travel.
- (4) Card Usage - Employees who are issued a Travel Purchasing Card should charge all acceptable travel-related expenses to their card, including airline tickets and rental car charges. The Divisional Central Billing Accounts should not be utilized for these expenses by any employee who has been issued a Travel Purchasing Card.
- (5) Personal use by a traveler of the Visa Travel Purchasing Card, or any other card issued by the Division, is strictly prohibited.
- (6) Reimbursement - Within two (2) work days of the completion of travel, the employee shall submit a completed Voucher for Reimbursement of Travel Expense Form to their Supervisor reflecting all of the official State business travel-related expenses that were incurred during the assigned travel period and are allowable for reimbursement. When travel extends beyond seven days the traveler shall submit on the seventh (7th) day an electronic copy of the RTA or EM Constellation mission along with all Purchasing card receipts to the Division's Travel Unit. Charges are to be submitted for clearing in batches of no longer than a seven day period. Charges occurring on or after the seventh (7th) day may be sent in batches every other day until the voucher is submitted. In no case should a voucher extend beyond a 30 day period. Requested expenses must be in accordance with all applicable State and Division travel procedures to be reimbursed. A check or direct deposit will be issued to the employee for all reimbursable expenses.

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- (7) Responsibilities - The employee will be responsible for accounting for all charges made to their Travel Purchasing Card account.
- (a) If an airline ticket that was charged to a Travel Purchasing Card is misplaced, it will be the responsibility of the cardholder to fill out a lost ticket report and pay the lost ticket fee charged by the airline. It will also be the responsibility of the cardholder to resolve any disputes regarding these charges/credits with the Travel Purchasing Card Company, the Travel Agency, and/or the airline.
 - (b) If an airline ticket or portion of an airline ticket that was charged to an employee's Travel Purchasing Card is unused, it will be the responsibility of the cardholder to return the ticket to the issuing agency for proper credit. It will be the responsibility of the card holder to resolve any disputes regarding these charges/credits with the Travel Purchasing Card Company, the Travel Agency, and/or airline.
 - (c) It will be the responsibility of the cardholder to resolve any dispute regarding charges/credits made against their Travel Purchasing Card Account.
 - (d) The Division applying for cards for its employees shall be responsible for monitoring the card activity to see that the cards are used for official state business travel or purchases only, and not personal activities. On at least a quarterly basis, the designated division contact for the Travel Purchasing Card shall review the reports released by the Card Companies detailing card usage by each cardholder. Finance and Accounting shall notify each Bureau Chief, via e-mail, upon receipt of the monthly report. These reviews shall be documented by signature on the Statement Review Log maintained in Finance and Accounting. The review shall consist of a cursory audit of all charges made in a cardholder's official headquarters and any other non-hotel, non-food, non-fuel, non-common carrier charges that do not appear to be business related. **THE DIVISION CONTACT SHALL COMPLETE A DETAILED AUDIT OF ALL ACCOUNTS OVER 30 DAYS PAST DUE.** Division contacts shall work with the cardholder, supervisor and/or Division Director as necessary to identify and address non-state business related usage.
 - (e) It is the responsibility of the Travel Purchasing cardholder to immediately report to any card that is lost or stolen. The employee must also report the loss of any card to the Card Administrator in Purchasing as soon as possible.
 - (f) Upon termination of an employee who is in possession of a Travel Purchasing Card, the card must be returned to the Card Administrator in Finance to insure that no unauthorized charges are incurred to the cardholder's account.
 - (g) Finance shall perform Quarterly audits of card holding employees to verify that all employees who have terminated employment with the Division have had their card(s) revoked and destroyed.

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6) DIVISION SPECIFIC POLICY

It is the Policy of the Division for each Request for Travel Authorization to provide a justification or explanation addressing each of the following cost saving measures with the intent of increasing the productivity of the Division's staff time and saving of fiscal resources.

- a) Conference Call: When the same result(s) can be achieved by a conference call verses traveling to meeting, a conference call shall be the selected means of participation.
- b) Video Teleconferencing: When the same result(s) can be achieved by a video teleconference verses traveling to meeting and
 - i) a compatible video teleconferencing system is available at the meeting location outside Tallahassee, AND
 - ii) video teleconferencing is cost effective:
video teleconferencing shall be the selected means of participation. (See Attachment E.)
- c) Car Pooling: When two or more Division staff travel to the same event, Car Pooling is required. Necessary conflicts in travel days/times may be justifiable reason for exception when approved by the Bureau Chief or their designee.
- d) Room Sharing:
 - i) An employee who has been approved for authorized travel that exceeds more than two nights of lodging is required to share lodging accommodations with another employee of the same gender for all nights of the authorized travel period.
 - ii) Employees who have been approved for authorized travel less than two nights are encouraged, but not required to share lodging accommodations with another employee of the same gender.
 - iii) If you are sharing lodging with another employee, the Request for Travel Authority (RTA) shall identify the employee that you are sharing lodging accommodations with.
 - iv) Should any employee indicate they are unwilling to lodge with another employee of the same gender, they will be required to bear that expense above the state authorized per diem for lodging. For example, the State per diem for meals and lodging is \$80 per day; therefore, you will be responsible for any lodging and meal costs in excess of the State allowed \$80 per diem. Exceptions to this policy may be provided on a case by case basis. A justification for an exception to this policy shall be submitted on the Request for Travel Authorization. Any exception must be reviewed and approved by the Director or their designee. In the situation whereby the employee lodges compliments of a third party, it shall not be required to lodge with another employee.
- v) Other Conference/Convention travel requirement:
If more than one person from the Division is authorized to travel to the same conference/convention, an explanation on the Request for Travel Authorization (RTA) form must be forwarded to the Director or their designee for approval.

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vi) Other Cost Saving Measures

All travelers are encouraged to achieve the greatest effectiveness to accomplish their objective(s) by the most economical means.

vii) Travelers in the Orlando vicinity should check on the room availability at the State Logistics Response Center (SLRC) to reduce the lodging expense in their travel.

7) Miscellaneous

- a) Direct payment of meals and lodging to a vendor may be processed in the same manner as common carrier payments. The request shall clearly disclose that the direct payments are due to the employee being required to travel on emergency notice. Agencies desiring to make direct payments of travel expenses in situations that result in a cost savings to the state shall request prior approval from the Chief Financial Officer of the State (CFO), Bureau of Auditing and must clearly disclose the proposed savings. The written approval must be attached to the Voucher for Reimbursement of Travel Expenses. Direct billing travel cards are available, but require written approval from the CFO. The proposed contract must be submitted along with the request for approval of direct billing travel cards. (3A-42.011, F.A.C.)
- b) Because of the amount of travel required by personnel of the Division and because of the costs involved to personnel, it shall be the policy of the Division to expedite requests for reimbursement of travel expenses.
- c) Exceptions to the Division's policies and procedures for travel require an approval from the Director or their designee. Request for exception shall be submitted with the Request for Travel Authorization (RTA).
- d) Medical or Special Needs exemptions may be pre-approved by the Director or his designee on a perpetual or case by case basis. Medical documentation from a physician is required.
- e) When lodging is paid by Purchasing Card and travel exceeds seven days, hotel charges are to be paid on the seventh day and submitted to the Travel Unit for processing on the eighth (8th) day.
- f) Division employees are encouraged to make use of additional cost saving tools available online (example: Priceline.com, Expedia.com, Travelocity.com, etc.) or through special discount deals. Non-refundable reservations are prohibited unless transferable to another date. Change fees must be \$25.00 or less per reservation.
- g) Tolls and SunPass Units: When available, employees are to make use of SunPass Units when traveling. Available units may be obtained from Bureau Chiefs for the duration of the travel. State owned vehicles are assigned SunPass units which are to remain in the vehicles. When traveling without a SunPass unit, employees are to obtain a receipt for tolls and submit for reimbursement as an itemized travel expense. When using a SunPass unit, you may not pay tolls and seek reimbursement. The PlatePass service available via Avis® rentals may not be charged to a Purchasing card and is not reimbursed to the traveler if paid for in another manner.

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8) WAIVERS

Division specific policies are waived for response to a disaster, but will be reconstituted during the recovery phase as directed by State Coordinating Officer. Vouchers for travel shall list the incident name and EM Constellation number in the purpose and benefit section.

General policies may be waived by exception under Executive Order.

The employee may not commence response or recovery travel prior to obtaining approval by the State Emergency Response Team (SERT) Chief, or his/ her designee. Emergency Mutual Aid Compact (EMAC) related travel shall require a Requisition A be completed and signed by all required parties prior to travel commencing. In the case of both Florida disaster travel and EMAC travel, the traveler shall indicate both the incident name and the EM Constellation Mission number in the purpose of the Voucher. Voucher and receipt submittal timeframes shall apply. Voucher signatory authority is State Emergency Response Team (SERT) Chief, or their designee.

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ATTACHMENT A

AVIS SPECIFIC GUIDANCE

AVIS Rental locations for Tallahassee

Location	Phone	Monday-Friday Hours	Saturday Hours	Sunday Hours
Avis® Southwood	850-575-1860	8:00 am-5:00 pm	--	--
Avis® Airport	850-576-4134	6:00 am-Midnight	7:00 am-Midnight	7:00 am-Midnight
Avis® Monroe Street	850-222-9149	8:00 am-8:00 pm	9:00 am-5:00 pm	8:00 am-8:00 pm

Register for Avis® Wizard or Preferred Member:

<https://www.Avis®.com/Avis®>

[Web/profile/enrollment.ex?APPLICATION_TYPE=MYAVIS®](https://www.Avis®.com/Web/profile/enrollment.ex?APPLICATION_TYPE=MYAVIS®)

[&FLOW=HOMEPAGE&ORI_Pub=Avis®HomePage&ORI_SESSION_LANG=en&](https://www.Avis®.com/&FLOW=HOMEPAGE&ORI_Pub=Avis®HomePage&ORI_SESSION_LANG=en&)

Plate Pass Charges and Avis® Billing:

The Department of Financial Services (DFS) will not pay for "Plate Pass" charges to P-Cards or other credit cards used on Avis® Rentals. The Department of Transportation has implemented "Plate Pass," an innovative way to capture vehicle tags for those who go through SunPass Tolls without a SunPass Prepaid Transponder or one with insufficient funds. Plate Pass is a third party billing; therefore there are "added charges" over and above the actual "toll charge." DFS will reimburse for tolls upon paid toll receipts but will not pay for "Plate Pass" charges. Plate Pass bills the owners of the non-paying vehicles by dunning or charging those individuals/vendors. Avis® Rentals passes those charges directly back to the vehicle renter. Avis® can validate the date, time, place and SunPass Transponder response including the Plate Pass capture data. They will provide this information to renters if asked.

Hybrid Vehicle Rentals:

The rental of hybrid vehicles on the State Term Contract 518-20-05-1 is a preferred before the subcompact class vehicle. However, the traveler must list a justification for the use of a hybrid vehicle on the RTA and TRV.

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Toyota Prius - Fuel Note:

Tank capacity is 11.9 gallons - if you run out of gas, you must "fill" the tank to be able to start the vehicle again. If you run out, there's no running to the nearest gas station for a gallon of gas, you might as well call a tow truck. Can Prius run on electricity when it runs out of gas? No. Though Prius can operate in electric-only mode when gasoline is in the tank, it is not designed to run without gasoline. Doing so could cause severe damage to the hybrid system, so drivers should be sure to keep gas in the tank at all times.

Weekend Sunday Rentals:

Avis® will offer courtesy pickup service in front of the Avis® Office at Southwood on Sunday's at 10:00 a.m., noon, 2:00 p.m. and 4:00 p.m. Avis will pick customers up in a van and drive them to the downtown location. The van will be labeled with a magnetic sign that reads "Avis® State of Florida Courtesy Shuttle." These state customers should make a reservation for Sunday pickup at the Southwood Avis® office in order for us to have a general idea of the pick up volume and to have the rental agreements preprinted, if possible.

Source: 07/21/2008, State of Florida Contract #518-020-05-1

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ATTACHEMENT B

REQUEST FOR TRAVEL AUTHORIZATION (RTA)

Request for Travel Authorization Guidelines

Travel may be authorized according to the following guidelines:

- 1) All travel by Division employees must be authorized by their supervisor and chain of command based on type of travel.
 - a) Supervisor: All travel
 - b) Bureau Chief: Three nights or less and workshop
 - c) SERT Chief: Response (Activation only)
 - d) Director: International, Out of State, three or more Travelers, more than three nights, Conference and Convention
- 2) All travel by non-employees is required to conform to the Division's Policy's cost saving measures including but not limited to room rates, compact car rental, carpooling, and room sharing.
- 3) All travel by prospective employees for executive and professional positions must be authorized by the Director or designee.
- 4) All travel by committees, councils, boards, commission, task force, etc. or other non-employees under the administrative jurisdiction of the Division must be authorized by the by the Director or designee.
- 5) All out-of-state travel, as well as conferences and conventions, must be authorized/signed by the Director or designee. (3A-42.003(2), F.A.C.)
- 6) Request for Travel Authorization (RTA) Form
 - a) All Request for Travel Authorization shall be submitted no sooner than thirty (30) days and no later than ten (10) prior to departure date for approval. All travel submitted out of this timeline will be submitted to the Director for Approval.
 - b) Prior to any travel, excluding Disaster Travel, a Request for Travel Authorization (RTA) must be completed and authorized. The Request for Travel Authorization will be maintained by the FDEM Travel Unit and by the respective employee. Out-of-state and conference/ convention authorizations will also be maintained by the FDEM Travel Unit and submitted to the Department of Financial Services upon submission of reimbursement. A copy of this authorization must be submitted to Department of Community Affairs Fiscal Management section on all advance requests or with the

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reimbursement voucher if no advance has been requested.

- c) Certify and Digitally Sign in Adobe Acrobat, then send to appropriate Chain-of-Command for Approval as indicated in the Travel instructions.
- d) Once approved, send copy to the Bureau Finance Specialist.
- e) The Bureau Financial Specialist will then designate the proper funding source and forward the RTA to the Division's Travel Unit (travel@em.myflorida.com).
- f) The Travel unit will record travel as approved and send an approved RTA to the traveler.

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ATTACHEMENT C

COMPLETING THE VOUCHER FOR REIMBURSEMENT OF TRAVEL EXPENSES

- 1) Vouchers for Reimbursement of Travel Expenses, not preceded by an advance, must be completed and submitted to the Division's travel unit within two (2) days from the day of return from travel. Even when the traveler has no claim for reimbursement, the Voucher for Reimbursement of Travel Expenses shall be completed by the traveler when a direct billing to the state will be made for common carrier, state owned vehicles, or direct payment of lodging or meals.
- 2) Accurate completion and timely of electronic submission of Vouchers for Reimbursement of Travel Expenses is the responsibility of the traveler.
- 3) Vouchers for Reimbursement of Travel Expenses must be chronologically submitted as travel occurs. Failure to submit these vouchers in order of travel will result in non-processing of subsequent vouchers.
- 4) A statement of benefits accruing to the State of Florida by virtue of attendance at a conference or convention is required on the Voucher for Reimbursement of Travel Expenses.
- 5) All receipts will be attached to 8x11 paper for inclusion with the Voucher for Reimbursement; all receipts are be attached to separate sheets of paper.
- 6) All receipts will be scanned into Adobe Acrobat format for submission with the Excel version of the Voucher for Reimbursement of Travel Expenses.
- 7) All receipts will in itemized on Voucher for Reimbursement of Travel Expenses in appropriate place based on payment type.
- 8) If an airline ticket or rental car agreement is lost, the traveler will be responsible for securing a duplicate before reimbursement can be made. No additional Vouchers for Reimbursement of Travel Expenses will be processed until this obligation is satisfied. The employee is responsible for filing a lost ticket report and will have to pay the lost ticket fee charged by the airline.
- 9) All unused airline tickets or any portion of unused tickets that were charged to the Division's Central Billing account should be submitted to Fiscal Management with an airline ticket return receipt signed by the ticket holder to be returned to the issuing agency for credit. The reason for the unused ticket must be noted on the front of the Voucher for Reimbursement of Travel Expenses. If not properly returned and documented through Fiscal Management, the traveler shall bear all cancellation/lost ticket fees.

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For the following explanation, refer to the Electronic Voucher for Reimbursement of Travel Expenses.

General instructions for completing the voucher are included in the Excel travel form and may be used as a reference when completing the voucher.

- a) The traveler's name (payee) must appear as it does on the Division's payroll.
- b) The city of the employee's officially designated home office must be entered in the Headquarters space. Non-state employees must reflect their complete mailing address on the face of the Voucher.
- c) The traveler must designate whether he/she is an officer/employee of the state or a non-employee/independent contractor.
- d) A social security number must be entered for the traveler in the ID Number space.
- e) For Agency, enter FDEM, Bureau/Area and Unit. If not a Division Employee, leave blank
- f) The traveler's city of residence must be completed.
- g) The Departure Date and Time must be completed.
- h) Complete a separate line for each leg of the trip. In the Travel Daily Summary, the information must be noted from point of origin to destination of each leg. Vicinity travel must be stated in the vicinity mileage claimed column.
- i) The Purpose column must contain a specific reason for all travel. It should be clear, concise, descriptive, and complete to indicate that travel was performed for official state business. When several trips are shown on the same Voucher, the purpose for each trip must be indicated. Abbreviations are not allowed when defining the purpose of the trip.
- j) The Hour of Departure and Hour of Return must appear on different lines. No one can be paid for per diem or meals without substantiating departure and arrival times. On intermediate legs of a single trip, the hours of departure and return need not be filled in. Computation of departure time will be as follows:
 - i) When using a common carrier, a state or private aircraft, the determination will be made using up to a thirty minute time period before and after scheduled departure and return.
 - ii) When using privately-owned vehicles or rental cars (state or commercial rental cars),

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the departure and return time will be the actual time of departure from and return to official headquarters.

- k) Per Diem and Meals are figured on a separate line for each day or portion thereof. Two or more meals claimed for a single day would be shown as a total figure for that day.
- l) All modes of travel approved for reimbursement shall be identified in the Mode Colum. The amount shall be calculated in the Mode Total Colum.
- m) If a common carrier ticket or rental car charge is paid for by the employee or charged to a FDEM Travel Purchasing Card and reimbursement is being requested, the abbreviation for the company name should be shown in the Mode column and the amount of reimbursement for that portion of the trip shown in the Other Expenses column. Full documentation must be provided.
- n) The Map Mileage Claimed column indicates the mode of travel in all cases. For a private vehicle, the number of miles in each leg of the travel from official Florida Department of Transportation maps which can be found online at:
<http://www2.dot.state.fl.us/CityToCityMileage/viewer.html> must be entered. This will be reimbursed at the rate provided by Florida Statute. All vicinity mileage must be computed and entered in the Vicinity Mileage Claimed column. Vicinity mileage will be reimbursed at the statutorily approved rate.
- o) Reimbursement will be claimed in the Other Expenses column for the following:
 - i) Conference/convention registration fee while attending a conference/convention that will serve a direct purpose as outlined herein, and a receipt is required. If meals are included in the registration fee, these amounts must be deducted even if the traveler chooses for personal reasons not to eat the meal. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted, if included in the registration fee, from the meals claimed. In the case where a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.
 - ii) Taxi fares; if a fare is for more than twenty-five dollars (\$25.00) on a per fare basis it must be supported by a receipt. (3A-42.010, F.A.C.)
 - iii) Parking, storage, bridge fees and road tunnel tolls more than twenty-five dollars (\$25.00) must be supported by receipts, but are not allowed on a weekly or monthly basis for privately-owned automobiles unless the savings to the state can be and is justified in writing. (3A-42.010, F.A.C.)
 - iv) Minimum communication expense (telephone, fax, etc...). The Voucher shall include a statement that the communication expenses were for state business purposes; family and non-business purposes are not eligible for reimbursement (3A-42.010, F.A.C.)

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- v) Postage or fees for carrying or transporting equipment necessary in the conduct of official business, under conditions where the traveler or travelers cannot perform this function without assistance, are reimbursable. Receipts are required and an explanatory statement fully justifying the fees paid must be included on the Voucher.
 - vi) Reasonable tips and gratuities may be reimbursed to the traveler as defined below:
(3A-42.010, F.A.C.)
 - vii) Actual tips paid to taxi drivers not to exceed 15% of the fare and must be reflected separately from the taxi fare itself.
 - viii) Actual amounts paid for mandatory valet parking service, not to exceed one dollar (\$1.00) per occasion, which was incurred in the performance of state business.
 - ix) Actual portage charges paid, which shall not exceed one dollar (\$1.00) per bag not to exceed five dollars (\$5.00) per incident. Portage charges exceeding \$5.00 per incident will require additional justification. The need for these services must be justified on the Voucher.
 - x) Other incidental fees as follows may be reimbursed upon presentation of a receipt:
(3A-42.010, F.A.C.)
 - xi) Laundry and pressing service charges (including dry cleaning services) necessarily incurred to complete the traveler's official business when that travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.
 - xii) Actual passport and visa fees required for official travel.
 - xiii) Actual and necessary fees incurred for the purchase of traveler's checks for official travel expenses.
 - xiv) Actual fees charged to exchange currency necessary to pay official travel expenses involved in foreign travel.
- p) Any travel advance received pertaining to the travel for which reimbursement is being requested should be reflected in the Revolving Fund/Advance Columns. This should reflect the additional amount owed to the traveler or the refund owed by the traveler to the state should the advance previously received exceed the reimbursable expense.
- q) A statement of the benefits accruing to the state by the traveler's attendance is required for all conference/convention and out-of-state travel.
- r) The Payee will submit the voucher in Excel to travel@em.myflorida.com along with an Adobe Acrobat file containing a copy of all receipts.
- s) The Payee will receive a audited voucher from the Division's Travel Unit and will digitally sign the voucher in Adobe Acrobat certifying that it is complete and accurate.
- t) The voucher must be approved and dated by the approving authority specified above before it is submitted for reimbursement.

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- u) Once the approving authority has approved the voucher, they must submit the voucher at travel@em.myflorida.com.

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FAILURE TO FOLLOW PROCEDURE

- 1) It shall be the responsibility of each employee and supervisor to enforce every provision of the travel policies outlined herein and as they from time to time may be amended. Disregard for the proper enforcement of these policies by an employee and supervisor is prohibited.

- 2) Any person who willfully makes and subscribes any travel claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises to the preparation or presentation under the provisions of this section of a claim which is fraudulent or false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, shall be guilty of a misdemeanor of the second degree, punishable as provided in (Section 775.082 or Section 775.083, F. S.). Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable for the amount of the overpayment for the reimbursement of the public fund from which the claim was paid (Section 112.061, F. S.). In addition, any employee making a false claim for reimbursement of travel expense shall be subject to disciplinary action as provided in the Division's personnel policies.

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ATTACHEMENT D

ADVANCE OF FUNDS FOR TRAVEL EXPENSES

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

ADVANCE ELIGIBILITY

- 1) Only established full-time-equivalent (FTE) and Other Personal Services (OPS) employees of the FDEM may be eligible for travel advances from the FDEM Revolving Fund. (3A-23.004(8) F.A.C.)
- 2) Non-FTE and non-OPS employees performing travel authorized by the FDEM may apply for an advance of funds to be processed through the Comptroller. Justification must be included with the RTA and advance request to substantiate the benefits to the State resulting from the travel and the circumstances necessitating an advance. The request must include the respective authorizing signature.

TRAVEL PURCHASING CARD EFFECTS ON ADVANCE ELIGIBILITY

- 1) A traveler who has been issued and is holding in good standing a FDEM Travel Purchasing Card shall not be eligible for a travel advance or use of FDEM central billing common carrier accounts.
- 2) A traveler who did not apply for the FDEM Travel Purchasing Card shall not be eligible for a travel advance or use of FDEM central billing common carrier accounts.
- 3) A traveler who applied for a FDEM Travel Purchasing Card and was denied issuance by the Travel Purchasing Card company may be eligible for a travel advance and use of the FDEM central billing common carrier accounts.
- 4) A traveler who applied for and received a FDEM Travel Purchasing Card but had that card revoked for misuse or failure to pay charges timely, shall not be eligible for a travel advance or use of FDEM central billing common carrier accounts.
- 5) No advances shall be authorized or made for amounts less than \$100.

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COMPLETION OF ADVANCE ON TRAVEL EXPENSE

- 1) Traveler-identifying information must be completed in full to provide for sufficient audit by Department of Community Affairs Fiscal Management staff. Non-employees must include the FDEM Division association that warrants their travel. Requests cannot be audited and processed without sufficient information as indicated on the form.
- 2) The request for travel advance must have electronic copy of the Request for Travel Authorization (RTA).
- 3) The authority to approve and digitally sign the request for travel advance shall be in accordance with the written authority delegated by the FDEM Division Director, Bureau Chiefs and program administrators.

SUBMISSION TIME FRAMES

- 1) An employee shall complete and submit to Supervisor the application for advance at least three (3) business days prior to the desired issue date of the check except during activation of the State Emergency Response Center. The release of the check to the employee may not be more than two (2) business days in advance of the commencement of travel and may not be after the commencement of travel without justification and approval from the authorizing agent of the employee's travel.
- 2) Travelers not eligible for advances through the agency revolving fund shall submit the application for advance to Fiscal Management twelve (12) business days prior to the commencement of travel. Advance warrants may not be released to the traveler more than two (2) business days in advance of the commencement of travel.
- 3) Travelers whose proposed travel requires the authorization of the Director should allow up to (2) two additional days for obtaining that approval prior to the beginning of the necessary days for fiscal processing.
- 4) Any exceptions to the minimum time frames established here must be authorized in writing from the Director.

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ADVANCE SETTLEMENT/ REPAYMENT

- 1) Upon completion of an authorized trip for which a travel advance has been issued, the traveler will electronically attach his/her copy of the application for Advance on Travel Expense to the Voucher for Reimbursement of Travel Expenses.
- 2) This voucher for reimbursement (or refund to the state) should be submitted within two (2) business days after completion of travel. Repayment of advances where travel was canceled should be made within two (2) business days.
- 3) Upon receipt of the above forms, review the Voucher for Reimbursement of Travel Expenses for compliance with (Section 112.061, F. S.) by respective Bureau. If a traveler is entitled to additional funds for a travel period, the travel advance shall be deducted on the face of the Voucher for Reimbursement of Travel Expenses. When an advance was made through the revolving fund, the reimbursement shall also be settled through the revolving fund; when made through the comptroller, the reimbursement shall be through the Comptroller. A check for the balance due the traveler will be issued.
 - a) If for some reason the travel advance exceeds the travel expense incurred, the traveler shall submit to the Department of Community Affairs' cashier on a daily cash receipt log, in accordance with Administrative Procedure No. 1204.1A, a personal check, cashier's check, or money order, along with a copy of the Voucher for Reimbursement of Travel Expenses for the unexpended portion of the advance within two (2) business days of the traveler's return to headquarters. (3A-42.005, F.A.C.) The original reimbursement voucher and a scanned copy of the personal check, cashier's check, or money order shall be submitted to supervisor. Personal checks that are not honored will be subject to an additional charge of \$15.00. Personal checks shall not be accepted from employees who are terminating their employment with the Division. Travel advances cannot be authorized for subsequent travel until the prior advance has been repaid in accordance with the above procedures.
- 4) If, upon request by the agency for reimbursement of the revolving travel fund, the State Comptroller disallows any travel expense, the employee shall make immediate repayment of such amounts. Future advances and/or reimbursements of traveling expenses cannot be made until the employee repays such disallowed costs.

REIMBURSEMENT OF TRAVEL REVOLVING FUND

- 5) Fiscal Management shall reimburse the revolving travel fund in accordance with the Rules of the Department of Financial Services.

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ATTACHEMENT E

Video Conference Guidance

For guidance please contact the Division of Emergency Management's Communications Unit at (850) 921-1854.