

Florida Division of Emergency Management

Travel Training

Eileen Mann
850-410-3159

Denise Roberts
850-413-9957

Donald Kunish



“Failure is not an option.”



Travel Training Agenda

- Methods of Paying Travel Expenses
- Authorization to Incur Travel Expenses
- Modes of Transportation
- Incidental Expenses
- Signature Requirements
- Reimbursement of Travel Expenses
- Submittal of Travel Voucher



“Failure is not an option.”



Methods of Paying Travel Expenses

- Purchasing Card
- Your own money



“Failure is not an option.”



Travel Voucher

The Division's Travel Voucher has four sections:

- Authorization to Incur Travel Expenses
- Reimbursement of Travel Expenses Voucher
- General Instructions
- Object Codes



"Failure is not an option."



Authorization to Incur Travel Expenses



"Failure is not an option."

**GET A
PLAN!**
FloridaDisaster.org

Authorization To Travel

Microsoft Excel - Amended Travel Voucher

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

E4 4:30PM

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|----------------|--|-----------------------|--|----------------------|--|----------------------------------|--|--------|---|---|---|---|---|
| 1 | General Info | Request Date | Name | ID Number | Agency | Bureau / Area | Unit | Official Headquarters | | | | | | |
| 2 | | 12/15/08 | Suzie Sample | xxx-xx-1234 | Emergency Management | Recovery | Public Assistance | Sanford | | | | | | |
| 3 | | Departure Date | Departure Time | Return Date | Return Time | # of Days | # of Nights | Type of Travel | | | | | | |
| 4 | | 12/15/08 | 6:30AM | 12/19/09 | 4:30PM | 370 | 369 | | | | | | | |
| 5 | | Destination | Address | City | State | Zip | Max Per Diem (No Lodging) | Meals & Per Diem | | | | | | |
| 6 | | | | | | | \$29,520.00 | \$13,364.00 | | | | | | |
| 7 | | Lodging | Address | City | State | Zip | Rate | Lodging Total | | | | | | |
| 8 | | | | | | | | \$0.00 | | | | | | |
| 9 | | Registration Fee: | | | | | | | \$0.00 | | | | | |
| 10 | | Lodging Justification if nightly rate is over \$100 per night | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | |
| 12 | Mode of Travel | Mileage, Parking & Shuttle | | Fuel Cost Estimator | | Mode of Travel Cost Estimator | | | | | | | | |
| 13 | | Total Miles Round Trip | | Fuel-CPG | \$3.60 | MODE | Per Mile/Day/Flight | Mode Costs (Includes Maintenance & Fuel) | | | | | | |
| 14 | | | | Fuel-MPG | 25 | State Vehicle | | \$0.00 | | | | | | |
| 15 | | Parking | | Fuel Total | \$0.00 | Rental Cost-Per day | | \$0.00 | | | | | | |
| 16 | | Taxi | | Estimate fuel when using state or rental vehicle | | Privately Owned Vehicle (POV) Per mile | \$0.445 | \$0.00 | | | | | | |

Ready

Voucher Request GENERAL INSTRUCTIONS Object Codes /

start Office Organizational ... Microsoft Outlook We... Travel Training Microsoft PowerPoint ... Microsoft Excel - Ame... 9:36 AM



“Failure is not an option.”

GET A PLAN!
FloridaDisaster.org

A Quick Reference

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

Class B travel – Continuous travel of less than 24 hours which involves overnight absence from official headquarters.



“Failure is not an option.”



Meal Allowance

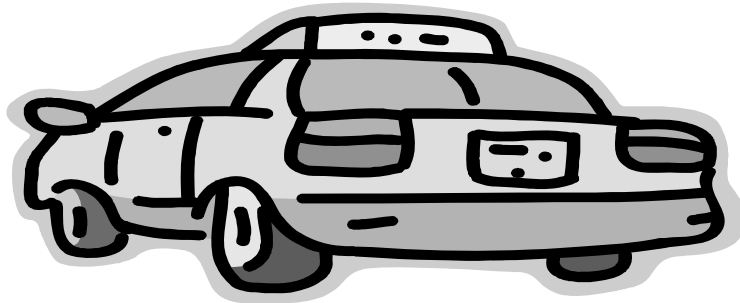
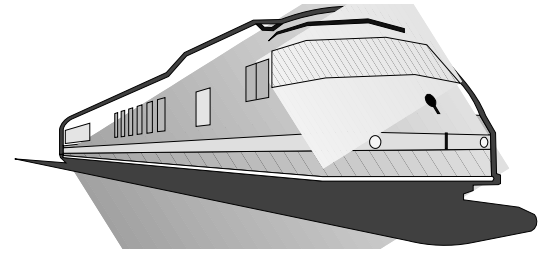
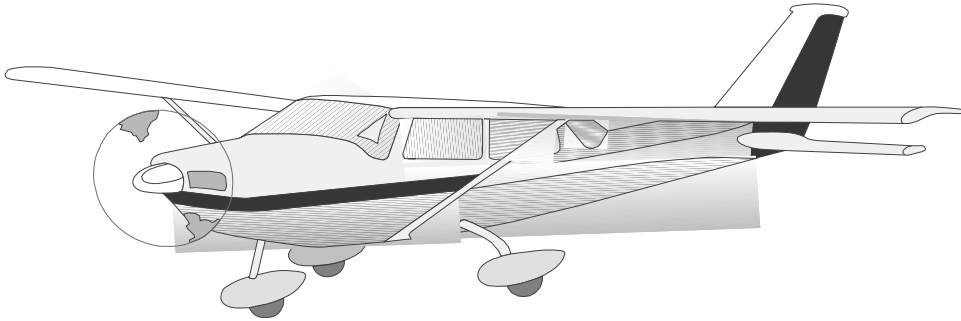
- Meal allowances while in travel status:
 - Breakfast - \$ 6.00 – Before 6:00AM, beyond 8:00AM
 - Lunch - \$11.00 – Before 12:00PM, beyond 2:00PM
 - Dinner - \$19.00 – Before 6:00PM, beyond 8:00PM
- Meals that are routinely provided to all patrons by a lodging establishment or airline are **not** required to be deducted from per diem or meal allowances
- Travelers are not eligible for reimbursement of meals included in a registration fee paid by the State



“Failure is not an option.”



Modes of Transportation



“Failure is not an option.”

**GET A
PLAN!**
FloridaDisaster.org

Commercial Rental Cars

- **Use of the State Rental Vehicle Contract is required:**
 - Currently AVIS
 - Register to become an AVIS preferred customer
 - Must justify when contract is not used
 - Must use compact (class B) car unless justified
 - Insurance is covered under State contract - Decline optional insurance coverage
 - Cannot use the P-Card for personal rentals

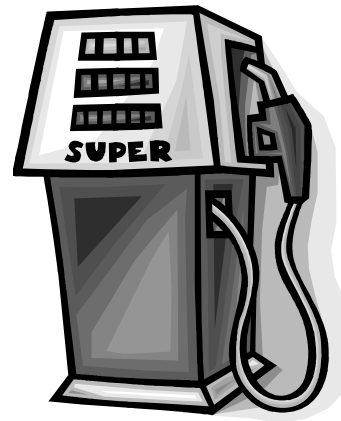


“Failure is not an option.”



Commercial Rental Cars

- **Gasoline Purchases:**
 - Can be placed on P-Card for Avis Rentals only
 - Purchases must be included on Travel Voucher



“Failure is not an option.”

**GET A
PLAN!**
FloridaDisaster.org

Incidental Expenses

| Expense | Receipt Requirement (Per Occurrence) | Reimbursement Guidelines | Justification Required? |
|-------------------------------|--------------------------------------|---|---|
| Taxi Fares/Tolls | In excess of \$25 | NA | No |
| Parking | In excess of \$25 | Long term parking should always be used | Valet, short term, and metered parking requires justification |
| Communication (Telephone/Fax) | If available | Charges must be for business purposes only | Yes |
| Portage | NA | \$1.00 per bag up to 5 bags per occurrence | More than 2 bags require justification |
| Tips/ Gratuities | NA | <ul style="list-style-type: none"> • Taxi tips up to 15% of fare • Airport shuttle up to \$1 per trip • Mandatory valet parking up to \$1 per occasion | No |



“Failure is not an option.”

GET A PLAN!
FloridaDisaster.org

Signature Requirements



“Failure is not an option.”

**GET A
PLAN!**
FloridaDisaster.org

Reimbursement of Travel Expenses



“Failure is not an option.”

**GET A
PLAN!**
FloridaDisaster.org

TOP SECTION – ALL CELLS MUST BE COMPLETED

| Request Date | Name | ID Number | Agency | Bureau / Area | Unit | |
|------------------|----------------|----------------|-------------|-------------------|-------------|-----------------------|
| 01/00/00 | 0 | 0 | 0 | 0 | 0 | |
| Departure Date | Departure Time | Return Date | Return Time | # of Days | # of Nights | Official Headquarters |
| 01/00/00 | 12:00 AM | 01/00/00 | 12:00 AM | 1 | 0 | 0 |
| Type of Traveler | | Type of Travel | | Residence (City): | | |
| | | 0 | | | | |



“Failure is not an option.”

**GET A
PLAN!**
FloridaDisaster.org

BODY OF THE VOUCHER

| Date | Hour of Departure or Hour of Return | From (Point of Origin) | To (Destination) |
|-----------|-------------------------------------|------------------------|------------------|
| 1/15/2009 | 5:00AM | Tallahassee | Miami |
| 1/18/2009 | 6:30AM | Miami | Tallahassee |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- Dates you leave and return
- Times you leave and return
- Departure city
- Destination city



“Failure is not an option.”



Include all meals, hotels and mode of transportation

Input DOT Mileage or MapQuest Mileage

| Class A&B Meals | Lodging | Per Diem | Mode | Mode Total | Privately Owned Vehicle Map Mileage | Privately Owned Vehicle Vicinity Mileage |
|-----------------|---------|----------|------|------------|-------------------------------------|--|
| \$ 36.00 | PCard | | AVIS | Pcard | 512 | 23 |
| | PCard | \$ 80.00 | AVIS | Pcard | 512 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |



“Failure is not an option.”

**GET A
PLAN!**
FloridaDisaster.org

Page 2

Common Carrier or State Vehicle

| Travel Performed by Common Carrier or State Vehicle | | | | | |
|---|---------------------------------|------|----|--|--------|
| This section required to be completed only when common carrier is billed directly to the state agency | | | | | |
| Date | Ticket # or State VehicleNumber | From | To | Name of Common Carrier or State Agency | Amount |
| | | | | | \$ - |
| | | | | | \$ - |



“Failure is not an option.”



Include all charges made on your P-card

| 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 | Notes | Expense Type | Amount |
| 1/15/2009 | Shell | | fuel | \$ 24.25 |
| 1/18/2009 | Hampton Inn | 2 nights | hotel | \$ 297.00 |
| 1/18/2009 | BP | | fuel | \$ 27.00 |
| 1/18/2009 | Avis | | rental car | \$ 94.25 |
| | | | | \$ - |
| | | | | \$ - |

Receipts must match

“Failure is not an option.”



Itemized Receipts

| Itemized Receipts | | | | |
|---|-------------------------|-------|--------------|---------|
| This section required to be completed only when seeking reimbursement for expenses not paid by the State of Florida | | | | |
| Date | Merchant / Vendor | Notes | Expense Type | Amount |
| 1/15/2009 | Sunpass | | tolls | \$ 2.00 |
| 1/17/2009 | Miami Convention Center | | parking | \$ 5.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |



“Failure is not an option.”



Signature Requirements



“Failure is not an option.”

**GET A
PLAN!**
FloridaDisaster.org

SIGNATURES

I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes. I acknowledge this travel is mission critical to our agency.

TRAVELERS SIGNATURE, TITLE & DATE:



“Failure is not an option.”



SIGNATURES

- Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the travel was on official business of the State of Florida and was for the purpose(s) stated above.

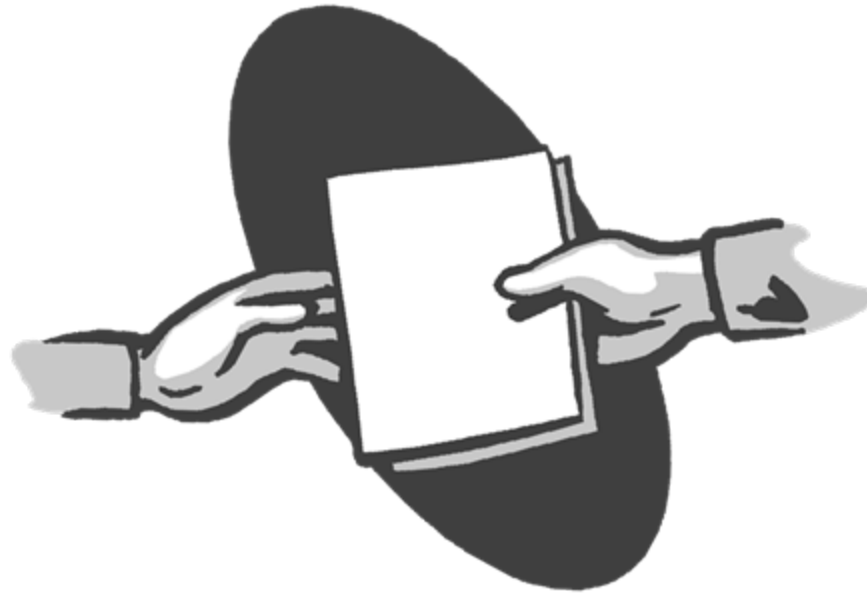
SUPERVISOR'S SIGNATURE, TITLE & DATE:



“Failure is not an option.”



Submittal of Travel Voucher



“Failure is not an option.”

**GET A
PLAN!**
FloridaDisaster.org

Get a FAMILY Plan | Get a BUSINESS Plan | Visit SEERT

Monday, Jul

FLORIDA **DISASTER**.org

Florida Division of Emergency Management

GET A PLAN!
FloridaDisaster.org



Get a FAMILY Plan



Get a BUSINESS Plan

