



**Division of Emergency Management**

**Travel Policy Revisions**

**April 20, 2010**

# Travel Policy Revision Committee Members

- John Cherry
- Cherie Trainor
- Lauren McKeague
- Chris Day
- Wilma Spence
- Deborah Hanley
- Lisa Thompson
- Jack Dahlmann
- Lorraine Foley-Stuart

## Travel Policy Revision Goals

- Address hotel room rate concerns.
- Address room sharing concerns.
- Address legal issues regarding use of Privately Owned Vehicles.
- Ensure continued cost savings while making travel policy more employee friendly.
- Ensure policy addresses and ensures safety and well being of employees on travel status.
- Trust employees to make good decisions and use good judgment on travel.



## Request for Travel Authorization (RTA)

- Must be submitted no sooner than thirty (30) days and no later than ten (10) prior to departure date for approval.
- Quarterly Travel Plans:
  - Must be submitted by each bureau for approval by Director or his/her designee.
  - Travel that is part of each bureau's approved quarterly travel plan only needs to be approved by the supervisor and bureau chief.
- Director or his/her designee only approves: International, Out of State, Conference and Convention travel and travel not approved per each bureau's quarterly travel plan.



## Travelers Responsibilities on RTA

- Fill in all applicable slots on RTA.
- Ensure your safety while on travel and the cost effectiveness of your travel using DEM funding.
- Ensure RTA is routed to appropriate staff in your bureau or office.
- Strong mission critical statement. Ask yourself, “Why is this travel critical to the state and DEM’s mission?”
- **IMPORTANT:** It is the travelers ultimate responsibility to make sure their RTA is approved. **Do not leave on travel until the RTA is approved by all required parties and received by DEM Travel. Again, this is the travelers responsibility.**





**STATE OF FLORIDA  
Request for Travel Authorization**



General Info	<b>Request Date</b>	<b>Name</b>	<b>ID Number</b>	<b>Agency</b>	<b>Bureau / Area</b>	<b>Unit</b>	<b>Official Headquarters</b>	
	04/15/10	WHO AM I	MY ID #	Emergency Management	Pick One	Pick One	Pick One	
	<b>Departure Date</b>	<b>Departure Time</b>	<b>Return Date</b>	<b>Return Time</b>	<b># of Days</b>	<b># of Nights</b>	<b>Type of Travel</b>	
					1	0	Regular	
	<b>Destination</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Max Per Diem (No Lodging)</b>	<b>Meals &amp; Per Diem</b>	
						\$0.00	\$80.00	
	<b>Lodging</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Rate</b>	<b>Lodging Total</b>	
						\$0.00	\$0.00	
	<b>Registration Fee:</b>						\$0.00	
	<b>Lodging Justification if nightly rate is over \$150 per night or if hotel rate includes valet or resort fees.</b>							
Mode of Travel	<b>Mileage and Other Charges</b>		<b>Fuel Cost Estimator</b>		<b>Mode of Travel Cost Estimator</b>			
	Total Miles Round Trip	0	Fuel-CPG	\$3.10	MODE	Per Mile/Day/Flight	Mode Costs (Includes Maintenance & Fuel)	
			Fuel-MPG	20	State Vehicle		\$0.00	
	Parking (Hotel and Offsite)	\$ -	Fuel Total	\$0.00	Rental Cost-Per day	\$25.75	\$25.75	
	Tolls	\$ -	Estimate fuel when using state or rental vehicle		Privately Owned Vehicle (POV) Per mile	\$0.445	\$0.00	
	Taxi/Shuttle	\$ -			Flight Cost			
	Internet Fees	\$ -			Mode Selected	State Vehicle		
	<b>Mode of Transportation Justification when Flying or Using Privately Owned Vehicles</b>					<b>Total Mode Cost</b>	\$0.00	
	Car Pooling		If Yes, with whom:					
	Pick One							
<b>Purpose of Mission Critical Travel &amp; Benefit to State:</b>					<b>Total Estimated Cost</b>	<b>\$80.00</b>		
I herby certify that travel as shown above is to be incurred in connection with official business of the State. Also, I acknowledge I have completed the estimated costs with the best information available to me at this time. I acknowledge this travel is mission critical to our agency.								
Approvals	Signed	Required for all travel						
	Supervisor	All travel						
	Bureau Chief	All travel						
	Director	International, Out of State, all Conference and Convention, and travel not approved per each Bureau's quarterly travel plan. Version: 20100420						



# Mission Critical Travel and Justification

- All RTA's must have a mission critical travel statement tied to the travel memo.

OR

- Provide specific statutory or federal requirement language on the RTA.
- Keep it short and succinct, but make sure your statement is good or it will be returned.



**MEMORANDUM**

TO: All DEM Personnel

FROM: David Halstead, Interim Director 

DATE: April 21, 2010

SUBJECT: Travel Requirements Related to Chapter 2009-82 (Section 58), Laws of Florida

Pursuant to travel restrictions imposed by Chapter 2009-82 (Section 58), Laws of Florida, until July 1, 2010, please be advised that "funds may not be used to pay for travel by state employees to foreign countries, other states, conferences, staff training activities, or other administrative functions unless the agency head has approved in writing that such activities are critical to the agency's mission." Consistent with Chapter 2009-58, all travel vouchers must contain a statement describing how the travel activity is critical to the agency's mission on the Division's "Request for Travel" form in the "Purpose of Mission Critical Travel & Benefit to State" section. Therefore, travel shall not be authorized by a manager unless they have made a determination that the travel being approved is mission-critical.

To assist all managers and bureau chiefs in making this determination, examples of mission critical travel include: federal grant monitoring, programmatic site inspections, disaster preparedness exercises that require deployment of equipment and personnel, federal and state emergency preparedness training, federal Department of Homeland Security funding meetings, State Emergency Response Commission meetings, shelter surveys and construction activities, and community outreach preparedness efforts. Travel by regional coordinators within their regions and travel by recovery staff related to disaster recovery efforts, including public assistance coordinators, is mission-critical. For all other travel, I direct each bureau chief to utilize teleconferencing and other forms of electronic communication to meet the needs of the proposed activity before approving mission-critical travel.

If you have any questions regarding this memorandum, please contact John Cherry at 850-413-9839 or at [John.Cherry@em.myflorida.com](mailto:John.Cherry@em.myflorida.com). Again, no travel will be authorized unless it is mission critical to this agency.

DH/JMC/ab

I have read the above travel requirements as outlined in Chapter 2009-82, (Section 58) Laws of Florida and set forth by the Director of the Division and agree to abide by them in all requests to travel.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

FLORIDA RECOVERY OFFICE • DIVISION HEADQUARTERS • STATE LOGISTICS RESPONSE CENTER  
 28 Skyline Drive      2568 Shumard Oak Boulevard      2702 Directors Row  
 Lake Mary, FL 32748-8201      Tallahassee, FL 32309-2100      Orlando, FL 32809-5631  
 Tel: 850-413-9869 • Fax: 850-488-1016  
[www.FloridaDisaster.org](http://www.FloridaDisaster.org)



# Tolls

- All state vehicles are equipped with SunPass transponders for tolls during travel.
- People using AVIS for travel have the following choices:
  - Check out a SunPass from logistics.
  - Pay for tolls in cash and obtain receipts for reimbursement.
  - If you do not check out a SunPass from logistics you will be liable if eToll charges are incurred on the vehicle you rent.
- Use the SunPass link on the RTA to estimate your tolls to and from your location. (Excluding vicinity tolls.) Include the estimate on your RTA.



# Car Pooling

- No changes.
  - “When two or more Division staff travel to the same event, Car Pooling is required. Necessary conflicts in travel days/times may be a justifiable reason for exception when approved by the Bureau Chief or their designee.”
  - Cross-bureau coordination is important for staff from multiple bureau’s attending the same meeting or event.



## Room Rates

- Required room rate of \$99 or less has been eliminated.
- New requirement is \$150 or less, however:
  - “In the event that an employee is unable to find a rate under \$100.00 per night within a reasonable distance (10 miles or less) from their destination they may secure a rate over \$100.00 without additional approval.”
  - “However, employees should be aware that supervisors and the travel unit will randomly audit requests that look high for certain areas and if a cheaper rate is found at a comparable hotel in the area the reservation will need to be changed.”



## Other Fees

- Other fees charged by lodging establishments: When booking travel employees should closely research and try to keep additional charges at their lodging choice to a minimum. These types of charges include:
  - Resort Fees
  - Self Parking/Mandatory Valet Fees
  - Internet Usage Charges



## Resort Fees

- “More and more lodging establishments are adding on “resort fees” to their nightly rates for the use of exercise equipment, free beverages, use of concierge lounges and other amenities. **Resort fees will not be reimbursed by the Division, so it is the employee’s responsibility to ensure their lodging choice does not charge one.**”



## Internet Usage

- While on travel status employees may need access to the internet to perform work related duties.
- Internet usage charges will only be reimbursed for staff who are not issued a Blackberry or AirCard and when the internet charge is justified by the employee and approved by their supervisor as critical to their job duties while on travel status prior to their departure.
- Any departure from this part of the policy will be taken on a case by case basis and can be approved by the bureau chiefs. *(Justification Required)*



# Parking

- Hotel Mandatory Valet Parking – Charges must be listed and pre-approved as part of the RTA or they will not be allowed.
- Hotel Self Parking Fees – Charges must be listed and pre-approved as part of the RTA or they will not be allowed.
- Also do your best to include any estimated parking fees for other destinations during travel.



## Use of Tax Exempt Card

- Each employee will be provided a laminated tax exempt card.
- Card should be presented at the establishment where you will be lodging at check in so the taxes can be removed from your final bill.
- The Division recognizes that some establishments will not accept these tax exempt cards and if not that should be noted on the Travel Reimbursement Form (TRV) when the employee returns and is seeking reimbursement.



## Room Cancellation

- Employees should closely review their hotels cancellation policy.
- When booking travel employees should seek out hotels with maximum flexibility for cancellation so that the Division will not incur charges if an employee has to cancel or modify their travel plans.
- Employees who do not have an approved request to travel authorization (RTA) form at the time of booking a hotel room will accept personal responsibility for the fees if cancellation is required and a refund cannot be obtained.

## Hotel Rooms Shared by Multiple Travelers

- When a hotel room is shared by multiple travelers 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.
- Sharing of hotel rooms is not required as part of this policy.



## Complimentary Rooms

- When an employee is given a complimentary room due to the position or job duties within the Department, the employee may request reimbursement only for meals on those days that the complimentary rooms were received.
- Reimbursement cannot be claimed at the per diem rate under this circumstance.



## Use of Privately Owned Vehicles for Travel

- Due to liability concerns the Division will no longer allow the use of privately rented or owned vehicles for state business.
- Exceptions may be granted by the Director or his/her designee if:
  - The traveler provides proof of insurance on their vehicle for business purposes.
  - It is the most cost effective method of travel.



## Request for Reimbursement of Travel Expenses

- Must be completed and submitted to the Division's travel unit within two (2) business days from the day of return from travel.
- In no case should a voucher extend beyond a 30 day period.
- A statement of benefits accruing to the State of Florida by virtue of attendance at a conference or convention is required on the Voucher along with a copy of the official agenda for Reimbursement of Travel Expenses. (Mission Critical Statement from RTA)





## Booking a Hotel (Government Rates)

- Two Examples:
- Hilton
  - [www.Hilton.com](http://www.Hilton.com)
- Marriott
  - [www.Marriott.com](http://www.Marriott.com)
- When booking reduced rates make sure there is not an advance payment required that is not refundable if you do not show.
- Do not use Priceline, Expedia or Travelocity unless cancellation rules allow for day before or same day cancellation.



# Hotel Rating Services

- Trip Advisor
  - [www.TripAdvisor.com](http://www.TripAdvisor.com)
- TravelPost.com
  - [www.TravelPost.com](http://www.TravelPost.com)
- If you have never stayed at the hotel or in the area that you are travelling these services are good to learn more from people who have stayed at the hotel.



## Failure to Follow Policy

- “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 and will be subject to disciplinary action up to and including termination.”



# Questions

