



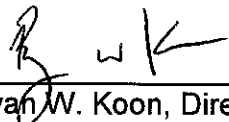
STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

TRAVEL POLICY
(Effective October 14, 2011)


Bryan W. Koon, Director

I. PURPOSE: This procedure establishes Florida Division of Emergency Management (Division) policy and procedures for authorizing and obtaining reimbursement for official travel expenses by Division employees and other authorized persons.

II. SUPERSESSSION: This procedure supersedes the Division's "Travel - Reimbursement and Payment of Travel Expenses" dated April 21, 2010 and Memorandum re Mission Critical Travel dated July 27, 2010.

III. GENERAL PRINCIPLES: All travel must be made in compliance with Sec. 112.061, Florida Statutes and Chapter 69I-42, Florida Administrative Code. Each person will be responsible for the determination and use of the most efficient and economical mode of travel. All travel performed on behalf of the Division should be the most effective and efficient to the State and deemed mission critical. 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.

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.

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 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. 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. In

addition, any employee making a false claim for reimbursement of travel expense or in violation of the provisions outlined in this policy shall be subject to disciplinary action as provided in the Division's personnel policies.

IV. MISSION CRITICAL TRAVEL

Pursuant to Chapter 2011-47, §70, Laws of Florida, until July 1, 2012, 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 2011-047, all Requests for Travel Authorization (RTA) must contain a statement describing how the travel activity is critical to the agency's mission on the Division's RTA form in the "Purpose of Mission Critical Travel & Benefit to State" section. Therefore, travel shall not be authorized unless a determination has been made 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 travel to (1) conferences, (2) staff-training activities and/or (3) administrative functions. For the Division, the specific types of mission-critical travel include: a) federal grant monitoring; b) programmatic site inspections; c) disaster preparedness exercises that require deployment of equipment and personnel; d) federal and state emergency preparedness training; e) federal Department of Homeland Security funding meetings; f) State Emergency Response Commission meetings; g) shelter surveys and construction activities; h) community outreach preparedness efforts; i) travel by regional coordinators within their regions; j) travel by recovery staff related to disaster recovery efforts; and k) any specific activities required pursuant to Chapter 252, Florida Statutes.

V. WAIVERS

The Division Travel Policy may be waived when the Governor declares a state of emergency by 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. Travel Reimbursement Vouchers (TRV) shall list the incident name and EM Constellation number in the purpose and benefit section. TRV and receipt submittal timeframes shall apply. The Travel Policy shall be reconstituted during the recovery phase as directed by State Coordinating Officer.

VI. TRAVEL REIMBURSEMENT REVOLVING FUND

The Division Travel Reimbursement Revolving Fund is established pursuant to Section 17.58(2) F.S, Section 216.271 F.S, and Chapter 69I-23, Florida Administration Code, to expedite travel reimbursements for Division employees. The Financial Administrator will be responsible for administration of this fund. See **Appendix F** to this Policy.

VII. EMERGENCY MUTUAL AID COMPACT (EMAC) TRAVEL

The employee may not commence EMAC travel prior to obtaining approval by the SERT Chief, or his/her designee. The traveler shall indicate both the incident name and the EM Constellation Mission number in the purpose and benefit sections of the TRV.

VIII. POLICY APPENDICES

The following Appendices are incorporated into the Division's Travel Policy:

Appendix A	Sec.112.061, Fla. Stat. (2011) & 69I-42, F.A.W.
Appendix B	Avis Specific Guidance
Appendix C	Request for Travel Authorization
Appendix D	Travel Reimbursement Voucher
Appendix E	Advance of Funds for Travel Expenses
Appendix F	Travel Reimbursement Revolving Fund

2. A person who is called upon by an agency to contribute time and services as consultant or adviser.
3. A person who is a candidate for an executive or professional position.
- (f) Traveler—A public officer, public employee, or authorized person, when performing authorized travel.
- (g) Travel expense, 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.
- (h) Common carrier—Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
- (i) Travel day—A period of 24 hours consisting of four quarters of 6 hours each.
- (j) Travel period—A period of time between the time of departure and time of return.
- (k) Class A travel—Continuous travel of 24 hours or more away from official headquarters.
- (l) Class B travel—Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
- (m) Class C travel—Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.
- (n) Foreign travel—Travel outside the United States.

(3) AUTHORITY TO INCUR TRAVEL EXPENSES.—

(a) All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid. The head of the agency shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the state and also stating the purpose of such travel.

(b) Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed by this section.

(c) Travel by public officers or employees serving temporarily in behalf of another agency or partly in behalf of more than one agency at the same time, or authorized persons who are called upon to contribute time and services as consultants or advisers, may be authorized by the agency head. Complete explanation and justification must be shown on the travel expense voucher or attached thereto.

(d) Travel expenses of public employees for the sole purpose of taking merit system or other job placement examinations, written or oral, shall not be allowed under any circumstances, except that upon prior written approval of the agency head or his or her designee, candidates for executive or professional positions may be allowed travel expenses pursuant to this section.

(e) Travel expenses of public officers or employees for the purpose of implementing, organizing, directing, coordinating, or administering, or supporting the implementation, organization, direction, coordination, or administration of, activities related to or involving travel to a terrorist state shall not be allowed under any circumstances. For purposes of this section, "terrorist state" is defined as any state, country, or nation designated by the United States Department of State as a state sponsor of terrorism.

(f) The agency head, or a designated representative, may pay by advancement or reimbursement, or a combination thereof, the costs of per diem of travelers for foreign travel at the current rates as

specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)" and incidental expenses as provided in this section.

(g) A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of the agency may continue to receive subsistence as provided in subsection (6) during this period of illness or injury until such time as he or she is able to perform the official business of the agency or returns to his or her official headquarters, whichever is earlier. Such subsistence may be paid when approved by the agency head or his or her designee.

(h) The State Surgeon General or a designee may authorize travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health. The Department of Health may establish rates lower than the rate provided in this section for these travel expenses.

(4) OFFICIAL HEADQUARTERS.—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:

(a) The official headquarters of a person located in the field shall be the city or town nearest to the area where the majority of the person's work is performed, or such other city, town, or area as may be designated by the agency head provided that in all cases such designation must be in the best interests of the agency and not for the convenience of the person.

(b) When any state employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town shall be deemed to be the employee's official headquarters, and he or she shall not be allowed per diem or subsistence, as provided in this section, after the said period of 30 continuous workdays has elapsed, unless this period of time is extended by the express approval of the agency head or his or her designee.

(c) A traveler may leave his or her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from regular duties shall be taken as annual leave and authorized in the usual manner. The traveler shall not be reimbursed for travel expenses in excess of the established rate for per diem allowable had he or she remained at his or her assigned post. However, when a traveler has been temporarily assigned away from his or her official headquarters for an approved period extending beyond 30 days, he or she shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period actually taken to his or her home in addition to pay and allowances otherwise provided.

(5) COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT.—For purposes of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

(a) The travel day for Class A travel shall be a calendar day (midnight to midnight). The travel day for Class B travel shall begin at the same time as the travel period. For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. Class A and Class B travel shall include any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.

(b) A traveler shall not be reimbursed on a per diem basis for Class C travel, but shall receive subsistence as provided in this section, which allowance for meals shall be based on the following schedule:

1. Breakfast—When travel begins before 6 a.m. and extends beyond 8 a.m.
2. Lunch—When travel begins before 12 noon and extends beyond 2 p.m.
3. Dinner—When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.

No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved. The Chief Financial Officer shall establish a schedule for processing Class C travel subsistence payments at least on a monthly basis.

(6) RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE.—For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are provided as follows:

(a) All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide state business, which convention, conference, or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conducting such business, either of the following for each day of such travel at the option of the traveler:

1. Eighty dollars per diem; or
2. If actual expenses exceed \$80, the amounts permitted in paragraph (b) for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.

When lodging or meals are provided at a state institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this subsection.

(b) All travelers shall be allowed the following amounts for subsistence while on Class C travel on official business as provided in paragraph (5)(b):

1. Breakfast. \$6
2. Lunch. \$11
3. Dinner. \$19

(c) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the state.

(7) TRANSPORTATION.—

(a) All travel must be by a usually traveled route. In case a person travels by an indirect route for his or 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 by a usually traveled route. The agency head or his or her designee shall designate the most economical method of travel for each trip, keeping in mind the following conditions:

1. The nature of the business.
2. The most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required). When it is more efficient and economical to either the traveler or the agency head, jet service offered by any airline, whether on state contract or not, may be used when the cost is within an approved threshold determined by the agency head or his or her designee.
3. The number of persons making the trip and the amount of equipment or material to be transported.

(b) The Department of Financial Services may provide any form it deems necessary to cover travel requests for traveling on official business and when paid by the state.

(c) Transportation by common carrier when traveling on official business and paid for personally by the traveler, shall be substantiated by a receipt therefor. Federal tax shall not be reimbursable to the traveler unless the state and other public agencies are also required by federal law to pay such tax. In the event transportation other than the most economical class as approved by the agency head is provided by a common carrier on a flight check or credit card, the charges in excess of the most

economical class shall be refunded by the traveler to the agency charged with the transportation provided in this manner.

(d)1. The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the agency head or his or her designee. Whenever travel is by privately owned vehicle:

- a. A traveler shall be entitled to a mileage allowance at a rate of 44.5 cents per mile; or
- b. A traveler shall be entitled to the common carrier fare for such travel if determined by the agency head to be more economical.

2. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business and reimbursement is made pursuant to this paragraph, except as provided in subsection (8).

3. All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

(e) Transportation by chartered vehicles when traveling on official business may be authorized by the agency head when necessary or where it is to the advantage of the agency, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle pursuant to paragraph (d).

(f) The agency head or his or her designee may grant monthly allowances in fixed amounts for use of privately owned automobiles on official business in lieu of the mileage rate provided in paragraph (d). Allowances granted pursuant to this paragraph shall be reasonable, taking into account the customary use of the automobile, the roads customarily traveled, and whether any of the expenses incident to the operation, maintenance, and ownership of the automobile are paid from funds of the agency or other public funds. Such allowance may be changed at any time, and shall be made on the basis of a signed statement of the traveler, filed before the allowance is granted or changed, and at least annually thereafter. The statement shall show the places and distances for an average typical month's travel on official business, and the amount that would be allowed under the approved rate per mile for the travel shown in the statement, if payment had been made pursuant to paragraph (d).

(g) No contract may be entered into between a public officer or employee, or any other person, and a public agency, in which a depreciation allowance is used in computing the amount due by the agency to the individual for the use of a privately owned vehicle on official business; provided, any such existing contract shall not be impaired.

(h) No traveler shall be allowed either mileage or transportation expense when gratuitously transported by another person or when transported by another traveler who is entitled to mileage or transportation expense. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight under this subsection.

(8) OTHER EXPENSES.—

(a) The following incidental travel expenses of the traveler may be reimbursed:

1. Taxi fare.
2. Ferry fares; and bridge, road, and tunnel tolls.
3. Storage or parking fees.
4. Communication expense.

5. Convention registration fee while attending a convention or conference which will serve a direct public purpose with relation to the public agency served by the person attending such meetings. A traveler 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 participation of the agency in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary. However, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in subsection (6).

(b) Other expenses which are not specifically authorized by this section may be approved by the Department of Financial Services pursuant to rules adopted by it. Expenses approved pursuant to this paragraph shall be reported by the Department of Financial Services to the Auditor General annually.

(9) RULES.—

(a) The Department of Financial Services shall adopt such rules, including, but not limited to, the general criteria to be used by a state agency to predetermine justification for attendance by state officers and employees and authorized persons at conventions and conferences, and prescribe such forms as are necessary to effectuate the purposes of this section. The department may also adopt rules prescribing the proper disposition and use of promotional items and rebates offered by common carriers and other entities in connection with travel at public expense; however, before adopting such rules, the department shall consult with the appropriation committees of the Legislature.

(b) Each state agency shall adopt such additional specific rules and specific criteria to be used by it to predetermine justification for attendance by state officers and employees and authorized persons at conventions and conferences, not in conflict with the rules of the Department of Financial Services or with the general criteria to be used by a state agency to predetermine justification for attendance by state officers and employees and authorized persons at conventions, as may be necessary to effectuate the purposes of this section.

(10) FRAUDULENT CLAIMS.—Claims submitted pursuant to this section shall not be required to be sworn to before a notary public or other officer authorized to administer oaths, but any claim authorized or required to be made under any provision of this section shall contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties and shall be verified by a written declaration that it is true and correct as to every material matter; and any person who willfully makes and subscribes any such claim which he or 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 the preparation or presentation under the provisions of this section of a claim which is fraudulent or is 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, is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

(11) TRAVEL AUTHORIZATION AND VOUCHER FORMS.—

(a) *Authorization forms.*—The Department of Financial Services shall furnish a uniform travel authorization request form which shall be used by all state officers, employees, and authorized persons when requesting approval for the performance of travel to a convention or conference. The form shall include, but not be limited to, provision for the name of each traveler, purpose of travel, period of travel, estimated cost to the state, and a statement of benefits accruing to the state by virtue of such travel. A copy of the program or agenda of the convention or conference, itemizing registration fees and

any meals or lodging included in the registration fee, shall be attached to, and filed with, the copy of the travel authorization request form on file with the agency. The form shall be signed by the traveler and by the traveler's supervisor stating that the travel is to be incurred in connection with official business of the state. The head of the agency or his or her designated representative shall not authorize or approve such request in the absence of the appropriate signatures. A copy of the travel authorization form shall be attached to, and become a part of, the support of the agency's copy of the travel voucher.

(b) *Voucher forms.*—

1. The Department of Financial Services shall furnish a uniform travel voucher form which shall be used by all state officers, employees, and authorized persons when submitting travel expense statements for approval and payment. No travel expense statement shall be approved for payment by the Chief Financial Officer unless made on the form prescribed and furnished by the department. The travel voucher form shall provide for, among other things, the purpose of the official travel and a certification or affirmation, to be signed by the traveler, indicating the truth and correctness of the claim in every material matter, that the travel expenses were actually incurred by the traveler as necessary in the performance of official duties, that per diem claimed has been appropriately reduced for any meals or lodging included in the convention or conference registration fees claimed by the traveler, and that the voucher conforms in every respect with the requirements of this section. The original copy of the executed uniform travel authorization request form shall be attached to the uniform travel voucher on file with the respective agency.

2. Statements for travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health shall be on forms approved by the Department of Financial Services.

(12) **ADVANCEMENTS.**—Notwithstanding any of the foregoing restrictions and limitations, an agency head or his or her designee may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. 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 or her duties.

(13) **DIRECT PAYMENT OF EXPENSES BY AGENCY.**—Whenever an agency requires an employee to incur either Class A or Class B travel on emergency notice to the traveler, such traveler may request the agency to pay his or her 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 authorized pursuant to this section. In emergency situations, the agency head or his or her designee may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total amount authorized for meals each day. The agency head or his or her designee may also grant prior approval for a state 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 the direct payment of travel expenses. The provisions of this subsection shall not be deemed to apply to any legislator or to any employee of the Legislature.

(14) **APPLICABILITY TO COUNTIES, COUNTY OFFICERS, DISTRICT SCHOOL BOARDS, SPECIAL DISTRICTS, AND METROPOLITAN PLANNING ORGANIZATIONS.**—

(a) The following entities may establish rates that vary from the per diem rate provided in paragraph (6)(a), the subsistence rates provided in paragraph (6)(b), or the mileage rate provided in paragraph (7)(d) if those rates are not less than the statutorily established rates that are in effect for the 2005-2006 fiscal year:

1. The governing body of a county by the enactment of an ordinance or resolution;
2. A county constitutional officer, pursuant to s. 1(d), Art. VIII of the State Constitution, by the establishment of written policy;
3. The governing body of a district school board by the adoption of rules;
4. The governing body of a special district, as defined in s. 189.403(1), except those special districts that are subject to s. 166.021(9), by the enactment of a resolution; or
5. Any metropolitan planning organization created pursuant to s. 339.175 or any other separate legal or administrative entity created pursuant to s. 339.175 of which a metropolitan planning organization is a member, by the enactment of a resolution.

(b) Rates established pursuant to paragraph (a) must apply uniformly to all travel by the county, county constitutional officer and entity governed by that officer, district school board, special district, or metropolitan planning organization.

(c) Except as otherwise provided in this subsection, counties, county constitutional officers and entities governed by those officers, district school boards, special districts, and metropolitan planning organizations, other than those subject to s. 166.021(9), remain subject to the requirements of this section.

(15) **CLASS C TRAVEL.**—Moneys appropriated from the State Treasury may not be used to pay per diem or subsistence related to Class C travel.

History.—ss. 1, 3, ch. 22830, 1945; ss. 1, 2, 3, ch. 23892, 1947; ss. 1, 3, ch. 25040, 1949; ss. 1, 3, ch. 26910, 1951; s. 1, ch. 28303, 1953; s. 1, ch. 29628, 1955; s. 1, ch. 57-230; s. 1, ch. 61-183; s. 1, ch. 61-43; s. 1, ch. 63-5; s. 1, ch. 63-192; s. 1, ch. 63-122; s. 1, ch. 63-400; ss. 2, 3, ch. 67-371; ss. 1, 2, ch. 67-2206; s. 1, ch. 69-193; s. 1, ch. 69-381; ss. 12, 23, 31, 35, ch. 69-106; s. 65, ch. 71-136; s. 1, ch. 72-213; s. 1, ch. 72-217; s. 1, ch. 72-324; s. 26, ch. 72-404; s. 1, ch. 73-169; s. 1, ch. 74-15; s. 1, ch. 74-246; s. 1, ch. 74-365; ss. 1, 2, ch. 75-33; s. 1, ch. 76-166; s. 2, ch. 76-208; ss. 1, 2, ch. 76-250; s. 1, ch. 77-174; s. 1, ch. 77-231; ss. 1, 2, ch. 77-437; s. 2, ch. 78-95; s. 51, ch. 79-190; s. 1, ch. 79-205; s. 1, ch. 79-303; s. 1, ch. 79-412; ss. 1, 2, ch. 81-207; ss. 1, 2, ch. 83-307; s. 1, ch. 85-140; s. 1, ch. 87-407; s. 4, ch. 88-235; s. 12, ch. 89-291; s. 18, ch. 91-45; s. 1, ch. 94-139; s. 1403, ch. 95-147; s. 26, ch. 95-312; s. 5, ch. 96-310; s. 43, ch. 96-399; s. 23, ch. 98-136; s. 9, ch. 99-8; s. 7, ch. 99-155; s. 16, ch. 99-399; ss. 48, 53, ch. 2001-254; ss. 46, 79, ch. 2002-402; s. 2, ch. 2003-125; s. 123, ch. 2003-261; s. 49, ch. 2003-399; s. 5, ch. 2004-5; s. 32, ch. 2004-269; s. 23, ch. 2005-71; s. 12, ch. 2006-1; s. 6, ch. 2006-18; ss. 14, 53, ch. 2006-26; s. 1, ch. 2006-41; s. 3, ch. 2006-54; s. 2, ch. 2007-196; s. 6, ch. 2008-6; s. 13, ch. 2008-153; s. 2, ch. 2010-4; s. 4, ch. 2011-143.

69I-42.001 Applicability.

These rules shall apply to all state agencies in the payment of travel expenses from such state agencies' funds unless such expenses are otherwise provided by law.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061 FS. History--New 3-5-90, Formerly 3A-42.001.

69I-42.002 Definitions.

The terms defined in Section 112.061(2), Florida Statutes, shall have the same meanings when used in this chapter and are incorporated herein by reference. Additionally the following terms shall have the following meanings:

- (1) "Actual point of origin" means the geographic location where the travel begins, which is other than the "point of origin" as defined in subsection (15) hereof.
- (2) "Chief Financial Officer" or "Department" shall mean the State of Florida, Department of Financial Services or its statutorily appointed head, the Chief Financial Officer, and the terms shall have the same meaning and be used interchangeably.
- (3) "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.
- (4) "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.
- (5) "Emergency notice" means for purposes of Section 112.061(13), Florida Statutes, notification of less than twenty-four (24) hours prior to scheduled departure. Such notification may be written or oral.
- (6) "Emergency situation" means 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.
- (7) "Meal allowance" means the amount authorized by Section 112.061(6)(b), Florida Statutes, for each meal during the travel period.
- (8) "Most economical class of transportation" means the class having the lowest fare which is available.
- (9) "Most economical method of travel" means the mode of transportation (state owned vehicle, privately owned vehicle, common carrier, etc.) designated by an agency head in accordance with criteria prescribed by Section 112.061, Florida Statutes.
- (10) "Nonbusiness day" means, for a public officer or employee, a weekend or an authorized State holiday; for an authorized person means a day on which such person was not scheduled to be performing service or contributing time to an agency.
- (11) "Official headquarters" means the geographic location specified by Section 112.061(4), Florida Statutes.
- (12) "Per diem rate" means the amount authorized by Section 112.061(6)(a), Florida Statutes.
- (13) "Personal time" means the time outside the regular work-hours of a business day, a nonbusiness day or a day for which the officer or employee had prior approval for a leave of absence.
- (14) "Physically handicapped" means 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.
- (15) "Point of origin" means the geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination. (Refer to Attorney General Opinion 75-275.)

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061 FS. History—New 3-5-90, Formerly 3A-42.002.

691-42.003 Forms.

(1) The Voucher for Reimbursement of Travel Expenses, Form DFS-AA-15, (revised 07/06), is hereby incorporated by reference. Unless an alternative form is approved pursuant to this Section, Form DFS-AA-15 (07/06) shall be used by travelers when requesting claims for reimbursement of travel expenses and shall be prepared in strict compliance with Section 112.061, F.S. All copies or electronic transmissions of travel vouchers (Form DFS-AA-15 or other approved form) submitted to the Chief Financial Officer for reimbursement of travel expenses shall contain the signatures of the traveler and the official authorizing the travel. Travel vouchers on file at the agency shall contain the original signatures in written or electronic form. Other evidence of approval of the travel voucher by the supervisor will be accepted if a copy or electronic transmission of the travel voucher is not available and would result in an unreasonable delay in reimbursing the traveler. State agencies are authorized to omit an authorized traveler's social security number on Form DFS-AA-15 or other approved form if procedures, including security measures, are in place to correctly identify the authorized traveler. The authorized traveler's federal tax identification number will be required for entering the transaction into the State's accounting system.

(2) The Authorization to Incur Travel Expense, Form DFS-AA-13 (11/89), is hereby incorporated by reference as if fully set forth herein and shall be used by all state officers, employees, and authorized persons when requesting approval for the performance of travel to a convention or conference. The form shall be signed by such person and his supervisor, stating that the travel is to be incurred in connection with official business of the State, and the agency head or his designated representative shall not authorize or approve such request in the absence of the appropriate signatures.

(3) The Application for Advance on Travel Expenses, Form DFS-AA-25 (revised 07/98), is hereby incorporated by reference as if fully set forth herein and shall be used by all state officers and employees when requesting an advance for travel expenses to be incurred.

(4) The Department has prescribed certain forms and alternative methods of travel voucher information submission to be used in the processing of travel expenses. Agencies desiring to use an alternative form or method to meet agency unique needs shall first obtain the approval of the Department, which approval shall not be unreasonably withheld. Such requests shall be submitted in writing to:

Bureau of Auditing
Department of Financial Services
200 East Gaines Street
Tallahassee, Florida 32399-0355

Once approved, such alternative forms or methods may be used in lieu of the uniform form. Upon request, the uniform forms will be provided to agencies for duplicating purposes. Requests clearly indicating the form needed should be directed to:

Mail and Supply Center
Department of Financial Services
200 East Gaines Street
Tallahassee, Florida 32399-0317

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061 FS. History—New 3-5-90, Amended 1-8-95, 12-29-96, 1-7-98, 11-15-98, Formerly 3A-42.003, Amended 12-27-06.

69I-42.004 Conferences and Conventions.

(1) No public funds shall be expended for attendance at conferences or conventions unless:

(a) The main purpose of the conference or convention is in connection with the official business of the state and directly related to the performance of the statutory duties and responsibilities of the agency participating;

(b) The activity provides a direct educational or other benefit supporting the work and public purpose of the person attending;

(c) The duties and responsibilities of the traveler attending such meetings are compatible with the objectives of the particular conference or convention; and

(d) The request for payment of travel expenses is otherwise in compliance with these rules.

(2) An Authorization to Incur Travel Expenses, Form DFS-AA-13, shall be completed for each person who will be attending a conference or convention, which shall include a statement of the benefits accruing to the State of Florida by virtue of his attendance. This statement of benefits shall also be included on the Voucher for Reimbursement of Travel Expenses, DFS-AA-15, or a copy of Form DFS-AA-13 shall be provided. The original Form DFS-AA-13 shall be filed at the agency.

(3) A copy of only those pages of the program or agenda of the conference or convention itemizing the registration fees and any meals or lodging included in the registration fee shall be attached to the Form DFS-AA-15, and submitted for payment or shall be maintained at the agency.

(4) Agencies may pay the registration fee directly to the conference or convention sponsor or allow the traveler to include the registration fee in the calculation of his travel costs and reimburse the traveler.

(a) Requests for direct payment of a registration fee by the agency shall be vouchered in favor of the conference or convention sponsor or designee, shall list the traveler as a subvendor, including the traveler's social security number, name, appropriate travel object code, and cost of registration (pay and charge voucher). The voucher shall include a copy of the conference or convention registration form and a statement of the benefits accruing to the State by virtue of the traveler's attendance.

(b) Direct payment of registration fees shall not be requested earlier than twenty 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 Chief Financial Officer. Criteria for approval shall include discount for earlier payment and earlier payment required for a reservation.

(c) Agencies and travelers shall carefully evaluate the circumstances and risk of cancellation prior to making direct payment of a registration fee, in order to avoid or minimize any cancellation penalty or risk of loss of funds.

(d) If direct payment of a registration fee is made by an agency, the traveler's travel voucher shall indicate "Registration Fee Paid Direct by Agency" and shall also comply with subsections (2) and (3) of this rule by providing a statement of benefits to the State and a copy of the agenda of the conference or convention.

(5) 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. 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.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History—New 3-5-90, Amended 1-8-95, 12-29-96, Formerly 3A-42.004.

691-42.005 Travel Advances.

(1) 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. Other exceptions to this 80 percent restriction may be made if approved by the Chief Financial Officer. Requests for such approval must be in writing and must clearly demonstrate that the increased travel advance is in the best interest of the state. Approval will be in writing and must be included in the voucher submitted for travel advances.

(2) 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 Advance - Training, as appropriate.

(3) Each traveler requesting an advance shall properly complete and execute a Request for Travel Advance, Form DFS-AA-25, and the same shall be attached to the voucher requesting the advance.

(4) When the travel period has ended, the traveler shall properly complete the Voucher for Reimbursement of Travel Expenses, Form DFS-AA-15, and submit it to the authorizing agency within ten workdays of the traveler's return to headquarters. The traveler shall complete the portion of the travel voucher, Form DFS-AA-15, relating to the travel advance.

(a) If additional funds are due the traveler, the completed Form DFS-AA-15 shall be vouchered, clearly marked as a settlement of a travel advance and submitted to the Department.

(b) If a traveler was advanced funds in excess of the travel expenses allowed for a particular travel period, the agency shall obtain a refund from the traveler within ten workdays of the traveler's return to headquarters, and then prepare a cash refund journal voucher including as documentation the Forms DFS-AA-15 and DFS-AA-25.

(c) If the travel expenses claimed are equal to the amount of the advance, Form DFS-AA-15 shall be completed by the traveler and submitted to the Department by the agency within ten workdays of the traveler's return to headquarters.

(5) A travel advance may be made to an authorized person without regard to whether such person is filling an established position.

(6) 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 and approval of the Chief Financial Officer. Criteria for approval shall include discount airline tickets and multiple advances for extended trips.

(7) Travel advances shall not be requested earlier than 10 workdays before the travel period begins without a written justification of the circumstances which necessitate an exception to this restriction.

(8) Authorized travel advances made from approved revolving funds shall be settled through such revolving funds. At a minimum, they should be handled within the time limitations otherwise prescribed in this section. The agency administering the revolving fund may adopt more stringent requirements regarding the timing of the transactions.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History—New 3-5-90, Amended 1-8-95, 6-8-97, 1-7-98, Formerly 3A-42.005.

691-42.006 Per Diem and Subsistence Allowance.

(1) Travelers (Class A) who desire to claim reimbursement pursuant to Section 112.061(6)(a)2., Florida Statutes (actual lodging at the single occupancy rate plus meal allowances), for some periods and pursuant to Section 112.061(6)(a)1., Florida Statutes (per diem), for other periods while on the same trip may only change methods on a travel day basis (midnight to midnight).

(2) For Class A travel, lodging expenses shall be calculated on a travel day basis beginning on the day of departure, regardless of when such expenses are actually paid.

(3) No traveler shall be reimbursed for more than one lodging expense during any travel day unless fully justified by the traveler in writing.

(4) A traveler claiming less than the full meal allowance or per diem authorized by Section 112.061(6), Florida Statutes, shall include on his travel voucher a statement that he understands that he is entitled to the full meal allowance provided by law but has voluntarily chosen to claim a lesser amount.

(5) Lodging expenses shall qualify for reimbursement pursuant to Section 112.061(6)(a)2., Florida Statutes, only if they are incurred at a duly established commercial lodging facility and are substantiated by itemized paid receipts or bills therefor.

(6) Rates for foreign travel shall not begin until the date and time of arrival in the foreign country from the United States. Rates for foreign travel shall terminate on the date and time of departure from the foreign country to the United States. Rates for foreign travel shall not be claimed for any quarter in which meal allowances or per diem is claimed. When a traveler goes from one foreign geographic location to another within the same quarterly period, reimbursement shall be calculated at the applicable rate where the majority of the quarter was spent regardless of which area has a higher reimbursement rate.

(7) A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the agency head. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions.

(8) The Class C meal allowance authorized by Section 112.061(6)(b), Florida Statutes, is defined as taxable income by the Internal Revenue Service and is subject to withholding of income and social security taxes. It is required to be reported as wages on the traveler's W-2 form. Class C meal allowances must be shown on the traveler's travel voucher, deducted from the total claimed and submitted to the Bureau of State Payrolls for payment through the payroll system.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History--New 3-5-90, Amended 1-8-95, 6-8-97, 1-7-98, Formerly 3A-42.006.

69I-42.007 Transportation - Common Carriers.

(1) Travelers whose transportation is provided by scheduled aircraft shall purchase the airline tickets in accordance with any state term contract for the purchase of scheduled aircraft transportation which may be in effect at the time 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.

(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.

(3) 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.

(4) If additional costs are incurred by a traveler due to overbooking or any other action of an airline or other common carrier, and the traveler chooses to have such costs paid directly or indirectly by the State, then any compensation, in whatever form, received by the traveler from the airline for his inconvenience, shall accrue to the benefit of the State. In such instances, if the traveler is allowed to elect the form of compensation, his decision shall be based on the best interests of the State. In determining whether additional costs have been incurred in such situations, the compensation of the traveler, if applicable, as well as travel costs, must be taken into consideration. If no additional costs are incurred or the additional costs are borne by the traveler, then such compensation for the traveler's inconvenience shall accrue to the traveler.

(5) When a state contract is not available, State employees are also encouraged to consider discounted airfares, commonly referred to as "super saver" tickets, instead of the more costly full-fare refundable tickets. Many of these tickets are either non-refundable or require payment of a penalty if canceled. Penalties for cancellation of discounted airline tickets, may be paid from state funds only if the cause for cancellation is in the best interest of the State, or if the cancellation is due to illness of the traveler or illness or 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, such penalties may be paid in circumstances in which the traveler would have been authorized to use sick or administrative leave if they had been a State employee. If the ticket is cancelled for the convenience of the traveler, the cancellation penalty may not be paid or reimbursed from State funds. Although the savings realized from the use of such tickets may be considerable, agency personnel shall also keep in mind that the penalties for cancellation of the tickets are generally substantial. Agencies and travelers shall carefully evaluate the circumstances and risk of cancellation prior to the purchase of each such ticket in order to avoid or at least minimize the cancellation penalty on these tickets. When an agency determines that it is in the best interest of the State to cancel a "super saver" ticket and pay the cancellation penalty, justification must be included in the voucher submitted for payment of the cancellation penalty detailing the circumstances necessitating payment of the penalty from State Funds. Documentation verifying that the unused ticket has been submitted to the Agency must also be included in payment request information. Exchange penalties will be treated in the same manner as cancellation penalties.

(6) Common carrier charges may be billed directly to the agency pursuant to subsection 69I-42.011(3), F.A.C., or the traveler may pay for his common carrier charges and request reimbursement therefor on his Form DFS-AA-15.

(a) Requests for payment of common carrier charges billed directly to the agency shall be vouchered separately by the agency, in favor of the vendor, shall list the traveler as a subvendor (pay and charge voucher) and shall also reflect the traveler's social security number, name, and cost of each traveler's transportation by common carrier. Each payment shall be appropriately object coded within the classifications established by the Department of Financial Services. The voucher maintained at the agency shall have sufficient information to substantiate the payment of the common carrier charges.

(b) Common carrier charges which are paid by the traveler shall be included on the traveler's reimbursement request filed on Form DFS-AA-15.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History--New 3-5-90, Amended 1-8-95, 12-29-96, 6-8-97, 1-7-98, Formerly 3A-42.007.

69I-42.008 Transportation - Privately Owned Vehicles.

(1) For purposes of Section 112.061(7)(d), Florida Statutes, the term privately owned vehicle shall include any motor vehicle which is not publicly owned, whether or not title to such vehicle is in the name of the traveler.

(2) A traveler using a rental car of an established rental car firm may claim mileage at the statutory rate per mile provided that the amount claimed for mileage does not exceed the amount due the rental car company for the allowable mileage claimed.

(3) If authorized travel is by private aircraft:

(a) The pilot may claim either the mileage rate specified in Section 112.061(7), Florida Statutes, or the lesser of the state contract fare and the most economical commercial direct airfare available for the same trip. If no state contract fare and no commercial airfare is available directly between the points of travel, reimbursement shall be limited to the mileage rate specified in Section 112.061(7), Florida Statutes, or the most economical commercial airfare closest to the point of origin and the point of destination.

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

1. The mileage rate specified in Section 112.061(7), Florida Statutes, or

2. The lesser of: (i) the state contract fare or (ii) 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.

(c) If a rented aircraft is used, the reimbursement claimed by any traveler on the aircraft may not exceed a pro rata share of the actual cost of renting the aircraft and the reimbursement is subject to the limitations provided in paragraphs (a) and (b).

(4) Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location (See AGO 082-34). If travel begins more than one hour before or one hour after the travelers regular work hours, the point of origin may be the travelers residence, provided that miles claimed may not exceed the miles actually driven.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History—New 3-3-90, Amended 1-8-95, 1-7-98, 4-8-98, Formerly 3A-42.008.

69I-42.009 Transportation - Complimentary.

Pursuant to Section 112.061(7)(h), Florida Statutes, when a traveler is gratuitously transported by another person or when he is transported by another traveler who is entitled to mileage or transportation expense, he shall indicate on his Voucher for Reimbursement of Traveling Expenses, Form DFS-AA-15, that his transportation was "Complimentary" or "Comp".

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061 FS. History--New 3-5-90, Formerly 3A-42.009.

691-42.010 Other Incidental Traveling Expenses.

(1) The following supporting information shall be required and maintained at the agency with the traveler's Voucher for Reimbursement of Travel Expenses, Form DFS-AA-15, when the traveler is claiming reimbursement for incidental travel expenses authorized by Section 112.061(8)(a), Florida Statutes:

(a) Receipts for taxi fares in excess of \$25 on a per fare basis.

(b) Receipts for storage, parking fees or tolls in excess of \$25. Such fees shall not be 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.

(c) A statement that communication expenses being claimed were for state business. Communication expenses to contact the traveler's family or other nonbusiness purposes are not eligible for reimbursement.

(2) Reasonable tips and gratuities may be reimbursed the traveler as per the following:

(a) Actual tips paid to taxi drivers which shall not exceed fifteen percent of the fare.

(b) Actual amount paid for mandatory valet parking which shall not exceed \$1 per occasion and which was incurred in the performance of public business.

(c) Actual portage charges paid which shall not exceed \$1 per bag not to exceed total of \$5 per incident.

(3) Other incidental travel expenses of the traveler may be reimbursed upon presentation of a receipt therefor as follows:

(a) 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.

(b) Actual passport and visa fees required for official travel.

(c) Actual and necessary fees charged to purchase traveler's checks for official travel expenses.

(d) Actual fee charged to exchange currency necessary to pay official travel expenses.

(e) Actual cost of maps necessary for conducting official business.

(f) Other incidental travel expenses not listed above shall be reimbursed if approved by the Chief Financial Officer. Requests for such approval must be in writing and must clearly demonstrate that reimbursement of such expenses is in the best interest of the State. Approval will be in writing and must be included in any voucher submitted for reimbursement of such expenses.

(4) When a public officer, employee, or authorized person on personal time is required to travel because of an emergency situation, such officer, employee, or authorized person may be reimbursed travel expenses incurred by him in traveling from his actual point of origin to his point of destination, which may be his official headquarters, as required by his agency head. Nothing herein shall be construed to authorize reimbursement for expenses in traveling between a traveler's home and the traveler's regular place of employment. If because of personal circumstances it is necessary for the officer, employee, or authorized person to return to the actual point of origin rather than returning to or staying at his official headquarters, the traveler may be reimbursed his travel expenses to return. However, in the event the traveler is able to return directly to or stay at his official headquarters, such traveler shall only be reimbursed the excess of his necessary actual travel expenses over what he would have incurred for his own personal convenience. The traveler's request for reimbursement of travel expenses claimed from an actual point of origin shall contain an explanation of the emergency which necessitated his travel from such point. In the event the traveler returns to or stays at his official headquarters, he shall detail the cost that he would have incurred and net such cost against his actual cost of returning. Requests for reimbursement of travel expenses pursuant to this subsection shall be presented in writing or electronic form prior to being vouchered by the agency, to the Chief, Bureau of Auditing, Department of Financial Services, 200 East Gaines Street, Tallahassee, Florida 32399-0355.

(5) In the event a public officer, employee, or authorized person has made plans for his personal time and has incurred certain costs in conjunction with such plans and is unable to carry out such plans due to an emergency situation, such costs which are not recoverable by such person may be reimbursed by the agency. Requests for reimbursement of costs pursuant to this subsection shall be presented in writing or electronic form to the Chief, Bureau of Auditing, Department of Financial Services, 200 East Gaines Street, Tallahassee, Florida 32399-0355, prior to being vouchered by the agency. Such requests shall detail the circumstances of the emergency situation which prevented such person from carrying out his plans and shall clearly document the unrecoverable costs incurred by the person.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History—New 3-5-90, Amended 1-8-95, 12-29-96, Formerly 3A-42.010.

69I-42.011 Direct Payment of Expenses by Agency.

(1) Direct payment to vendors for the meals and lodging of an employee required to travel on emergency notice shall be processed in the same manner as common carrier payments under paragraph 69I-42.007(6)(a), F.A.C. The voucher shall clearly disclose that payments to vendors are requested due to the employee being required to travel on emergency notice.

(2) Direct payment of travel expenses may be granted with the prior approval of the agency head or his designee in situations that result in a cost savings to the State. Avoidance of state sales tax shall not be considered a cost savings to the State. Direct payment of travel expenses cannot be approved solely for the convenience of the traveler. The approval must document the cost savings and shall be included with the voucher submitted for such direct payments, which shall be supported by sufficient information from the travel vouchers and be processed in the same manner as common carrier payments under paragraph 69I-42.007(6)(a), F.A.C. Direct payment may not be made for Class C meals for state employees. Criteria for cost savings include but are not limited to discount for earlier payment or free use of a hotel meeting room if the agency has a need for such room.

(3) The prior approval of the Department shall be obtained by agencies desiring to use direct billing travel cards. The written request for approval, accompanied by a copy of the proposed contract, shall be submitted to the Department prior to execution of the contract. Requests shall be directed as indicated in subsection (2) above. Vouchers for the direct payment of common carrier charges shall list each traveler as a subvendor (pay and charge voucher) and be supported by copies of travel vouchers.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History—New 3-5-90, Amended 1-8-95, 12-29-96, Formerly 3A-42.011.

69I-42.012 Requirements for Reimbursement of Expenditures by Physically Handicapped Travelers.

(1) Purpose. To remedy inequities, conflicts and inconsistencies in the reimbursement of expenditures by physically handicapped public officers, employees and authorized persons whose traveling expenses are paid by a public agency.

(2) General Requirements. When a physically handicapped traveler incurs travel expenses in excess of those ordinarily authorized pursuant to the travel law and these rules, and such excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed by the agency 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 of 1990, 42 U.S.C. §§ 12101 et seq.

(3) 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 designee certifying that:

(a) 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 in performing his duties, applying for a position, or other covered activity.

(b) The agency has determined that the individual is a "qualified individual with a disability" as defined in the ADA.

(c) The agency has determined that the payment is for a "reasonable accommodation" pursuant to the ADA, for that employee, applicant or person.

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

(4) 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)(d) above.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History—New 3-5-90, Amended 1-8-95, Formerly 3A-42.012.

**APPENDIX B
AVIS® SPECIFIC GUIDANCE**

When departing from the Capital Circle Office Complex, Tallahassee 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 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. 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.

Weekend Sunday Rentals: Avis® will offer courtesy pickup service in front of the Avis® Office at Southwood on Sundays 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 pickup volume and to have the rental agreements preprinted, if possible.

Tallahassee Avis® Rental locations

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

EToll charges and Avis® Billing: The Division may pay the convenience fee related to a rental car tolling service only if a Division supplied transponder is unavailable to the traveler and the toll was paid at a toll plaza that did not accept cash.

Documentation shall be maintained by the Division to support the payment of the convenience fee.

APPENDIX C
REQUEST FOR TRAVEL AUTHORIZATION (RTA)

Travel may be authorized according to the following guidelines:

A. Travel Authorization

All travel by Division employees must be authorized by their supervisor and chain of command based on the type of travel. Each bureau will submit a travel plan that details all anticipated travel for that time period on a quarterly basis. The Director and/or his/her designee will review and approve each bureau's travel plan. Based on the approved travel plan the Bureau Chief may approve all travel as provided below. However, any travel not on the approved quarterly travel plan must go to the Director and his/her designee for approval.

1. Supervisor: All travel
2. Bureau Chief: All travel
3. Finance Chief: Response Activation Only
4. Director: International travel; out of state travel; conference and convention travel; travel by prospective employees for executive and professional positions; travel by committees, councils, boards, commissions, task forces, etc. or travel by nonemployees under the administrative jurisdiction of the Division; and travel not approved per each bureau's quarterly travel plan.
5. 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 and carpooling.

B. RTA Form (See RTA attached hereto)

1. It is the intent of this policy that the RTA shall be submitted for approval no sooner than thirty (30) days and no later than ten (10) prior to departure date.
2. Prior to any travel, excluding disaster travel, the RTA must be completed with the inclusion of only the last four digits of the traveler's social security number and authorized. The RTA will be maintained by Division Finance and by the respective employee. A copy of this authorization must be submitted to Division Finance on all advance requests or with the TRV if no advance has been requested.
3. Certify and Digitally sign the RTA in Adobe Acrobat, then send to appropriate chain of command for approval. General instructions are included in the Excel travel form and may be used as a reference when completing the RTA.
4. Once approved, send an electronic copy of the RTA to Division Finance.

5. Division Finance will then designate the proper funding source and then determine if higher signature authority than supervisor is required. If higher signature authority is required, then Division Finance shall forward the RTA to the Bureau Chief or Director for signature. If higher signature authority is not required, the RTA shall be forwarded by Division Finance to travel@em.myflorida.com
6. Division Finance will record travel as approved and send an approved RTA to the traveler.

STATE OF FLORIDA
Request for Travel Authorization



General Info	Request Date	Name	ID Number	Agency	Bureau / Area	Unit	Official Headquarters	
	01/10/11	WHO AM I	last 4 digits of my SS#	Emergency Management	Pick One	Pick One	Tallahassee	
	Departure Date	Departure Time	Return Date	Return Time	# of Days	# of Nights	Type of Travel	
					1	0	Pick One	
	Destination	Address	City	State	Zip	Max Per Diem (No Lodging)	Meals & Per Diem	
						\$0.00	\$0.00	
	Lodging	Address	City	State	Zip	Rate	Lodging Total	
						\$0.00	\$0.00	
							Registration Fee:	\$0.00
	Lodging Justification if nightly rate is over \$150 per night or if hotel rate includes valet or resort fees.							
Mode of Travel	Mileage and Other Charges		Fuel Cost Estimator		Mode of Travel Cost Estimator			
	Total Miles Round Trip	0	Fuel-CPG	\$0.00	MODE	Per Mile/Day/Flight	Mode Costs (Includes Maintenance & Fuel)	
			Fuel-MPG	0	State Vehicle		\$0.00	
	Parking (Hotel and Offsite)	\$0.00	Fuel Total	\$0.00	Rental Cost-Per day	\$0.00	\$0.00	
	Tolls SUN-PASS	\$0.00	Estimate fuel when using state or rental vehicle		Privately Owned Vehicle (POV) Per mile	\$0.445	\$0.00	
	Taxi/Shuttle	\$0.00			Flight Cost		\$0.00	
	Internet Fees	\$0.00			Mode Selected		Pick One	
	Mode of Transportation Justification when Flying or Using Privately Owned Vehicles					Total Mode Cost	\$0.00	
	Car Pooling		If Yes, with whom.					
Pick One								
Purpose of Mission Critical Travel & Benefit to State:					Total Estimated Cost	\$0.00		
I hereby 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.					

APPENDIX D
TRAVEL REIMBURSEMENT VOUCHER (TRV)

1. TRVs not preceded by an advance, must be completed and submitted to Division Finance within two (2) business days from the date of return from travel. Even when the traveler has no claim for reimbursement, the TRV shall be completed by the traveler when a direct billing to the state will be made for common carrier, state owned vehicles, direct payment of lodging or meals or use of a State Purchasing Card (See P-Card Policy). In no case should a TRV 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. TRVs with a zero balance should also be submitted to Division Finance for tracking purposes.
2. Accurate completion and timely submission of the TRV is the responsibility of the traveler.
3. TRVs must be chronologically submitted as travel occurs. Failure to submit these TRVs in order of travel will result in non-processing of subsequent TRVs.
4. A statement of benefits accruing to the State of Florida by virtue of attendance at a conference or convention is required on the TRV along with a copy of the official conference or convention agenda.
5. Original receipts shall be attached to 8x11 paper for inclusion with a copy of the RTA. All receipts are to be attached to separate sheets of paper. All receipts must be signed and dated.
6. In addition, copies of all receipts shall be submitted to Division Finance, along with the TRV and a second copy of the RTA.
7. All receipts will be scanned into Adobe Acrobat format for submission with the Excel version of the TRV.
8. All receipts will be itemized on the TRV in the appropriate place based on payment type.
9. 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 TRVs 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.
10. All unused airline tickets or any portion of unused tickets that were charged to the Division's Central Billing account must be submitted to Division Finance 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 TRV. If not properly returned and documented through Division Finance, the traveler shall bear all cancellation/lost ticket fees.

11. For the following explanation, refer to the TRV form attached hereto. General travel instructions are included in the Excel travel form and may be used as a reference when completing the TRV.

- a. The traveler's name 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 include their complete mailing address on the TRV.
- c. The traveler must designate whether he/she is an officer/employee of the State or a nonemployee/ independent contractor.
- d. The last 4 digits of the employee's social security number should be entered 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 the point of origin to the 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 and complete to indicate that travel was performed for official state business. When several trips are shown on the same TRV, 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), the departure and return time will be the actual time of departure from and return to official headquarters.

- k. Per Diem and Meals are calculated 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 amount for that day.
- l. All modes of travel approved for reimbursement shall be identified in the Mode Column. The amount shall be calculated in the Mode Total column.
- m. If a common carrier ticket or rental car charge is paid for by the employee or charged to a P-Card and reimbursement is being requested, the abbreviation for the company name should be indicated in the Mode column and the amount of reimbursement for that portion of the trip should be indicated 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. Payment of registration fee for attendance at a conference or convention. Submission of the original 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.
 - 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.
 - iv. Minimum communication expense (i.e. telephone, fax, etc...); The TRV shall include a statement that the communication expenses were for state business purposes. Family and non-business purposes are not eligible for reimbursement.

- 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 TRV.
- vi. Reasonable tips and gratuities may be reimbursed to the traveler as defined below:
 - a. Actual tips paid to taxi drivers not to exceed 15% of the fare must be reflected separately from the taxi fare itself.
 - b. 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.
 - c. 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 TRV.
- vii. Other incidental fees as follows may be reimbursed upon presentation of a receipt.
 - a. 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.
 - b. Actual passport and visa fees required for official travel.
 - c. Actual and necessary fees incurred for the purchase of traveler's checks for official travel expenses.
 - d. 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 traveler shall complete and print the TRV and attach all receipts.
- s. The Traveler shall submit the TRV and attached receipts to the approving authority for approval.
- t. The TRV must be approved and dated by the approving authority above before it is submitted for reimbursement.
- u. Once the approving authority has approved the TRV, the traveler must submit the original TRV and all attachments to Division Finance.

APPENDIX E ADVANCE OF FUNDS FOR TRAVEL EXPENSES

This section defines the process whereby a traveler may obtain an advance of state funds to provide 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.

A. Advance Eligibility

1. Only Division employees may be eligible for travel advances from the Division Revolving Fund.

B. Purchasing Card Effects on Advance Eligibility

1. A traveler who has been issued and is holding in good standing a P-Card shall not be eligible for a travel advance or use of the Division's central billing account.
2. A traveler who refuses to apply for a P-Card shall not be eligible for a travel advance or use of the Division's central billing account. By refusing to apply for a P-Card, the traveler attests that he/she has the resources to front the cost of travel.
2. A traveler who applied for a P-Card and was denied issuance by the Card Contractor may be eligible for a travel advance and use of the Division's central billing common carrier accounts.
3. A traveler who applied for and received a P-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 the Division's central billing common carrier accounts.
4. No advances shall be authorized or made for amounts less than \$50.00.

C. Completion of Application for Advance on Travel Expense

1. Traveler-identifying information must be completed in full to provide for sufficient audit by Division Finance. Non-employees must include the Division association that warrants their travel. Requests cannot be audited and processed without sufficient information as indicated on the form.
2. Specific trip information shall be provided as requested on the application.
3. Estimated expense shall be calculated according to Sec. 112.061, Fla. Stat. and 69I-42, F.A.C.
4. The application must have attached two (2) paper copies of the RTA and an electronic copy of the RTA.
5. The authority to approve the request for travel advance shall be in accordance with the written authority delegated by the Division Director.

D. Submission Time Frames

1. An employee shall complete and submit to Division Finance the application for advance in triplicate at least three (3) business days prior to the desired issue date of the check except during activation of Emergency Operations Center (EOC). 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 Division revolving fund shall submit the application for advance to Division Finance 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 two (2) additional days for obtaining that approval prior to the beginning of the necessary days for fiscal processing.

E. General Accounting Audit

1. Division Finance will perform the following audits of the advance request prior to the issuance of a check or warrant:
 - a. Multiple advances shall not be processed without written justification of circumstances which necessitate an exception to this restriction, and approval of DFS. DFS Approval shall be obtained by Division Finance. Criteria for approval shall include discount airline tickets and multiple advances for extended trips.
 - b. Verify that the traveler does not have any other prior advances outstanding.
 - c. Confirm that all information required by this Policy is completed.
 - d. Verify that computation of the amount requested is accurate and that amount of "Advance Travel Allowed" does not exceed eighty percent (80%) of estimated per diem reimbursement, mileage and incidental expenses. Exception to the 80% restriction is allowed in order for the traveler to take advantage of a substantially discounted common carrier ticket paid for by the traveler. In that case, the advance may be for 100% of the discounted common carrier rate and 80% of all other estimated travel expenses. Estimated costs for common carrier and rental car charges that will be billed directly to the Division (i.e. credit card charges, one-time travel orders or tickets charged through travel agencies) shall not be included in the calculation.
 - e. Verify that all appropriate signatures are provided and are in accordance with the authorities delegated by the Director.

- f. After the above reviews have been completed and all information is found to be correct and in order, a revolving fund check shall be prepared or the request package shall be submitted to DFS for payment. Specific information (check/warrant, date prepared, and initials of Division Finance personnel) providing the audit trail of the advance shall be entered on the application for advance.
- g. Distribution of advance check/warrant shall be made by a Division Finance employee not involved with the issuance of the check/warrant.
 - i. The advance check/warrant and the third copy of the application for advance shall be distributed to the respective division contact designated to receive travel checks/warrants.
 - ii. The copy of the advance check/warrant, along with the original and second copy of the application for advance, shall be retained by Division Finance to audit and process the TRV.

F. 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 to the TRV.
2. This TRV should be submitted to Division Finance 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, Division Finance shall review the TRV for compliance with Section 112.061, Fla. Stat. and 69I-42, F.A.C. If a traveler is entitled to additional funds for a travel period, the travel advance shall be deducted on the face of the TRV. When an advance was made through the revolving fund, the reimbursement shall also be settled through the revolving fund. When an advance is made through DFS, the reimbursement shall be through DFS. A check for the balance due the traveler will be issued.
 - a. If the travel advance exceeds the travel expense incurred, the traveler shall submit to the Division Finance a personal check, cashier's check, or money order, along with a copy of the TRV for the unexpended portion of the advance within two (2) business days of the traveler's return to headquarters. The original TRV and a scanned copy of the personal check, cashier's check, or money order shall be submitted to Division Finance. Personal checks shall not be accepted from employees who are terminating their employment with the Division.
 - b. 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 Division for reimbursement of the revolving travel fund, DFS 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.
5. Division Finance shall reimburse the revolving travel fund in accordance with DFS procedure.

APPENDIX F TRAVEL REIMBURSEMENT REVOLVING FUND

A. Revolving Fund

1. Travel reimbursement from this fund will only be made to Division employees. The minimum amount of a check will be \$50.00 unless otherwise approved by the Financial Administrator.
2. Travel Advances may be made from the revolving fund with the approval of the Financial Administrator and his/her designee or the Travel Supervisor and his/her designee.
3. Any overpayments made to employees from this account must be reimbursed by the last day of the month following notification that the over payment occurred. The employee should be notified by telephone: then, a follow-up letter should be sent.
4. Any reimbursement request for which doubt may arise as to appropriateness of the claim will not be processed from the revolving fund but will be processed through the normal processing cycle to DFS.
5. All funds received as an advance are due and payable to the State if a travel voucher is not received documenting the completion of the trip. Failure to submit finalized travel reimbursement documents after receipt of a travel revolving fund advance will result in the denial of all future revolving fund advance requests.

B. Revolving Fund Reconciliation Procedure

The following is a step by step explanation of procedure to be followed in reconciling the revolving fund:

1. Download bank statement from the Florida Treasury website. Copies of checks as issued shall be provided to the accountant in Division Finance.
2. Within two days, the Accountant should return a copy of the register report to the Budget unit.
3. After the register report is received, the Accountant in the Budget unit matches up the bank statement to the register report.
4. The Accountant in the Budget unit prepares the excel spreadsheet. The Accountant reconciles the bank statement against the register report. This is completed by the end of the month.
 - a. Steps in preparing the Excel spreadsheet:
 - i. Copy previous month tab and rename to the month being reconciled.
 - ii. Change the dates.

- iii. Plug in the ending balance from the bank statement under the Bank Statement column.
- iv. Plug in the Register Report end balance under the PC column.
- v. Check any Deposits or Checks on the Register Report that is not on the bank statement and add to the spreadsheet under O/S CHECKS.
- vi. At the bottom of the worksheet copy the last month unreimbursed payments for the current month and change the dates.
- vii. List any Advances or Repayments for that month from the Register Report. Repayments should be grouped with the original Payment.
- viii. Add worksheet total to various and be certain the formula is pulling the correct line #.
- ix. When finished, give a copy of bank statement, register report, and reconciliation sheet to the Budget unit for review.

NOTE: If there is no activity on the Register Report, then the ending balance from the previous month rolls forward.

- x. After the Budget unit has reviewed and approved the report, print two (2) copies of the reconciliation sheet. Copies are for Accountants in the Budget and General Accounting units.
- xi. File a copy along with the original bank statement and register report in the appropriate Revolving Fund Reconciliation Book.