

SECTION: 2.2
SUBJECT: Travel Procedures
AUTHORITY: Section 112.061, Florida Statutes (F. S.);
Chapter 69I-42, Florida Administrative Code (F.A.C.)

Related References:

Department of Financial Services, Bureau of Auditing, Reference Guide for State Expenditures; Legal Memo on 50 Mile Procedure (Dated: 06/2005)

Purpose:

To provide information on the requirements for obtaining authorization to travel and for reimbursement of allowable travel expenditures and the use of State of Florida car rental contract for all employees and representatives who travel in performance of Commission related business and/or approve the reimbursement of travel related expenditures.

Policy:

All travel conducted by employees and non-employees on behalf of the Commission shall be conducted in compliance with s.112.061, F.S., Rules of the DFS, the FAC, and the Florida Fish and Wildlife Conservation Commission Travel Manual.

All travel shall be authorized and approved by managers delegated such authority prior to the actual travel.

All travel shall be planned and monitored to ensure that it is necessary to accomplish the official business of the State and that the most efficient and economical method of transportation has been used.

Procedures:

Refer to the attached Florida Fish and Wildlife Conservation Commission Travel Manual regarding travel on behalf of this agency.

History Est.: 09/02/2005; 06/26/2006; 08/09/2006; 11/04/2015

APPROVED:

Eric Sutton

Executive Director or Designee

November 4, 2015

Date