

**FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION**  
**50 Mile Travel Rule Procedure**

Per the referenced rules listed below, the Agency Head (Executive Director) is the final approval for travelers requesting to claim per diem or reimbursement for lodging for overnight travel within 50 miles of their official headquarters and/or residence.

Please follow one of the procedures listed below to obtain the Executive Director's approval:

1) Email Procedure:

If you choose email method, please forward your D/O approved request to the Administrative Assistant I (AAI) in the Office of Executive Director and cc: Chief of Staff. AAI will ensure Executive Director's review. **DO NOT forward the email request directly to the Executive Director.** The "Authorization to Incur Travel Expenses" form does not need to be provided; however, you must include the detail information in your email request along with mileage amounts and justification for the request. After receipt of the approval/disapproval from Executive Director, the traveler will be sent a confirmation email from AAI. If approved, the confirmation email will serve as the Executive Director's approval for the 50-mile waiver and should be included with your "Voucher for Reimbursement of Travel Expenses" form when submitted to the Accounting Office.

2) Hard Copy Procedure:

If you use the hard copy method, forward your D/O approved memo through interoffice mail to AAI in the Executive Director's Office at Mail Stop 1R. The hard copy will be returned to the traveler or D/O office after review by Executive Director.

3) **AVOID** after-the-fact requests:

If a request is received after-the-fact, justification as to why this request was not received before the travel took place must also be provided.

As a reminder, criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions.

References:

[IMPP 2.2.7.3.2\(3\)](#)

[Chapter 69I-42.006\(7\), F.A.C.](#)

[Reference Guide for State Expenditures, Page T-9, Dept of Financial Services](#)

[Legal Memo on 50 Mile Procedure](#)