

## FBO MEMORANDUM 2012-01

**DATE:** November 13, 2012

**TO:** All FWC Personnel

**FROM:** Angie Robertson, Director of Finance and Budget

**SUBJECT:** **Social Security Numbers on Travel Forms**

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Effective immediately, in an effort to ensure added security of agency personnel social security numbers, the Office of Finance and Budget (FBO) has revised the agency travel forms. The modifications will minimize the instances where the traveler's (employee, non-employee, etc.) social security number is required to be provided, but will still allow the sufficient information be provided FBO to process the payment request. The changes are as follows:

- The **Authorization to Incur Travel Expense (FWC Form C-676C)** form no longer requires the traveler's social security number.
- The **Voucher for Reimbursement of Travel Expenses (FWC Form C676)** form will now require the following:
  - If a traveler is requesting travel reimbursement for the first time from FWC, the traveler's entire social security number; i.e. 123-45-6789, should be provided.
  - If a traveler has previously received reimbursement from FWC for travel, only the last 4 digits of the traveler's social security number, i.e. xxx-xx-1234, should be provided.

The revised forms, including updated instructions, are available on the FBO SharePoint site on the [Travel Forms](#) page. Travelers should begin to use these revised forms immediately.

The authority for this discretion is contained in the Department of Financial Services, *Reference Guide for State Expenditures*, revised 3/10/2011, page 61, which states:

*"In the effort to reduce identity theft, state agencies are authorized, at their discretion, to omit an authorized traveler's social security number (SSN) on the Voucher for Reimbursement of Travel Expenses. The agency must ensure procedures and security measures are in place to correctly identify the authorized traveler. However, the taxpayer's federal identification number (SSN) is still required for entering the transaction into the State's accounting system (Florida Accounting Information Resource-FLAIR)."*

Please contact the Finance and Budget Office at (850)488-6551 if you have any questions about the forms or the above changes.