



Florida Fish and Wildlife Conservation Commission  
Travel Manual

*January, 2016*

**PURPOSE:**

This manual contains the Fish and Wildlife Conservation Commission's (FWC) procedures for authorizing and obtaining reimbursement of travel expenses by FWC employees and other authorized persons. All requests for approval and payment for travel expenses will be accomplished in accordance with the statutory law, administrative rules, Internal Management Policies and Procedures (IMPP), Executive Director Memorandums and procedures contained herein. The requirements contained within apply to all travel whether paid with State, Federal or other private funds. **In addition, the requirements apply whether paid by reimbursement, contractual agreements, or other methods of payment, including payment to a contractor or volunteer.**

**GENERAL:**

- A. Expenditures properly chargeable to travel include registration payments, reimbursements of mileage for use of a privately owned vehicle, per diem and subsistence allowance, common carrier transportation and other expenses incidental to travel which are authorized by law. Travel expenses are governed by s, 112.061, F.S., rule 69I-42, Florida Administrative Code (FAC), Rules of the Bureau of Accounting, and Department of Banking and Finance Voucher Processing Handbook (web site – [www.fldfs.com/aadir/Reference\\_Guide](http://www.fldfs.com/aadir/Reference_Guide)).
- B. Vouchers submitted in payment for a travel reimbursement request must include:
  - 1) The travel voucher;
  - 2) Itemized hotel receipts, if applicable;
  - 3) Applicable transportation receipts for common carrier travel;
  - 4) Applicable incidental receipts; and,
  - 5) In the case of a conference or convention, the benefits to the state must be provided along with the pages of the agenda that itemizes the registration cost.
- C. All travel reimbursement for employees will be deposited by electronic fund transfer into the same bank account as the regular payroll warrant

**AUTHORITY:**

The authority for this manual is contained in Section 112.061, Florida Statutes, which covers per diem and travel expenses of public officers, employees, and other authorized persons; Chapter 69I-42, Travel Expenses, Florida Administrative Code, which covers the rules regarding authorization and reimbursement of travel expenses; the Reference Guide for State Expenditures, which covers procedures and/or policies related to the processing of payments from any applicable appropriation and the Internal Management Policy and Procedures (IMPP) 2.2 Travel Procedures, which covers Florida Fish and Wildlife Conservation Commission's travel policy.

**This manual cannot be expected to cover all situations that may be encountered. Some situations will have to be addressed on a case-by-case basis.**

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## DEFINITIONS OF TERMS

**ACTUAL EXPENSES** – Method of reimbursement in which the traveler claims actual lodging expense and meal allowance

**AGENCY HEAD** – The highest policy making authority of the Commission – Executive Director.

**AGENCY** – Florida Fish and Wildlife Conservation Commission (Commission).

**AUTHORIZED PERSON** –

- A person other than a public officer or employee, whether elected or commissioned or not, who is authorized by an agency head to incur travel expenses in the performance of official duties.
- A person who is called upon by an agency to contribute time and services as consultant or adviser.
- A person who is a candidate for an executive or professional position.

**CLASS A TRAVEL** – Continuous travel of 24 hours or more away from official headquarters.

**CLASS B TRAVEL** – Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

**CLASS C TRAVEL** – Travel for short or day trips where the traveler is not away from official headquarters overnight.

**NOTE: CLASS “C” TRAVEL PER DIEM OR SUBSISTENCE ALLOWANCES ARE CURRENTLY NOT TO BE REIMBURSED TO TRAVELERS.** {Source: Section 112.061(15), F.S.}

**COMMISSION** – Florida Fish and Wildlife Conservation Commission (FWC).

**COMMON CARRIER** — Train, bus, commercial airline operating scheduled flights, or rental car of an established rental car firm. {Source: Section 112.061(2) (h), F.S.}

**COMPLIMENTARY/GRATUITOUS TRANSPORTATION** - Transportation which is provided free of charge by another state officer/employee in a travel status. Pursuant to Rule 69I-42.009, F.A.C., 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”. {Source: 69I-42.009, F.A.C.}. Pursuant to Section 112.061(7)(h), Florida Statutes, a traveler shall not be allowed either mileage or transportation expenses if gratuitously transported by another traveler who is entitled to mileage or transportation expense.

**CONFERENCE** — 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 interest, whether a registration fee is charged or not. 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. The term “Conference” does not include:

- The coming together of agency or interagency personnel;
- Attendance at a regularly scheduled meeting of governmental boards, commissions, committees, advisory groups or support organizations (whether constituted by governmental employees or

appointed persons pursuant to law) even though the general public may attend and have input in the discussions;

- Unstructured informal meetings between State agency staff and members of the public without a formal agenda;
- Public hearings or workshops conducted by staff as required by law; and
- Attendance at State sponsored meetings/workshops.

**CONVENTION** - An assembly or 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.

**D/O (Division/Office)** - Specialized work units that make up the structure of the Fish and Wildlife Conservation Commission. Information on the organizational structure of FWC is located:  
<http://myfwc.com/about/inside-fwf#DOs>

**DESIGNEE** - A designee is an employee who has been given written authorization by the agency head to sign the Form DFS-AA-15 (State of Florida Voucher for Reimbursement of Traveling Expenses, [C676]) on the agency head's behalf.

**DROP OFF CHARGES** - Car rental companies sometimes assess drop off charges when a vehicle is rented in one city and returned in another.

**EFT (ELECTRONIC FUNDS TRANSFER)** - Automatic deposit of a travel reimbursement if traveler participates in the direct deposit program.

**ELECTRONIC SIGNATURE** - Original signature which has been physically made by hand on forms and is scanned for electronic submission.

**ELECTRONIC SUBMISSION** - Travelers completed digital copy of a Voucher for Reimbursement of Travel Expense form (C676) submitted to designated FWC email in-box.

**EMERGENCY NOTICE** - Notification of less than 24 hours prior to the scheduled departure. Such notification may be written or oral.

**EMERGENCY SITUATION** - 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.

**EXECUTIVE DIRECTOR** - The highest policy making authority of the Commission.

**FBO** - Finance and Budget Office is responsible for the FWC's accounting and operational services and for central agency budget support for all programs and offices.

**FOREIGN TRAVEL** - Authorized and approved travel outside of the United States.

**FORM DFS-AA-13** - This form is the "Authorization to Incur Travel Expenses, (C676c)" that shall be completed for each person requesting approval for conference or convention travel.

- Requirement of the Form DFS-AA-13 “Authorization to Incur Travel Expenses, (C676c)” for all other types of travel is at the discretion of the traveler’s supervisor. However, the Form DFS-AA-13 is a required attachment to the corresponding Travel Reimbursement Request, when requesting reimbursement for conference or convention travel.

**FORM DFS-AA-15** - This form is the “**State of Florida Voucher for Reimbursement of Traveling Expenses (C676)**.” This form must be accurately completed with all necessary supporting documentation before the State of Florida will pay reimbursement of traveling expenses. No “Voucher for Reimbursement of Travel Expenses” will be paid from a revolving fund, except in extreme emergency situations or if an advance was issued through the revolving fund.

**FORM DFS-AA-25** - This is the “Application for Advance of Travel Expense” form.

**IN-STATE TRAVEL** - Authorized and approved travel within the territorial limits of Florida.

**MAP MILES** - Mileage computed on the basis of the current official map of the Florida Department of Transportation (DOT), Official Travel Mileage Chart located on DOT website. This is from city limit to city limit. If the city is not listed, MapQuest or another official map location site can be substituted and “Shortest Distance” mileage should be used.

**MEAL ALLOWANCE** - The amount authorized by s. 112.061, F.S., for each meal during the travel period.

**MISSION CRITICAL** - Necessary for the accomplishment of the Commission’s mission. To be “Mission Critical” the inability to travel will result in the failure or disruption of the duties and responsibilities (mission) of the Commission being performed.

**MOST ECONOMICAL METHOD OF TRAVEL** - The mode of transportation (e.g., State owned vehicles, privately owned vehicle, common carrier) designated by the Executive Director or his or her designee in accordance with criteria prescribed in s. 112.061, F.S., and this Manual.

**NON-BUSINESS DAY** - For a public officer or employee, refers to a weekend or an authorized State holiday; for an authorized person, refers to a day on which such person was not scheduled to be performing service or contributing time to the Commission.

**NON-ROUTINE TRAVEL** - All travel other than routine travel.

**OFFICER** - An individual who, in the performance of his or her official duties, is vested by law with sovereign powers of government and who is either elected or commissioned by the Governor and has jurisdiction extending throughout the state.

**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:

- The official headquarters of field staff shall be the city or town nearest to the area where the majority of the work is performed, or such other city, town or area as may be designated by the Executive Director provided that in all cases such designation must be in the best interests of the agency and not for the convenience of the person. {Source: Section 112.061(4), F.S.}
- 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 the official headquarters and the employee shall not be allowed

per diem or subsistence, as provided in this section, after the period of 30 continuous workdays has elapsed, unless this period of time is extended by the express approval of the agency head or designee. {Source: Section 112.061(4), F.S.}

- An authorized traveler may leave his/her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from his/her 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 the traveler remained at the 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, the traveler 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/her home in addition to pay and allowances otherwise provided. {Source: Section 112.061(4), F.S.}

**OUT-OF-STATE TRAVEL** - Authorized and approved travel outside the State of Florida and within the United States and its recognized territories and possessions.

**P-CARD (Purchasing Card)** - The State of Florida Purchasing Card (VISA) has been established as a payment tool for procuring commodities and services required for official state business use only.

**PER DIEM** - The amount authorized by s.112.061, F.S. to compensate the traveler for the daily cost of lodging and meals when the travel period includes an overnight absence from the official headquarters.

**PER DIEM RATE** - The daily amount authorized by s. 112.061, F.S. to compensate the traveler for the daily cost of lodging and meals when the travel period includes an overnight absence from the official headquarters.

**PER DIEM CLOCK** - Reimbursement schedule for Class A and Class B travel per diem, divided into four (4) 6-hour cycles.

- For Class A travel the per diem clock is based on the calendar day starting at midnight:
  - 12:00 a.m. (midnight) to 6:00 a.m.
  - 6:00 a.m. to 12:00 p.m. (noon)
  - 12:00 p.m. (noon) to 6:00 p.m.
  - 6:00 p.m. to 12:00 a.m. (midnight)
- For Class B Travel the per diem clock is based on the travel period starting at the time of departure.

**PERSONAL TIME** - The time other than the regular work-hours of an employee's normal business day; a non-business day or a day for which the officer or employee had prior approval for leave.

**PERSON WITH DISABILITIES** – 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.

**POINT OF ORIGIN** - The geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination.

**PRIVATELY OWNED VEHICLE** – Includes any motor vehicle that is not publicly owned.

**PROGRAM AREA** - Refers to a Division/Office (D/O) within the Commission.

**RECEIPT** - A detailed, itemized invoice with the vendor's name, the date, the traveler's name, a description of the charge(s), and the amount charged.

**ROUTINE TRAVEL** - Travel which is performed on a day-to-day basis within a specified geographical area as part of the employee's normal work assignment.

**SUBSISTENCE** - Meal allowance when per diem is not being claimed.

**TELEWORK** - A work arrangement allowing for employees to perform their normal duties and responsibilities at home or at another location apart from the employee's official worksite. The term "telework" and "telecommuting" are often used interchangeably.

**TIMES OF DEPARTURE AND RETURN** - Time travel begins and ends. The hours of departure and return should be specified as AM or PM; 12 o'clock noon should be "12 PM" and 12 o'clock midnight should be "12AM." These hours must meet the criterion that the time allowed is "reasonable and necessary" to complete the official assignment.

**TRAVEL DAY** - A period of 24 hours consisting of four quarters of six hours each.

**TRAVEL EXPENSE** - Necessary expenses incurred by a traveler while in travel status includes, but is not limited to, costs for transportation, meals, lodging and other costs incidental to traveling such as taxi fares, parking fees, tolls, etc.

**TRAVEL PERIOD** - A period of time between the time of departure and time of return.

**TRAVEL STATUS** - When an employee or authorized person is authorized to be away from their assigned work site within official headquarters for the purpose of conducting official business. Travel Status is classified as Class A, Class B and Class C (*see definitions*).

**TRAVELER** - An officer, employee or authorized person when performing authorized travel.

**VEHICLES** - This includes a car, truck, airplane, bus, train or any other mode of transportation.

**VICINITY MILEAGE** - Actual mileage incurred within the city, town or county of the traveler's headquarters or destination, or other necessary mileage incurred which cannot be calculated as map mileage.

**VOUCHER** - A standard Florida Accounting Information Resource (FLAIR) voucher schedule as prescribed by the Department of Financial Services (DFS) complete with invoices and such other supporting documentation necessary to authenticate the recording of a transaction into the accounting records of the agency. This documentation will also serve as an official request by the DFS for a payment in satisfaction of an obligation incurred.



# I. QUICK REFERENCE GUIDE FOR MEAL ALLOWANCES AND PER DIEM CLOCK

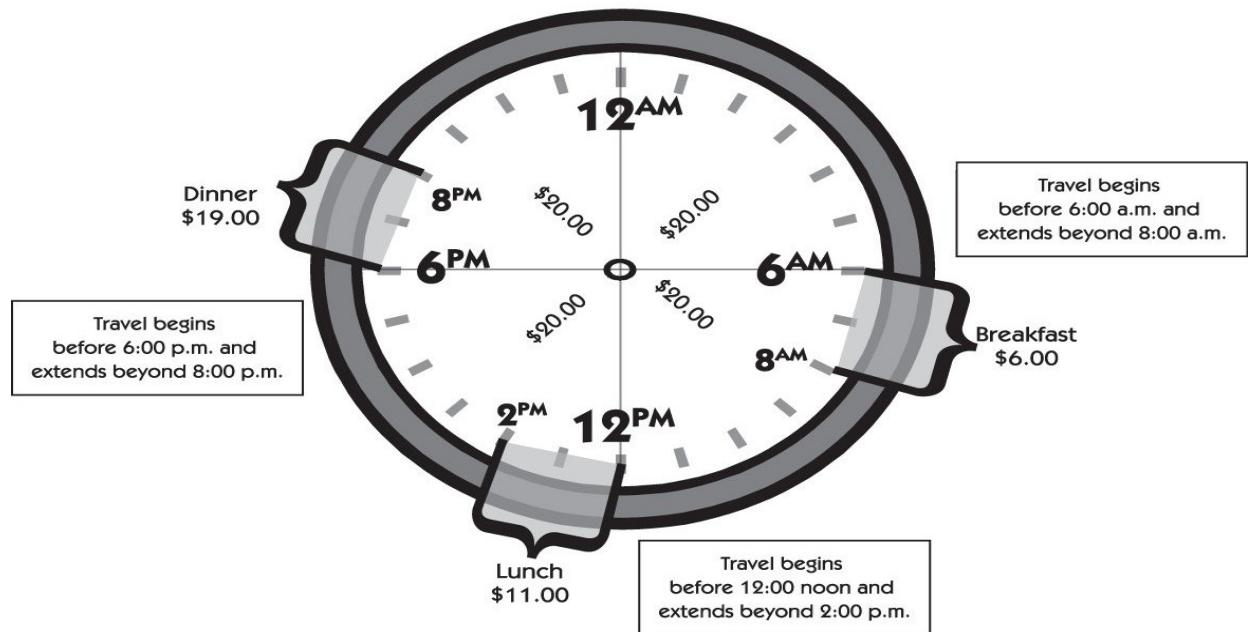
(Please refer to specific sections of the manual for additional details)

## PER DIEM RATES

### CLASS A OR B TRAVEL

Daily Rate (When overnight travel occurs)..... \$80.00

Quarterly Rate (One fourth of the daily rate)..... \$20.00



## MEAL ALLOWANCES

### ACTUAL EXPENSE METHOD

Meal	Allowance	Travel begins before	Travel ends after
Breakfast	<b>\$6.00</b>	<b>6:00 a.m.</b> (5:59 a.m. or earlier)	<b>8:00 a.m.</b> (8:01 a.m. or later)
Lunch	<b>\$11.00</b>	<b>12:00 noon</b> (11:59 a.m. or earlier)	<b>2:00 p.m.</b> (2:01 p.m. or later)
Dinner	<b>\$19.00</b>	<b>6:00 p.m.</b> (5:59 p.m. or earlier)	<b>8:00 p.m.</b> (8:01 p.m. or later)

## II. AUTHORIZING TRAVEL

Whether or not there are associated travel costs, all Commission travel must be authorized/approved prior to the actual travel.

The Executive Director has delegated the authority to approve travel to the Division Director, Assistant Director or Deputy Director, with the exception of foreign travel and travel performed by non-Commission employees on behalf of the Commission. The following approval requirements shall apply:

- A. In-State Travel** - Requires prior approval. This approval can be either by (a) email, (b) completed Authorization to Incur Travel Form (C676c) or (c) Voucher for Reimbursement acknowledgement statement. The travel approval must be submitted with the Voucher for Reimbursement of Travel Expenses form and retained by the Commission.
- B. Out-of-State Travel** - Requires written, prior approval. This approval can be either by email or the Authorization to Incur Travel Form (C676c). All approvals (email or form) must be submitted with the Voucher for Reimbursement of Travel Expenses form to be retained by the Commission.
- C. Foreign Travel** - Requires written, prior approval. This approval can be either by email or the Authorization to Incur Travel Form (C676c). All approvals (email or form) must be submitted with the Voucher for Reimbursement of Travel Expenses form to be retained by the Commission.
- D. Non-Commission Employees** - Travel performed by non-Commission employees on behalf of the Commission, must be approved by the Executive Director (F.S. 112.061 (3) (c)) prior to actual travel. This can be done by email.
- E. Candidates for Executive or Professional Positions** - Travel for candidates for Executive or Professional Positions must be approved by the Executive Director or delegate.

Type of Travel and Approval Required	
Type of Travel	Approval Required
<b>In-State</b>	
- Routine Travel	<b>Division/Office Director or Designee</b>
- Conference/Convention - Staff Training - Non-Routine Travel - Other Administrative Travel	<b>Division/Office Director</b>
<b>Out of State</b>	
- Conference/Convention - Staff Training - Non-Routine Travel - Other Administrative Travel	<b>Division/Office Director</b>
<b>Candidates for Executive or Professional Positions</b>	<b>Executive Director or Delegate</b>
<b>Foreign</b>	<b>Executive Director or Assistant Executive Director</b>
<b>Non-Employee</b>	<b>Executive Director</b>

### III. MISSION CRITICAL

In order to use state funding, all travel must be in connection with official business of the Commission and be “mission critical”.

For the past several fiscal years, the Legislature of Florida has sought to reduce or limit the cost of travel to the State of Florida and has imposed travel restrictions. Funds appropriated to state agencies for state employee travel shall be limited to travel for activities that are critical to the mission of the agency. The sample language is included below:

*In order to implement appropriations in the 2015-2016 General Appropriations Act for state employee travel, the funds appropriated to each state agency, which may be used for travel by state employees, shall be limited during the 2015-2016 fiscal year to travel for activities that are critical to each state agency’s mission. Funds may not be used 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. The agency head shall consider using teleconferencing and other forms of electronic communication to meet the needs of the proposed activity before approving mission-critical travel. This section does not apply to travel for law enforcement purposes, military purposes, emergency management activities, or public health activities. This section expires July 1, 2017.*

#### **What is “mission-critical” and what travel is deemed mission-critical?**

Mission critical travel is considered necessary to perform job functions that if not conducted would have an adverse impact on the management of fish and wildlife resources for their long-term well-being and the benefit of the people and would interfere with the Commission’s ability to carry out its mission. Every effort must be made to ensure that travel:

- Is planned to best utilize resources;
- Limits the need for overnight travel;
- Is necessary and appropriate with the needs of the position and job function; and
- Utilizes teleconferencing and video conferencing technologies to the extent possible.

To determine if travel is mission critical, the requestor shall utilize one of the following criteria and identify the code below in their request to travel. If one of these criteria does not apply, the requestor must justify why the travel is mission critical and notate the justification on the travel request.

#### **Mission Critical (MC) Criteria:**

- MC1. Sampling, surveying or monitoring fish or wildlife species/populations, or collecting scientific data
- MC2. Surveys of user groups or stakeholders to maintain or improve resource management and agency services
- MC3. Outreach activity travel
- MC4. Travel related to facilities/infrastructure, surveying, development or to provide enhancement, improve public recreational opportunities
- MC5. Meetings or workshops with staff, stakeholders or public regarding policies, rules, guidelines or statutes
- MC6. Meetings of regulatory councils or governing boards (e.g., Commission Meetings)
- MC7. Litigation or preparation for litigation (e.g., imminent litigation, preparations, depositions)
- MC8. Trainings to maintain mandatory certification/qualifications established by law, rule or agency policy
- MC9. Contract Monitoring. Personal inspection of work papers, work sites or employee fieldwork performance is required, including monitoring the activities of contractors
- MC10. Monitoring of employee performance

MC11. Travel to comply with grant requirement(s) – This type travel though being paid through grant funding must be required by the grant guidance, application or other documentation from grantor. All documents (approvals and reimbursements) must detail the grant name, number and include specific requirements from the grant authorizing such travel.

**Exceptions to the Mission Critical Requirement:**

- If the travel has no associated travel costs, it does not need to be deemed mission-critical. Travel with no associated costs should be authorized under regular travel authorization procedures, including the requirement to obtain Executive Director or Assistant Executive Director’s approval for no-cost foreign travel.
- Travel for military, law enforcement, public safety or emergency management purposes.

**Who determines whether travel is mission-critical?**

In accordance with state restrictions, all travel paid for by the Commission must be deemed to be mission critical. For any travel that is not to foreign countries, out-of-state, or related to conference, staff-training, or other administrative function, the appropriate Division/Office (D/O) Director or their delegate must deem the travel as mission critical.

**What is the difference between obtaining approval to travel and travel being deemed mission-critical?**

The processes should be one-in-the-same. In accordance with IMPP 2.2, Travel Procedures, all Commission travel must be authorized/approved prior to the actual travel. All travel must be deemed mission-critical unless travel meet the Exceptions to the Mission Critical Requirements above. The Manual provides flexibility for each D/O to set its own travel approval process and delegation. This Manual sets forth the requirements under which travel may be deemed mission critical. Travelers should follow their specific D/O policy for obtaining all required D/O approvals, but at a minimum should follow this Manual for travel to be deemed mission-critical. D/O approval processes should conform with this Manual when providing guidance to staff in obtaining determination of travel as mission critical.

**How is approval for foreign, out-of-state, conference, staff-training, or other administrative travel to be handled?**

It is hereby determined that any state-paid travel activity, from any and all funding sources, that meets the description of the activities that appears within one or more of the following four categories, is deemed mission critical and must be approved by the appropriate Division/Office Director. This approval may not be delegated by the D/O Director. D/O Directors will make sure travel is minimized to only those staff whose presence is critical. If an activity is not listed above as mission-critical or described below as allowing Division Director’s approval, **approval by the Executive Director is required**. All requests should be submitted with ample, reasonable time to allow Executive Director’s review, consideration, and approval before the travel event. Executive Director’s **approval** may be obtained via physical signature (completed C-676c – *Authorization to Incur Travel Expenses*) or electronic approval (e-mail). A returned email from the Executive Director to the D/O Director approving this type of travel will suffice for the Executive Director’s approval and should be included with the Voucher for Reimbursement of Travel Expenses to demonstrate the Executive Director’s approval in writing and prior to the travel event. Additional types of activities may be deemed mission critical by the Executive Director in advance via signed [Executive Director Memorandum: FWC Mission Critical Travel](#), which should also be included with the Voucher for Reimbursement of Travel Expenses.

## **A. Out-of-State Travel**

Travel by Commission employees outside the State of Florida, which is not foreign travel, may be authorized by D/O Directors as mission critical if it meets one or more of the following criteria:

1. The purpose of the travel is to conduct in that jurisdiction, important state-related business that cannot be done in Florida.
2. The purpose of the travel is for Commission officials or employees to represent the State of Florida at a national or regional government or professional meeting or event which is important to the Commission's mission.
3. When the outcome of the meeting is expected to result in additional funding to the agency or the state, or is necessary to maintain funding. For example, a meeting with grant providers that results in a direct funding benefit to the state.
4. When travel is essential to development of policies or rules that directly impact Florida resources, people or programs.

## **B. Conference/Convention Travel**

The number of staff attending a particular conference is limited to the absolute minimum number necessary. Two staff members should not be approved when one can cover the conference and bring back the necessary information to other staff. Travel by Commission employees for the purpose of attending conferences may be authorized by D/O Directors as mission critical if it meets one or more of the following criteria:

1. Commission attendance is limited to employees attending solely to make a presentation on behalf of the Commission, including presenting a paper or poster that has been accepted at the conference.
2. Commission attendance is required to allow input into the formulation of rules, regulations, or policy proposals relevant to Commission functional activities.
3. When a member of staff is an officer or governing member in an organization important to the mission of the Commission.
4. Attendance by staff is to attend education sessions or to share ideas where the knowledge gained is critical to the staff's job duties or to the furtherance of Commission's mission.

In order to reduce and minimize travel costs, effort should be made to coordinate attendance when multiple D/O staff may be attending the same conference. For each conference which D/O staff are approved to attend, D/O Directors must document the D/O efforts taken to coordinate attendance to minimize the number of staff traveling, include only those staff who are essential for adequately representing the agency, and to effectively reduce travel costs prior to approval of travel.

**NOTE:** Per F.S. 112.061 (11) a, an approved Authorization to Incur Travel Form (C676c) is required for Conference/Convention registration payments and/or associated Conference/Convention travel costs. For example, a Conference/Convention that has a registration fee paid but, is local (no travel) still requires an approved Authorization to Incur Travel Form (C676c) and must be attached to the registration receipt for payment. The same applies to completing and including the Authorization to Incur Travel Form (C676c) where there are associated travel expenses.

## **C. Staff-training Travel**

Travel by Commission employees for the purpose of attending staff-training activities may be authorized by D/O Directors as mission critical if such staff-training activity meets one or more of the following criteria:

1. Travel is required in order to provide supervisory training to Commission supervisory or management personnel that cannot be provided via teleconference or other alternative means.

2. Staff-training is required to maintain mandatory certification or qualification requirements established by law.
3. Attendance at federal grantor meeting that provides additional guidance and training to Commission staff.

**D. Other Administrative Travel**

Other administrative travel may be authorized by D/O Directors as mission critical if it meets one or more of the following criteria:

1. Supervisory activities that cannot be performed adequately via telephone or teleconference.
2. Program and fiscal oversight activities essential to the Commission’s functions are required.
3. Conducting interviews to fill vacant positions.
4. Conducting mandatory pre-bid conferences.
5. Attending one of the five (5) yearly Commission meetings when the individual is providing Commission meeting support, is presenting items before the Commission, or is attending as subject matter expert or as resource for items on the Commission’s agenda or which can be expected to be brought up at the Commission meeting.

**How is approval for travel by a non-FWC employee to be obtained?**

Travel performed by non-Commission employees on behalf of the Commission, must be approved by the Executive Director. All non-FWC employee travel must be requested via an Authorization to Incur Travel Form (C676c). Prior to requesting travel authorization, the costs should be evaluated closely and justified as mission critical. The following are examples of activities generally approved by the agency head:

1. When travel is for critical meetings or workshops, where the non-employee is critical to the outcome of the meeting/workshop and there is no other feasible alternative for covering travel costs.
2. When a non-employee is being recruited for a vacant position and travel is critically necessary to complete the interview and hiring process and there is no feasible alternative such as video or telephone conferencing.
3. When travel is necessary for continuing critical programs essential to public safety such as, but not limited to, hunter safety or boating safety.

**How must the traveler reference the applicable mission-critical guideline(s) under which the travel is approved?**

The following are options for documenting the mission critical nature of the travel as part of the approval process.

- Reference the applicable outline number from this Manual on the face of the Authorization to Incur Travel Form (C676c) or the *Voucher for Reimbursement of Travel Expenses* form, in the Benefits/Comments section, or within the email or other document approving the travel event. *For example: “MC5 - Public / stakeholder meetings and workshops”, or “A4 – When travel is essential to development of policies or rules that directly impact Florida resources, people or programs”, etc.*

or

- Attach to the completed and approved Authorization to Incur Travel Form (C676c) or *Voucher for Reimbursement of Travel Expenses* form, a printed copy of [Executive Director Memorandum: FWC Mission Critical Travel](#) and circle or indicate the appropriate guideline under which the travel falls.

or

- Attach the authorization from the Executive Director for travel events not eligible for approval by the D/O Director or their delegate through authority granted by this Manual.

**In addition to obtaining appropriate approvals, what else is required for travel to be deemed as mission-critical?**

- A statement or narrative must be included with the travel authorization request or on the reimbursement request, which provides sufficient information describing how the travel is critical to the Commission’s mission including reference to the criteria listed in this Manual, which is the basis for the determination as mission-critical.
- All alternatives to travel, such as video conferencing, teleconferencing, webinars and other uses of technology, should be considered before travel is approved. A statement as to why these alternatives were not appropriate should be included with the travel authorization request.
- Travel plans should be deemed to be as cost effective as possible before approval. The individual authorizing travel should ensure the most efficient and economical means of travel is employed.

#### **IV. APPROVAL OF NON-ROUTINE TRAVEL**

**Non-Routine Event Involving Expenses to the State -**

To request approval to attend a particular non-routine event (such as a meeting, training or workshop) that will require the expenditure of state funds for travel expenses, requires written, prior approval. This approval can be either by email or the Authorization to Incur Travel Form (C676c).

Whether you prepare the written approval or the Authorization to Incur Travel Form (C676c) yourself or sign the written document/form prepared for you by someone else, you are responsible for the accuracy of the information provided.

All travel forms are available from the “FBO SharePoint Portal”. On the home page, under “Division and Offices,” select “Finance and Budget”. Under “Accounting Links,” select “Travel.” Under “Lists” select “Travel forms.”

***Step 1. Select the most economical method of transportation.***

Before you can complete the authorization form or seek written prior approval, you must determine the most economical method of travel.

Choose from among the available options, such as air travel and driving; state vehicle, rental car and personal vehicle; taxi and shuttle. When determining the most economical method of travel, the following factors should be considered:

- The nature of the business to be conducted.
- The most efficient and economical means of travel, considering time of the traveler, impact on the traveler’s productivity, cost of transportation, per diem and/or other allowable expenses.
- The number of individuals making the trip and the amount of equipment or materials to be transported.
- Air travel must be by the most economical class available (tourist or coach). (For information on possible exceptions under the Americans with Disabilities Act (ADA) please refer to **Section XIII REIMBURSEMENT OF TRAVEL EXPENDITURES BY INDIVIDUALS WITH DISABILITIES** of this document)

Any exceptions to selecting the most economical method of transportation must be justified on the authorization form or in your written documentation and, after you travel, on the “Voucher for Reimbursement of Travel Expenses” (travel voucher).

***Step 2. Complete the required written authorization.***

You can access the Authorization to Incur Travel Form (C676c) from the “FBO SharePoint Portal”. (Instructions are included.) Obtain your supervisor’s approval signature on the authorization form. Or you may prepare an email or memo seeking appropriate approval.

***Step 3. Submit the required written authorization.***

Submit the authorization form or email for your supervisor and if necessary your D/O’s approval.

## **V. Approval of Non-Routine Travel with No Travel Costs to the State-**

If you plan to travel to attend a non-routine event and there will be no cost to the State (no travel expenses and no registration fee), you must have your supervisor’s prior approval and follow any other requirements your D/O may have established. Your D/O might require the completion of the Authorization to Incur Travel Form (C676c) to request approval from your program director.

***Exception:*** Payment of a conference or convention registration fee with state funds requires Division/Office Director approval. When attendance at a conference or convention requires payment of a registration fee but no travel expenses, the attendee must still be authorized/approved prior to actual participation and note “No Travel Costs Incurred” on registration invoice. Attendee must obtain D/O director and Executive Director Delegate approval.

**NOTE: Per F.S. 112.061 (11) a, an approved Authorization to Incur Travel Form (C676c) is required for Conference/Convention registration payments and/or associated Conference/Convention travel costs. For example, a Conference/Convention that has a registration fee paid but, is local (no travel) still requires an approved Authorization to Incur Travel Form (C676c) and must be attached to the registration receipt for payment. The same applies to completing and including the Authorization to Incur Travel Form (C676c) where there are associated travel expenses.**



**Chart 1. Travel Forms Required for Non-Routine Travel**

An “X” in the Authorization to Incur or Travel Voucher column indicates that the form must be completed by the traveler and approved by the D/O Director.

	Authorization to Incur	Travel Voucher
<b>Training or Other Non-Routine Travel (Not Including Conferences and Conventions)*</b>		
No Travel Cost (No Registration Fee)		
Registration Fee is the Only Cost		
Travel Cost (may include Registration Fee)	X	X
<b>Conferences and Conventions**</b>		
No Travel Cost (No Registration Fee)		
Registration Fee is the Only Cost	X	
Travel Cost (may include Registration Fee)	X	X

\* These are the Commission-wide requirements. Your D/O may have additional requirements.

\*\* See Section I, Definition of Terms for definitions of “conference” and “convention.”

**VI. PURPOSE OF TRAVEL**

**PURPOSE OF TRAVEL** — an explanation of the purpose of travel must be given on Authorization to Incur Travel Form (C676c) and *Voucher for Reimbursement of Travel Expenses*. If travel includes several days or locations, explain the functions on each day and at each location. The purpose or reason has to be in sufficient detail for someone not knowledgeable of the trip to understand why the traveler made the trip.

**ACRONYMS** — all acronyms must be spelled out at least once on *Authorization to Incur Travel Expenses* and *Voucher for Reimbursement of Travel Expenses* so that someone not knowledgeable will understand the meaning. Reference may be made afterwards using the acronym as long as the meaning is clear.

**PURPOSE/REASON EXAMPLES** — Listed below are examples of some of the purposes/reasons commonly given and the type of detailed explanation actually needed. Please contact the Finance and Budget Office - Travel section when in doubt about the detailed purpose or reason for a particular trip.

UNCLEAR PURPOSE/REASON	SUFFICIENT PURPOSE/REASON
Attend Meeting	Attend meeting with Regional Directors on policy and procedures
Training	Conduct training of FWC employees on data processing procedures
Meet Staff	Meet with staff to discuss current issues, problems and resolutions

## VII. REIMBURSEMENT OF TRAVEL EXPENSES

Reimbursement of travel related expenses incurred while on Commission travel must be requested by the traveler and must be authorized on the Voucher for Reimbursement of Travel Expense form.

Only business travel related expenditures incurred while in travel status can be reimbursed on the Voucher for Reimbursement of Travel Expense form.

These expenses include:

- Subsistence expenses
- Transportation costs
- Incidental expenses

Any travel related expense on personal credit cards will be reimbursed after travel as occurred using the Voucher for Reimbursement of Travel Expense form (C676).

## VIII. SUBSISTENCE ALLOWANCE – MEALS, PER DIEM, LODGING

**General Consideration** – The amount you can be reimbursed for travel expenses depends partly on the State’s division of travel into three categories:

- **Class A** - Continuous travel of 24 hours or more away from official headquarters.
- **Class B** - Continuous travel of less than 24 hours, but including an overnight period.
- **Class C** – A day travel trip in which the traveler is not away from his or her official headquarter overnight and not requiring an overnight absence. (Note: Pursuant to s. 112.061 (15), F.S., a traveler cannot be reimbursed for per diem or meals related to Class C travel).

### PER DIEM OR SUBSISTENCE ALLOWANCE – MILEAGE LIMITS –

Immediate Vicinity Restriction, a traveler may not claim per diem or lodging reimbursement for overnight travel within 50 miles (one-way) of the traveler’s headquarters or residence unless the circumstances necessitating the overnight stay are fully explained by the traveler and approved by the Executive Director. Criteria for approval include late night or early morning job responsibilities and excessive travel time because of travel conditions, etc.

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

#### 1. **Email Procedure:**

If you choose the email method, please forward your D/O approved request to the Administrative Assistant II (AAll) in the Office of Executive Director and cc: Chief of Staff. AAll 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 the AAll. 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 choose the hard copy method, forward your D/O approved memo through interoffice mail to the AAll in the Executive Director’s Office at Mail Stop 1D. 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.

**CLASS A TRAVEL —**

Class A travel is continuous travel of 24 hours or more away from official headquarters. Class A travel shall include any assignment on official business outside of regular office hours and away from regular places of employment when it is reasonable and necessary to stay overnight and for which travel expenses are approved. The travel day for Class A travel is a calendar day (midnight to midnight). For the purpose of computing fractional day reimbursements, the calendar day is divided into four six-hour segments referred to as quarters. The traveler is reimbursed one fourth of the daily per diem rate for each quarter or portion thereof.

- Quarter 1 — 12:01 a.m. to 6:00 a.m.
- Quarter 2 — 6:01 a.m. to 12:00 p.m.
- Quarter 3 — 12:01 p.m. to 6:00 p.m.
- Quarter 4 — 6:01 p.m. to 12:00 a.m.

If applicable, a traveler in Class A status may claim reimbursement pursuant to s. 112.061(6)(a) 1., F.S., (per diem) and pursuant to s. 112.061(6) (a) 2., F.S., (actual expenses - lodging cost at the single occupancy rate plus the standard meal allowances) while on the same trip. A traveler in Class A status must select a method of calculating the amount of the reimbursement commencing from the beginning of the travel period (day of departure). Any subsequent change or changes in the method of calculating the reimbursement must be effective at the beginning of the next travel day (midnight). A traveler claiming less than the full meal allowance or per diem authorized by s. 112.061(6), F.S., shall include on the travel voucher a statement that it is understood that the traveler is entitled to these allowances provided by law but has voluntarily chosen to claim a lesser amount.

**Example:**

Date	Travel Performed from Point of Origin to Destination	Purpose or Reason for Travel Name of Conference or Convention	Hour of Departure and Return			Class A & B Meals		Per Diem or Actual Lodging Expense	
3/3/2015	Tallahassee to Ocala	Meet w/Staff to discuss future projects	3:30	P	M	\$	19.00	\$	
3/4/2015	Ocala to Tallahassee	Return from Meeting	6:30	P	M	\$		\$	80.00

**CLASS B TRAVEL —**

Class B travel is continuous travel of less than 24 hours, but including an overnight period. Class B travel shall include any assignment on official business away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses have been approved. The travel day for Class B travel begins at the time of departure and is measured in six-hour cycles from that time.

**For example:** If a traveler departed from official headquarters at 6:30 p.m. and returned the following afternoon at 6:20 p.m. the travel will have occurred under the Class B travel rules. Reimbursement would be for only four quarters since the six-hour cycles began at 6:30 p.m. If the return time had been 6:35 p.m., just 15 minutes later, the traveler would have been on Class A travel status and would be reimbursed for five quarters. Using the Class A travel rules, the six hour cycles would have been measured from 6:00 p.m.

Travelers on Class B status may claim reimbursement under s. 112.061(6)(a)1., F.S., (per diem) **OR** s. 112.061(6)(a)2., F.S., (actual expense - lodging cost at the single occupancy rate plus the standard meal allowances.) Since Class B travel is defined as continuous travel of less than 24 hours, only one method of calculating the amount of reimbursement may be used on any one trip. A traveler claiming less than the full meal allowance or per diem authorized by s. 112.061(6), F.S., shall include a statement on the travel voucher that it is understood that the traveler is entitled to the full meal allowance provided by law but has voluntarily chosen to claim a lesser amount.

#### **CLASS C TRAVEL —**

Class C travel is travel not requiring an overnight absence. Pursuant to s. 112.061 (15), F.S., a traveler **cannot be reimbursed for per diem or meals related to Class C travel.**

Employees can be reimbursed for incidental travel expenses such as transportation related costs.

#### **ACTUAL EXPENSES —**

When actual reasonable lodging expenses plus the meal allowances exceed the maximum daily per diem rate, Florida Statutes allow travelers to request reimbursement for actual expenses. In order to claim actual expenses, the traveler must provide a paid lodging receipt, which itemizes all charges and reflects a zero balance due. A credit card charge slip alone is not sufficient documentation. Travelers will be reimbursed at the single occupancy rate.

While justification will not be required by the DFS, Chief Financial Officer, Bureau of Auditing in all cases where hotel expenses for in-State travel exceeds \$150 per night (room rate only), authorized travelers are reminded that the most economical use of hotel is required (both in-State and out-of-State travel). Travelers should be prepared to justify situations where hotel costs appear excessive for the area in which the traveler is staying.

**NOTE: In determining whether a hotel rate is excessive, consideration should be given to geographic area and seasonal rate fluctuations.**

In the case where a complimentary meal is provided by the hotel, the traveler will still be allowed to claim the meal allowance provided by law.

#### **LODGING EXPENSES —**

An itemized hotel receipt must be submitted to claim reimbursement (**a credit card receipt alone is not sufficient**).

Lodging expenses should be broken down by day and listed on the *Voucher for Reimbursement of Travel Expenses* form in the **Per Diem or Actual Lodging Expense** column. (NOTE: if lodging is paid via PCard, itemize charges on second page under *State of Florida Purchasing Card Charges*.)

All other reimbursable expenses included on a hotel receipt, such as parking or phone calls, should be listed and properly identified in the incidental column of the travel voucher.

Employees can only be reimbursed at the single occupancy rate. {Source: Section 112.061(6)(a)2, F.S.} Hotel expenses over \$150 per night may require additional justification.

Overnight lodging may **not** be reimbursed if travel is within 50 miles of headquarters or residence, unless the circumstances necessitating overnight travel are fully explained by the traveler and approved by the

Executive Director (page 17). Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions. {Source: 69I-42.006(7)}

**HOTEL COSTS SHARED BY MULTIPLE TRAVELERS** — {Source: DFS Reference Guide for State Expenditures}

When multiple travelers share a hotel room and the hotel bill is paid by one of the travelers, the traveler paying the bill shall request reimbursement for the total amount of the bill.

When multiple travelers have separate rooms and one traveler pays the hotel bill for all, the traveler paying the hotel bill shall request reimbursement for the total amount on *Voucher for Reimbursement of Travel Expenses*. The traveler whose hotel bill is being paid must file a *Voucher for Reimbursement of Travel Expenses* which includes the following statement: “hotel room compliments of payer’s name”.

If two travelers share a hotel room and split the bill, then each traveler may claim one-half of the hotel bill on the respective *Voucher for Reimbursement of Travel Expenses*.

In each of the above situations, all travelers shall provide an explanation of the circumstances and submit with *Voucher for Reimbursement of Travel Expenses* to the Finance and Accounting office and provide copies of the approved *Voucher for Reimbursement of Travel Expenses* of the other travelers. The travelers shall be on the same method of travel for reimbursement purposes.

Reimbursement for meals is only allowable when in authorized Class A or Class B travel status and for those who are approved for reimbursement of those meals. Reimbursement of meals for Class C travel status is not allowed. {Source: Section 112.061, F.S.}

**MEAL ALLOWANCES** – Per Section 112.061(6), F.S., the current approved meal allowance rates are as follows:

Breakfast - \$6.00 (When travel begins **BEFORE** 6 a.m. and extends **BEYOND** 8 a.m.)

Lunch - \$11.00 (When travel begins **BEFORE** 12 noon and extends **BEYOND** 2 p.m.)

Dinner - \$19.00 (When travel begins **BEFORE** 6 p.m. and extends **BEYOND** 8 p.m.)

In determining the starting or ending time for the travel event, the time of day is important. When returning during work hours, the official work site location should be the return destination, unless otherwise approved in advance. If returning after or before work hours, the destination, and therefore the point when travel concludes, is the traveler’s home. The same considerations apply for determining when travel begins.

When a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, **even if the traveler decides 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 a registration fee. {Source: Section 112.061(6) (c), F.S.}

If you attend an event that involves a registration fee and provides meals, you must include a copy of the pages of the agenda or program that itemizes what the registration fee covers and any meals provided. (Any time you attend training, a conference, or another event that involves a registration fee, you must include an agenda, course plan, or other documents that explains what the registration fee covers.

In the case where a meal is provided by a hotel or airline to all guests, the traveler will be allowed to claim the meal allowance by law.

**The following questions and answers provide more detail on meal allowance scenarios:**

**Question 1: When a meal or meals are provided by a conference or convention I'm attending which requires the payment of a registration fee, may I claim a meal allowance for the meal(s) on my voucher for reimbursement of travel expenses?** No, you may not claim a meal allowance for any meals provided by a conference or convention for which FWC has paid a registration fee. These meals have been paid through the registration fee and the meal allowance must be deducted.

**Question 2: If I must pay an additional charge for a meal related to a conference or convention, may I be reimbursed for the cost of this meal, e.g., a banquet?** Yes, you may be reimbursed for the actual cost of meals that are in addition to the basic registration fee paid, provided participation in such event by the traveler will directly enhance the public purpose of the agency.

**Question 3: If I choose not to eat a meal provided by a conference or convention that was covered in the basic registration fee paid by FWC, may I request a meal allowance?** No, a meal allowance cannot be claimed on the travel voucher for reimbursement if the meal is included in the basic registration fee, even if the traveler does not eat the meal provided.

**Question 4: The conference is only providing a continental breakfast that I don't consider adequate. May I claim my meal allowance for breakfast because I ate breakfast elsewhere?** No, when included in the registration fee of a conference or convention, a continental breakfast is considered a meal and must be deducted from the meal allowance request.

**Question 5: The hotel I'm staying at provides a breakfast that is included in the room rate. Do I have to deduct the meal allowance for breakfast from my travel voucher?** No, unlike a conference or convention involving a registration fee, the Chief Financial Officer allows for the meal allowance to be claimed for breakfast included in a standard room rate, whether the breakfast is actually eaten or not. Likewise, a meal served in flight by an airline (and included in the cost of the ticket) does not preclude a traveler from claiming a full meal allowance on the reimbursement voucher.

**Question 6: The agenda for the conference I'm attending includes a reception one evening where refreshments are served. Is this reception considered a meal?** No, a reception would not be considered a meal. The agenda must specifically identify an event as a meal in order for it to be considered as a meal, e.g., lunch, dinner, etc.

**Question 7: What is PER DIEM?** Per diem (per day rate) may be used to calculate reimbursement due for days of travel which does not include hotel costs, for example, the final day of a trip. The allowable rate for per diem is currently \$80.00, as provided for in Section 112.061(6)(a)1, F.S.

All travelers are allowed either the authorized per diem for each day of travel or if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in Section 112.061(6)(b), F.S., plus actual expenses for lodging at a single occupancy rate.

Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual expenses to per diem while on Class A travel on a midnight to midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 for each quarter from the time of departure until the time of return. {Source: Section 112.061(5)(a), F.S.}

## IX. TRANSPORTATION

### General Considerations-

**Section 112.061(7)(a), Florida Statutes, states:** 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.

**All Commission travel transportation must be authorized/approved prior to travel.**

### ***Choosing the “Most Efficient and Economical” Mode of Travel-***

It is the traveler's responsibility to ensure proper authorization to travel has been obtained prior to making reservations so that the traveler may be reimbursed for all cost(s) allowed. The traveler must plan in advance, compare cost(s), and calculate the most efficient and economical mode of travel available (e.g., state vehicle, aircraft, personal vehicle, shuttle, taxi, rental vehicle). Travelers are encouraged to use the most economical means of travel when feasible. {Source: Section 112.061(7), F.S.} The most economical mode of travel is determined by the following conditions:

- The nature of the business.
- 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.
- The number of persons making the trip and the amount of equipment or material to be transported.

Authorized travelers with a common destination are required to consider and evaluate joint utilization of vehicles. Approval for anything other than joint utilization must be requested in advance via the *Authorization to Incur Travel Expense* form and must include justification.

### **ALL VEHICLES**

A State owned vehicle is the most efficient and economical mode of travel for roundtrips of less than 600 miles. However, other costs to be considered include tolls, parking, per diem and salary. If a State vehicle is not available, a rental vehicle may be used.

When a State term contract for rental vehicles is in effect, the contract must be used unless the use of a non-contract carrier is justified. Pursuant to Comptroller's Memorandum #2(1999-00) [CM # 02 \(1999-2000\)](#) if the class of travel is other than the most economical method of travel, the traveler must provide, in writing, the circumstances requiring such travel and associated expenses to the agency head for authorization. This documentation shall be attached to the travel voucher.

The following applies to all Commission authorized travel using a vehicle:

- **Valid Driver's License** - All drivers must have a valid driver's license.
- **Common Itineraries** - Joint utilization of vehicles is recommended for employees with common itineraries.
- **Reporting Accidents** - The procedure for reporting accidents in a State vehicle and related activities is covered in IMPP 5.3.8 "*Accidents and Equipment Damage*" [IMPP 5.3 Use of Commission Vehicles](#). The State rental contract includes 100% coverage for all collision damage to rental vehicles. Promptly report all vehicle accidents to the vendor.
- **Illegal Acts** - Traveler will not be reimbursed for fines, tickets, towing charges or any cost associated with an illegal act. Travelers are required to drive within the posted speed limits and observe all traffic laws.
- **Parking Violations** - Parking violations are the responsibility of the traveler and the State of Florida will not be liable. The traveler will be reported or contacted for unpaid violations.

- **Lost Keys** - Expenses related to lost keys or keys locked in a vehicle due to employee negligence are not reimbursable from public funds.
- **Mandatory Use of Seat Belts** - Employees have an ethical responsibility to obey all traffic laws, including wearing a seat belt and operating State vehicles safely. All seated occupants of State-owned, leased or rented vehicles and of all personal vehicles operated on State business are required to wear seat belts. Failure to wear seat belts shall be considered improper use of a vehicle and shall subject employees to disciplinary action. If an accident resulting in injury to an employee occurs and the employee is not wearing a seat belt and the failure to use the seat belt contributes to injuries received, the employee's workers' compensation benefits may be reduced under the provisions of s. 440.09(5), F.S.

If travel is complimentary, "COMP" should be entered in the map mileage column of the travel voucher. No reimbursement shall be made for gratuitous transportation. {Source: Section 112.067(7)(h)}

### **AGENCY VEHICLES**

Agency-owned vehicles should be used when practical and available. If travel is performed in a state vehicle, "STATE" should be entered in the map mileage column of the travel voucher.

**Fuel for State Owned Vehicles** - The State sponsored fuel card should be used to purchase fuel for State vehicles. If traveler purchases fuel with other than the State fuel credit card, a receipt must accompany the travel reimbursement along with justification. If an employee is not in travel status, a request for reimbursement should be submitted on *Voucher for Reimbursement of Expenses Other Than Travel*.

### **PRIVATELY OWNED VEHICLES (POV)**

#### **General Considerations -**

When the use of a privately owned vehicle for official travel has been authorized, the traveler is entitled to mileage allowance at a fixed rate of 44.5 cents per mile when using a personal vehicle. Flexibility may exist when other cost savings are considered. For example, multiple travelers might carpool to avoid multiple airport parking fees. In this case the mileage used to pick up other travelers can be claimed.

Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location. This is considered commuting mileage.

In determining the amount to be reimbursed, you must calculate to three decimal points (tenths of a cent) and **round down** any fractional cents. For example, if you traveled 255 miles, you would use this calculation:  $255 \times \$0.445 = \$113.475$ . You round the result down to the nearest cent, resulting in a reimbursable amount of \$113.47.

Parking Fine or Unlawful Driving - The Commission is not responsible for reimbursing parking fines or fines for unlawful driving.

Telework Mileage - Mileage for teleworker travel to and from the official worksite will not be reimbursed.

#### **Using Map Mileage -**

All distance mileage must be calculated from point of origin to destination, and when possible, should be based on the Florida Official Transportation Map published by Department of Transportation (DOT). Map Mileage information is also available through DOT's web site located at the web site below. {Source: Section 112.061(7)(d)3, F.S} <http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>



For city pairs not included in the DOT chart, use MapQuest <http://www.mapquest.com/>. When using MapQuest, be sure to click on the option link and pick **Shortest Distance** located under “Optimize your route.”

If your actual mileage is more than the map mileage, you can claim the additional miles as vicinity miles.

**Vicinity Mileage -**

Vicinity mileage necessary to conduct state business must be shown separately on the *Voucher for Reimbursement of Travel Expenses* form. Justification must be provided if the traveler logs vicinity miles in excess of 50 miles per day.

***When Travel Begins and Ends at the Office -***

If you begin and end your travel at your official work location (headquarters), you are entitled to mileage reimbursement for the round trip distance between the headquarters and your destination.

**See Chart 2 Personal Vehicle Travel Mileage Diagrams, Diagram 1.**

***When Travel Begins or Ends at Home (or any point other than your office)***

If you begin or end business travel at your home (or any point other than your office), the mileage you are able to claim reimbursement for may be different from your actual mileage.

There are two factors to be considered: 1) whether the distance between your home and your business destination is greater than the distance between your official headquarters and your business destination, and 2) whether your travel begins or ends during your normal work hours plus an hour before and an hour after. You are never allowed to claim reimbursement for more miles than you actually drove.

***Travel from Your Home Less than One Hour before Your Normal Work Hours Begin -***

If you begin business travel from your home (or any starting point other than your official headquarters) during your normal work hours or less than one hour before your normal work hours begin, you are not allowed to claim reimbursement for any miles driven that exceed the distance between your official headquarters and your destination. You are entitled to claim reimbursement for the lesser of 1) mileage from your home to your destination, or 2) mileage from your official headquarters to your destination.

**See Chart 2 Personal Vehicle Travel Mileage Diagrams, Diagrams 2, 4, 5 and 6.**

The same principle applies when you return directly to your home within your normal work hours or less than one hour after your normal work hours end—You must claim the lesser of 1) the mileage you actually drove to return home from your business destination and 2) the distance between your business destination and your official headquarters.

**See Chart 2 Personal Vehicle Travel Mileage Diagrams, Diagrams 2, 3, 5 and 6.**

***Travel from Your Home One Hour or More before Normal Work Hours -***

If travel begins more than one hour before or one hour after the travelers regular work hours, the point of origin may be the traveler’s residence, provided that miles claimed may not exceed the miles actually driven. {Source: 69I-42.008(4), F.A.C.}

**Example:** If your normal work hours are 8:00 a.m. to 5:00 p.m., and you are required to leave at 7:00 a.m. or earlier to reach your business destination at the appropriate time, you can claim mileage from your

residence to your destination even if it is greater than the mileage between your headquarters and your destination. If you arrive back home at 6:00 p.m. or later, you can claim mileage back to your residence. If you choose to claim mileage according to this rule, ***you must state your regular work hours*** on the travel voucher, along with the mileage from your residence to the destination.

**See Chart 2 Personal Vehicle Travel Mileage Diagrams, Diagrams 7, 8, and 9.**

**Mileage to the Airport or Rental Car Location -**

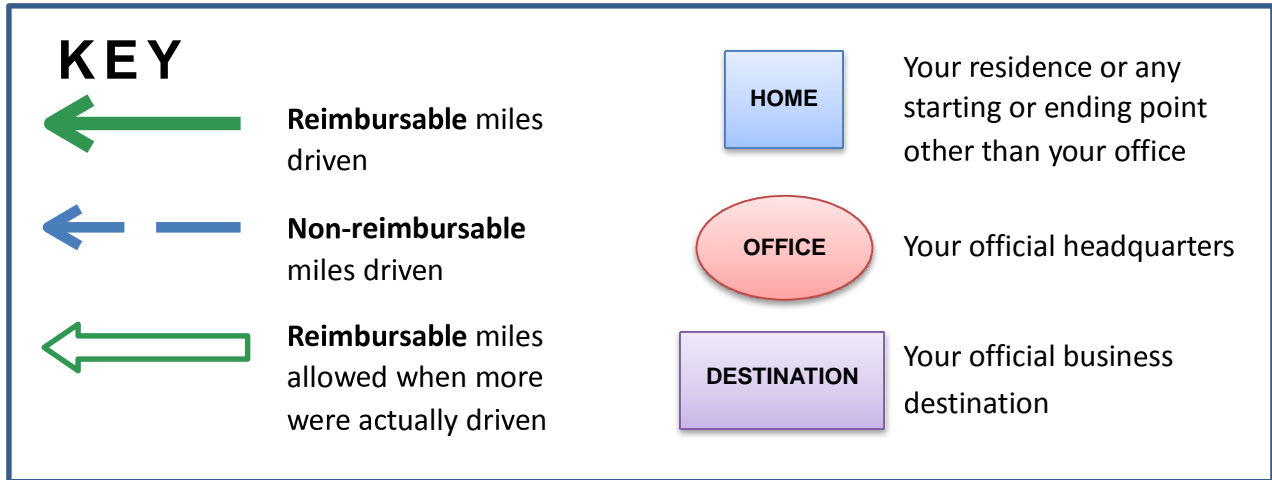
Mileage to and from the airport or rental car location for official state business is allowable. If you leave for the airport or rental car location from home or return from there to home during your normal work hours plus one hour before and after, you must claim the lesser of 1) the mileage to the airport or rental car location from your home, or 2) the mileage to the airport or rental car location from your official headquarters. If travel begins more than one hour before or one hour after your regular work hours, you can claim mileage from your home to the airport or rental car location even if your office is closer to it than your home is. Miles claimed can never exceed the miles actually driven.

**See Chart 2 Personal Vehicle Travel Mileage Diagrams, Diagrams – the airport is the “destination.”**

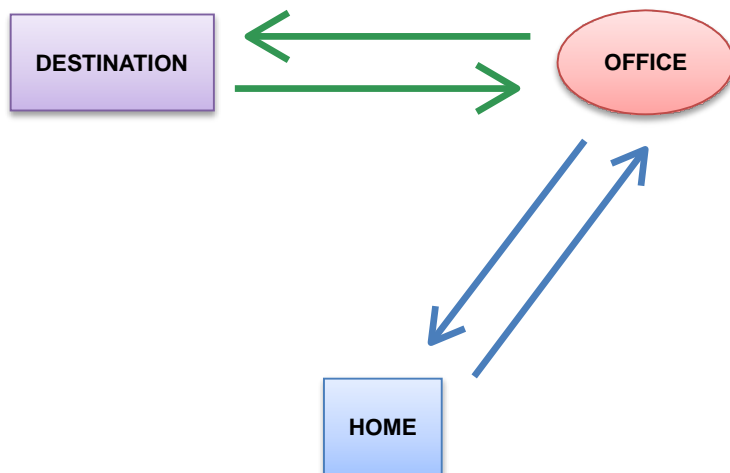
### Personal Vehicle Travel Mileage Diagrams

The following diagrams illustrate the application of the above rules on claiming reimbursement for miles driven in your personal vehicle.

Chart 2 Personal Vehicle Travel Mileage Diagrams

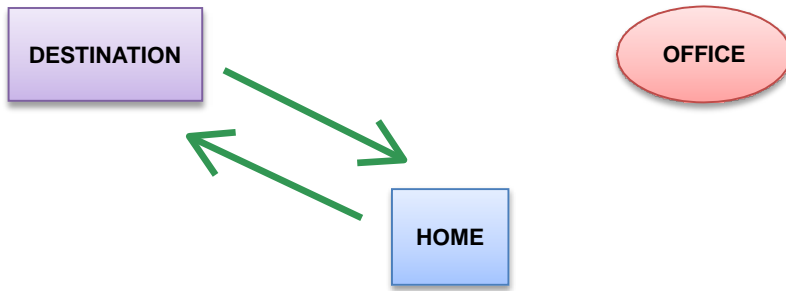


#### When Travel Begins and Ends at the Office

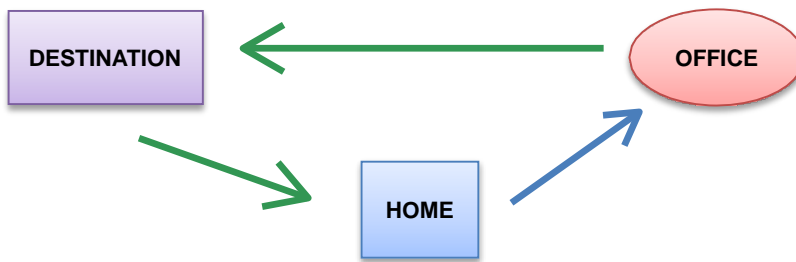


**Diagram 1.** You begin your travel at your official headquarters (office) and return to your official headquarters. You are entitled to claim the actual miles between your office and your destination. (The distance between your home and the destination is irrelevant when you travel from your office.) The miles you drive between your home and the office are normal commute miles and are not reimbursable.

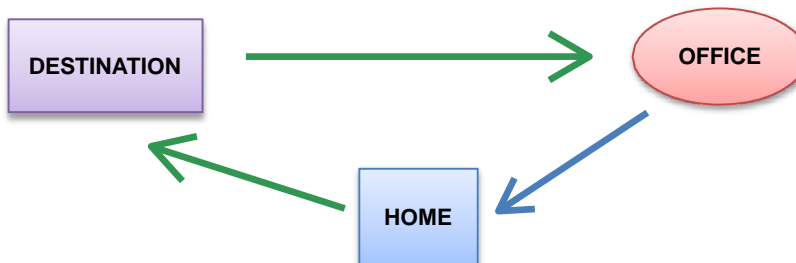
In Diagrams 2-4, your home is closer to your destination than your office is.



**Diagram 2.** You travel from home and return directly to your home. You are entitled to claim the actual miles driven each way. You cannot claim mileage based on the distance between your office and the destination.

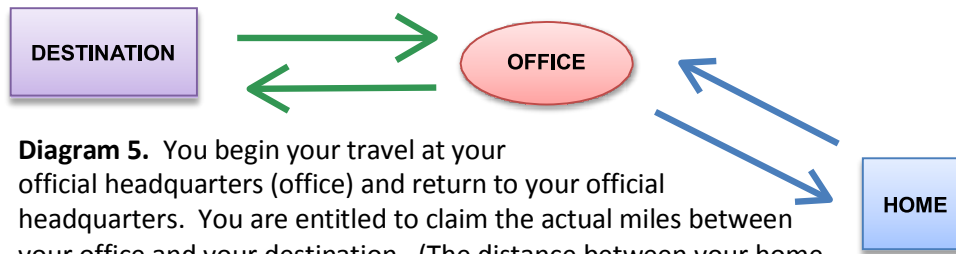


**Diagram 3.** You drive to work in the morning and leave for your business destination from your office. You return directly from your destination to your home. You can claim the actual miles from your office to your destination for your outgoing drive, but you cannot claim the same distance for your return. You must claim the shorter distance you actually drove to your home.

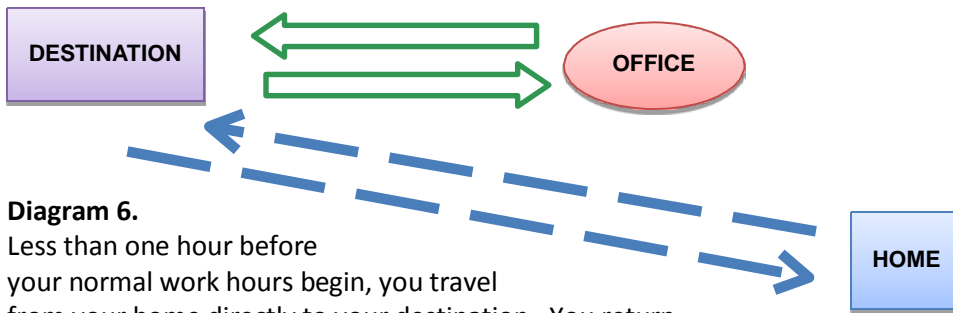


**Diagram 4** is the opposite of Diagram 3. You can claim the actual miles you drive from home directly to your destination, and then to your office. You cannot claim the miles you drive to return home from your office.

In Diagrams 5-7, your office is closer to your destination than your home is.

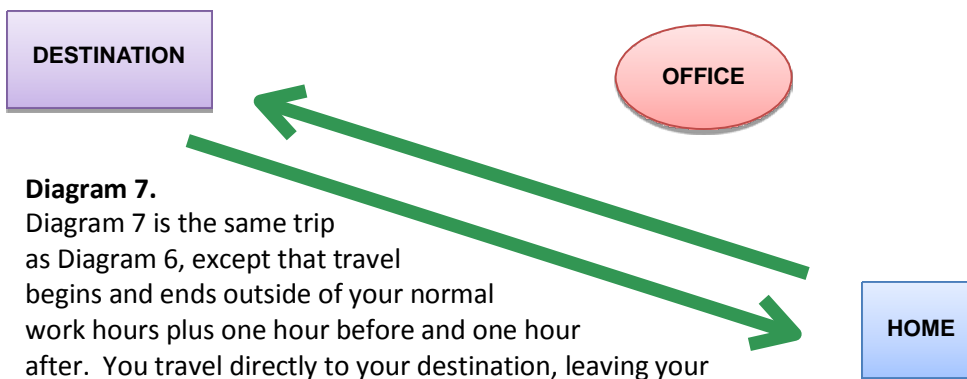


**Diagram 5.** You begin your travel at your official headquarters (office) and return to your official headquarters. You are entitled to claim the actual miles between your office and your destination. (The distance between your home and the destination is irrelevant when you travel from your office.) The miles you drive between your home and the office are normal commute miles and are not reimbursable.



**Diagram 6.** Less than one hour before your normal work hours begin, you travel from your home directly to your destination. You return directly to your home, arriving less than one hour after your normal work hours end. You cannot claim the actual mileage driven. You must claim only the round trip distance between your office and your destination.

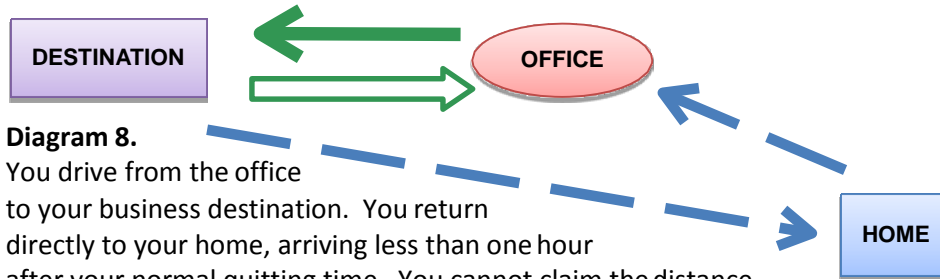
**For example:** If your normal work hours are 7:30 a.m. to 4:30 p.m., and you leave from your home at 7:00 a.m. and return home at 5:15 p.m., you can claim only the distance from your office.



**Diagram 7.** Diagram 7 is the same trip as Diagram 6, except that travel begins and ends outside of your normal work hours plus one hour before and one hour after. You travel directly to your destination, leaving your home one hour or more before your normal work hours begin. You return home, arriving one hour or more after your normal quitting time. You can claim the actual mileage driven.

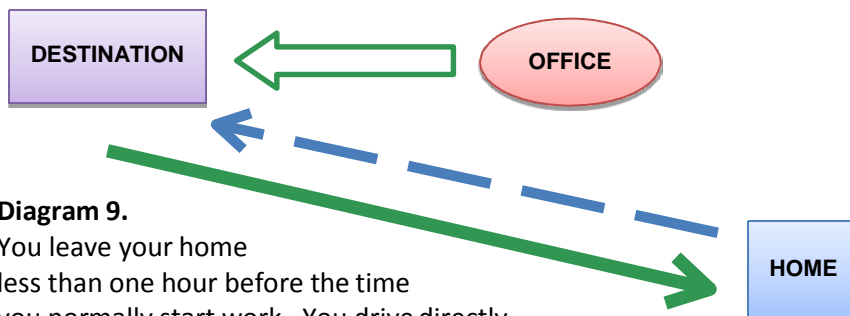
**For example:** If your normal work hours are 7:30 a.m. to 4:30 p.m., and you leave from your home at 6:30 a.m. or earlier and return home at 5:30 p.m. or later, you can claim the mileage between your home and your destination.

Continued, In Diagrams 8-9, your office is closer to your destination than your home is.



**Diagram 8.**

You drive from the office to your business destination. You return directly to your home, arriving less than one hour after your normal quitting time. You cannot claim the distance between your home and your destination for your return trip. You must claim only the distance between your office and your destination for both legs of the trip.



**Diagram 9.**

You leave your home less than one hour before the time you normally start work. You drive directly to your business destination. You drive directly home after completing your business at the destination, arriving two hours after your normal quitting time. You can only claim the mileage from your office to the destination on your outgoing trip, but you can claim the actual mileage from the destination to your home for your return.

#### ***Insurance Coverage –***

The State of Florida's liability insurance will cover injuries or damages caused to others when an employee is driving their private vehicle for authorized official business travel, provided the accident is during the course, and within the scope of, the employee's official business. Injuries and damages from accidents occurring during the authorized travel period, but outside the course or scope of the employee's official business, are the liability of the employee.

**An employee's personal automobile liability policy** provides primary coverage for property damage to the employee's vehicle caused by an accident occurring during the course, or within the scope of, official business. **State insurance will not cover these costs.** Medical expenses incurred by an employee while in the scope of employment will be covered by worker's compensation insurance.

#### **RENTAL CARS**

##### ***State Contract -***

Commission employees should rent cars in accordance with the current rental car state contract. This contract is designed to provide the maximum economies in the rental of cars. The contract provides a discount on rental rates, with the requirement that state employees use compact cars for travel.

The state contract vendor for renting vehicles should be used unless:

The use of another rental company provides lower net rates that include primary insurance, payment of the collision damage waiver fee, and controlled fuel price; or When the State Contract vendor cannot provide vehicles; or when it is not feasible due to travel time or distance to a State Contract vendor. Justification will be needed if the traveler does not utilize the State Contract vendor.

Consult the current contract for rate information and specific coverage Section 112.061(6)(a)1, F.S located on the Department of Management Services website.

### ***Compact Cars -***

It is the policy of the State of Florida to use Compact Class vehicles, except when the number of passengers or the amount of materials to be transported make use of a compact class vehicle impractical. Exceptions will be allowed only when fully justified. Any costs in excess of State Term Contract that is not fully justified will be the responsibility of the traveler. Travelers will not be reimbursed for use of a car larger than Compact Class for reasons relating to the size, stature or medical conditions of the individual, unless the requirements of the Americans with Disabilities Act are met.

To be sure that Compact Class vehicles are reserved, request a vehicle by class rather than by model. When a vehicle larger than Compact Class is used, a statement of justification must appear on *Voucher for Reimbursement of Travel Expenses* form. In the absence of proper justification, the traveler will be reimbursed at the Compact Class rates.

Rental vehicles should be rented as close to the time of departure as reasonably allowed. Furthermore, rental vehicles should be returned as soon as possible upon the traveler's return. Failure to do so may result in a reduction of the reimbursement.

In areas where a non-airport rental facility exists at a comparable proximity, the non-airport facility should be used in order to avoid airport fees and surcharges.

### ***Other Car Rental Agencies –***

Failure to use the state contract car rental agency must be explained on the travel voucher. Insufficient justification will result in the traveler not being reimbursed more than the state contract rate. Acceptable justifications for using another agency include "Vehicle not available from state contract vendor" or "State contract vendor not available in my area." A copy of the rental car agreement must be attached to the travel voucher. See the next section on "Accident Insurance" for important information about collision insurance when renting from a non-State-contract car rental agency.

**Note: Travelers must return rental vehicles with a full tank of gas. Original receipts for all gasoline purchases should be filed with the travel voucher for reimbursement. (Receipts must show the name and address of the vendor, date and time of the purchase, price per gallon, quantity of fuel, and total cost.)**

### ***Accident Insurance –***

Since the State is covered by a blanket protective policy, travelers will not be reimbursed for the purchase of supplemental liability and/or collision insurance on a car rental from the state contract vendor. Prior to renting a vehicle from a **company other than the state contract vendor**, the traveler must verify that primary insurance is included in the rental. If collision damage insurance is not included in the rental agreement, the traveler must purchase it from the rental company. The charge will be reimbursed.

If the state contract vendor offers you a lower rate than the contract rate, you must confirm that the lower rate includes the accident insurance that is automatically included in the contract rate. If you accept a lower rate that does not include insurance and you have an accident, you will be liable for damage to the vehicle. Because the expense is considered personal, travelers will not be reimbursed for the cost of Personal Accident Insurance (PAI).

### ***Reporting an Accident -***

If you have an accident while driving a rental car on state business, you must report the accident immediately to the appropriate police department and to the rental car company. The state contract vendor requires the completion of an accident/incident report. This form is located in the folder that holds the documents you receive at the time of the rental. You must turn in the report, along with a copy of the police report, to the car rental location. Failure to follow this procedure may result in the employee being responsible for the cost of repairs. If you are using a non-state term contract vendor, verify their procedures for accident/incident reporting.

The procedure for reporting accidents in a State vehicle and related activities is covered in IMPP 5.3.8 “Accidents and Equipment Damage” [IMPP 5.3 Use of Commission Vehicles](#). The State rental contract includes 100% coverage for all collision damage to vehicles. Promptly report all vehicle accidents to the vendor.

### ***REIMBURSEMENT FOR FUEL PURCHASE —***

Fuel for rental vehicles for in-State and out-of-State travel should be purchased by the traveler and the original receipts submitted for reimbursement with *Voucher for Reimbursement of Travel Expenses* form.

- Amounts for fuel purchased should be included on the incidentals column of *Voucher for Reimbursement of Travel Expenses*. At no time should fuel for rental vehicles be purchased with a Purchasing Card.
- Rental vehicles should be returned “full” or according to rental agency instruction. Fuel should be purchased from self-service facilities to avoid unnecessary fuel/convenience charges.
- The use of AVIS Rent-A-Tolls (formerly known as PlatePass), a toll payment convenience feature offered by rental companies, is not an allowable expense. If a traveler decides to use this feature they will be responsible for the convenience fees associated with its use, but the toll portion will be reimbursed.
- Vehicles rented from other companies must include primary insurance coverage. Inquire prior to rental to verify that primary insurance coverage is provided. All major rental companies provide primary insurance coverage, but many small companies provide secondary coverage and the renter’s personal vehicle insurance coverage would become primary.

**NOTE: Purchase collision damage insurance if a vehicle is rented from a vendor other than the state contract vendor.**

### ***PERSONAL RENTAL —***

Rental rates have been extended to State employees for personal/leisure travel, in addition to the customary business travel. For business travel purposes, the rates provided in the contract include insurance coverage and are tax exempt. Employees are reminded that if a vehicle is rented using a State issued Purchasing Card and the employee wishes to continue the rental for personal use once the business use is completed, the employee must return to the local rental location and update the rental agreement, switching payment to a personal credit card. All insurance costs and taxes related to personal use of a rental vehicle are the responsibility of the employee. **Employees are prohibited from using the State Purchasing Card for the entire rental and then reimbursing the State.** Please refer to the current State term contract for rental vehicles for additional information regarding personal rentals.

### ***DROP OFF CHARGES —***

Car rental companies sometimes assess drop off charges when a vehicle is rented in one city and returned in another. The State contract vendor will not assess drop off charges between cities in Florida where the



vendor has rental locations. Drop off charges do apply to out-of-State rentals. The traveler must justify any drop off charges on *Voucher for Reimbursement of Travel Expenses* form.

***Authorized Non-agency Travelers (not FWC employees)***

Avis is not required to charge state-contract rates for rentals to authorized non-agency travelers (such as contractors or volunteers who are traveling on business for the Commission). These travelers may claim reimbursement for reasonable rental car charges incurred in the performance of duties.

**AIRLINE TRAVEL**

Currently there is **not** a state airline contract in place. The traveler should be prepared, if requested, to explain the method used to ensure that the lowest price was obtained for the selected flight. If a traveler books the air fare, documentation must be submitted with the travel voucher showing that a discounted travel website was reviewed. If air fares are booked through a travel agency, the travel agent should be obtaining the most economical fare. Comparisons used for justification of the selected fare must be between comparable fares, i.e., refundable tickets should be compared only to other refundable tickets and non-refundable tickets compared to non-refundable.

If a discounted fare is not selected, travelers must justify the use of a higher fare. When determining which fare is most economical, all costs should be considered including per diem, hotel expenses/meal allowances, rental car charges, etc. Any trips involving personal time and/or required Saturday night stay-overs must be fully justified on the travel voucher and cost savings clearly identified.

***TRAVEL AGENCY/SITE SURCHARGES -***

Travel agency surcharges may be reimbursed as long as properly justified and a receipt is provided.

***CLASS OF TRAVEL -***

Commercial air travel must be by the most economical class available (tourist or coach class), unless another class of airline travel has been specifically authorized by the Executive Director. First-class or business class rates shall be paid if a signed statement that tourist or coach class was not available or that the traveler has a disability and is claiming an accommodation under the Americans with Disabilities Act (ADA). (See IMPP 2.2.4 Travelers with Disabilities for more information on ADA accommodations.) Otherwise, the traveler will be responsible for paying the difference between coach and first-class or business airfare.

The traveler must provide a passenger receipt to be reimbursed for his/her airfare. An itinerary is acceptable as a receipt for electronic tickets. When you submit your travel voucher, the traveler must include a copy of the itinerary/receipt documenting the following information:

- Name of Traveler
- Dates of Travel
- Origin/Destination of travel
- Class of Travel
- Cost of Airline Ticket

If changes are made to the airline itinerary and or airfare, traveler must include documentation of the changes with the travel voucher along with an explanation.

Penalty for cancellation or exchange of a ticket may be paid by the Commission, only if the cause for the cancellation is in the best interest of the Commission, or if the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family. Justification should be included with the request for reimbursement. {Source: 69I-42.007(5), F.A.C.}

**NOTE: The cost of unused non-refundable tickets or cancellation penalties incurred will be reimbursed if the change was due to business related reasons or the traveler has to cancel a trip due to illness of the traveler or illness or death of a member of the traveler's immediate family. The employee must be authorized to use sick or administrative leave in this instance. Any penalty or non-refundable costs otherwise incurred for the personal convenience of the traveler will not be reimbursed.**

***LOST TICKET CHARGES –***

Charges related to lost ticket airline tickets are allowable only if the employee provides sufficient justification as to why the expenditure is necessary in order for the Commission to carry out its statutory responsibilities. Charges related to tickets lost due to employee negligence will not be reimbursed.

***PRIVATE AIRCRAFT –***

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. The owner or pilot of such aircraft is also entitled to transportation expense for the same flight. {Source: Section 112.061(7)(h), F.S.}

## **X. REIMBURSABLE INCIDENTAL EXPENSES:**

A traveler may request reimbursement for incidental travel expenses, such as tolls, taxi fares, parking, reproduction and communication expenses. Appropriate documentation, as explained in the following list, must be attached to the travel voucher.

The below expenditure types, detailed in 691-42.010, F.A.C., are required to be accompanied with an original receipt, unless otherwise noted. These expenses should be listed in the incidental column of the travel voucher.

- **Taxi fares** in excess of \$25, on a per fare basis, require a receipt. Amounts less than \$25 do not require a receipt. (A limousine service should not be used in lieu of a taxi, unless it can be shown that it is the more economical method.)
- **Storage, parking fees or tolls** in excess of \$25, on a per transaction basis, requires a receipt. Amounts less than \$25 do not require a receipt. Such fees are not allowed on a weekly or monthly basis unless it can be established that such method results in a savings to the Commission.
- **Laundry, Dry cleaning, and pressing** expenses when official travel extends beyond seven (7) days and such expenses are necessary to complete the official business portion of the trip.
- **Passport and visa fees** required for official travel.
- **Traveler's Check fees** charged for the purchase of traveler's checks for official travel expenses.
- **Currency exchange fees** for the exchange of currency necessary for official travel.
- **Cost of maps** necessary for conducting Agency business.
- **Communication expenses** for business-related fax and telephone use can be reimbursed with proper justification. **Personal telephone calls made are not a reimbursable communication expense.**
- **Hotel Safe Charges** are reimbursement only if the charges are mandatory by the hotel, as shown on the receipt.
- **Tips and Gratuities** may be reimbursed to the traveler as follows:
  - Tips paid to taxi drivers that do not exceed 15 percent of the taxi fare are reimbursable and do not require a receipt.
  - Actual amount of tip paid for mandatory valet parking is not to exceed \$1 per occasion and is reimbursable and does not require a receipt.

- Actual portage charges paid shall not exceed \$1 per bag not to exceed \$5 per incident are reimbursable and do not require a receipt. **Portage charges exceeding \$5 per incident will require additional justification. The number of bags must be stated on the travel reimbursement request.**

**Note: The traveler must indicate on the travel voucher what kind of tip is being claimed in order to be reimbursed. Tips for hotel maid service or restaurant servers are not reimbursable.**

## **XI. CONFERENCE / CONVENTION TRAVEL:**

In its travel reimbursement rules, the State uses the terms “conference” and “convention” to apply to events that have certain characteristics regardless of whether they are called “conference,” “convention,” “workshop,” “seminar,” or some other term.

The terms “conference” and “convention” apply only to events that include individuals from organizations or groups outside of Florida state government. A gathering that includes only personnel of one or more state agencies is not considered to be a “conference” or “convention.”

A conference is either of the following:

- The coming together of persons (including persons external to state government) with a common interest or interests for discussion, deliberation, interchange of views, or resolution of differences;
- or
- A large, formal, supervised group meeting (including persons external to state government) to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems. The terms “seminar” and “workshop” are often used for this type of conference.

A convention is:

- An assembly of representatives of persons and groups (including persons external to state government), coming together for the accomplishment of a purpose of interest to a larger group.

Conferences and conventions are a special category of non-routine travel. The State and the Florida Fish and Wildlife Conservation Commission have established additional requirements for travel for the purpose of attending a conference or convention. Expenses related to attendance at a conference or convention can be authorized only if the following conditions are met. Public funds shall not be expended for attendance at conferences or conventions unless:

1. The main purpose of the conference or convention is in connection with the business of the state and is directly related to the performance of statutory duties and responsibilities of the Agency. {Source: Section 112.061(6)(a), F.S. & 69I-42.004(1), F.A.C.}
2. The conference or convention will provide a direct educational or other benefit supporting the duties of the traveler. {Source: 69I-42.004(1), F.A.C.}
3. The duties and responsibilities of the traveler seeking to attend such meeting are compatible with the objective of the particular conference or convention. {Source: 69I-42.004(1), F.A.C.}

**NOTE: 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 Commission.**

***Additional Documentation Required for Conference and Convention Attendance:***

If you plan to attend a conference or convention, you must follow the same process as for all non-routine travel to obtain approval and receive reimbursement, with a few additions.

The *Authorization to Incur Travel Expense* form, or other form of written approval, which includes the benefits to the state must be approved in advance by the agency head or designee and must be submitted with the travel reimbursement request. {Source: 69I-42.004(2), F.A.C.}

A copy 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 *Voucher for Reimbursement of Travel Expenses* when submitting for payment. {Source: 69I-42.004(3), F.A.C.}

If no agenda is available, or if the agenda attached is not clear as to what is included in the registration fee, the traveler will make a statement on the *Voucher for Reimbursement of Travel Expenses* as to the extent of the meals included in the registration fee. The travel reimbursement request must be reduced by the applicable meal allowance. {Source: 69I-42.004(3), F.A.C.}

For conference/convention and other non-routine travel, you must obtain the Executive Director or delegate's written approval to pay a registration fee for attendance at a conference/ convention even if you will not incur any other travel costs.

***Meals at a Conference or Convention***

Meals or lodging included in a registration fee paid by the Commission are not eligible for reimbursement to the traveler. The meal allowance must be deducted even if you decide, for personal reasons, not to eat the meal. A continental breakfast is considered a meal and must be deducted if included in the registration fee for a conference or convention.

Actual expenses for banquets and other meal functions that are not part of the basic registration fee may be reimbursed if participation in such event will directly enhance the public purpose of the Commission. A public purpose statement is needed along with the statement of benefits to the State of attendance at the conference or convention.

***Conference or Convention Lodging***

When a conference or convention is being held in a hotel, motel or other facility offering lodging, the traveler may stay in the facility, so long as the costs are reasonable, considering transportation and time requirements. If the cost appears to be excessive, a written explanation is required on the travel reimbursement request.

## **XII. MISCELLANEOUS TRAVEL INFORMATION**

***STATE OF FLORIDA PURCHASING CARD —***

Effective July 1, 2001, for all employees issued a State of Florida Purchasing Card except as noted for infrequent travelers or when taking personal leave when traveling and incurring expenses for which a portion is personal (see ***PERSONAL LEAVE WHILE TRAVELING*** in this Section), all allowable expenses incurred while traveling on behalf of the Commission should be paid with the State of Florida Purchasing Card. Allowable expenses include airfare, rental car, parking, lodging and registration fees. Employees who travel infrequently (less than twice a year) may continue to request reimbursement for all their expenses.

**Any travel related expenses personally incurred by the traveler will be reimbursed after the travel has ended.**

***EMERGENCY SITUATIONS —***

When a public officer, employee or authorized person is away from his or her official headquarters on personal time and is required to travel because of an emergency situation, the following shall apply:

1. The traveler may be reimbursed travel expenses incurred while traveling from the actual point of origin to the point of destination, which may be the official headquarters.
2. If personal circumstances necessitate that the traveler return to the actual point of origin after the emergency situation has ended rather than returning to or staying at the official headquarters, the traveler may be reimbursed for travel expenses to return.

***For example***, an individual on personal time in California whose official headquarters is in Tallahassee is required to travel back to Tallahassee because of an emergency situation. If due to personal circumstances the individual is required to travel back to California after the emergency has ended instead of remaining in Tallahassee, then travel expenses for the return to California may be reimbursed.

3. If the traveler is able to return to or remain at the traveler's official headquarters, the traveler may only be reimbursed the excess of necessary travel expenses for the emergency situation over what would have been incurred for the traveler's own personal convenience. Detail of the cost shall be provided showing the net cost of what would have been incurred against the actual cost of returning.
4. The traveler's reimbursement request of travel expenses claimed from an actual point of origin rather than the official headquarters shall contain an explanation of the emergency, which necessitated travel from such point.
5. If an authorized traveler has incurred certain unrecoverable costs associated with personal plans and is unable to carry out such plans due to a work related emergency situation, such costs that are not recoverable may be reimbursed by the agency. Requests for reimbursement must provide the circumstances of the emergency situation.
6. When written pre-authorization to travel is not possible due to the emergency situation, written after-the-fact approval shall be secured immediately upon completion of the emergency travel.

**NOTE: Direct payment to vendors for the meals and lodging of an employee required to travel on emergency notice must be vouchered payable to the vendor with the traveler as sub-vendor listing the traveler's name, social security number and cost. Any required receipts along with a copy of the travel voucher must be included with the original voucher maintained by the Commission. The payment information should clearly state that payments to vendors are requested due to the employee being required to travel on emergency notice. For further instructions, please contact the Accounting Services Section.**

***JOB INTERVIEWS AND EXAMINATIONS —***

Upon prior written approval by the Executive Director or designated delegate, candidates for executive or professional positions may be allowed traveling expenses. The written approval should be provided with the

reimbursement request. The recruiting position title should also be indicated on the reimbursement request.

**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:

1. 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 maybe designated by the agency head provided that in all cases such designation must be in the best interest of the agency and not for the convenience of the person.
2. 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 executive director or designee.
3. 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.

**PERSONAL LEAVE WHILE TRAVELING —**

A person who wishes to take personal leave while traveling may do so when the following is observed:

1. There are no additional costs to the State.
2. Personal and business periods (beginning and ending) are documented and approved on both the authorization to incur travel and Form C-676, Voucher for Reimbursement of Travel Expenses.
3. Transportation is by the most direct route and the most economical and efficient mode, without regard to plans for personal time. A D/O Director may pre-authorize a deviation from the most direct route and mode of transportation. However, the traveler cannot claim or be paid for costs in excess of that which would have been incurred had travel been by the most direct route and economical/efficient mode.
  - o When a private/personal vehicle is used, the Commission will be billed for the miles driven for **State business only**.
  - o When a rental vehicle is used refer to **Section VII Transportation— RENTAL CARS** - in this Travel Manual.
  - o A State vehicle shall be used for State business only, a traveler may drive a reasonable distance in a State vehicle to secure lodging and meals. Travelers taking personal time off when traveling are required to arrange for other transportation during the time off. Parking fees or other costs associated with leaving the State vehicle during such personal time shall be the responsibility of the traveler.
  - o When air travel is used, the traveler shall be responsible for any **additional costs** incurred as a result of taking personal leave, including stopovers, indirect routes, early/late departures and returns, and airport parking fees.
4. If the traveler incurs expenses for which a portion is personal, the personal expenses cannot be paid with the State Purchasing Card.

### **ILLNESS OR INJURY WHILE TRAVELING —**

After proper notification to the traveler's chain of command, a traveler who is sick or is injured while away from official headquarters and is unable to perform the official business of the agency may continue to receive subsistence during the period of illness or injury until such time as the traveler is able to perform the official business of the agency or return to official headquarters, whichever is earlier. A statement of approval from the traveler's chain of command must be attached to the *Voucher for Reimbursement of Travel Expenses* when submitting for payment. {Source: 112.061 (3) g F.S.}

### **XIII. TRAVEL ADVANCES:**

An *Application for Advance on Travel Expense* form is required to be completed and signed by the traveler and the traveler's supervisor.

Travel advances shall not exceed 80 percent of the estimated travel expenses that will ultimately be reimbursed to the traveler and will not be less than \$100, unless extenuating circumstances make it necessary. Additionally, an exception may be made to this 80 percent restriction in order to take advantage of a substantially discounted common carrier ticket. {Source: 69I-42.005(1) F.A.C.}

Travel advances cannot be requested earlier than 10 days before the travel period begins without written justification of circumstances that necessitate an exception to this restriction. {Source: 69I-42.005(7) F.A.C.}

Travel advances should not be requested if employee has an agency assigned purchasing card, unless extenuating circumstances due to a declared emergency prevent the use of the card (ex. hurricane, power outages, etc). Any other exception to this directive must be justified in writing and approved in advance.

Travel advances requested solely to cover fuel costs in a state vehicle are not justifiable.

When the advance travel period has ended, the traveler shall properly complete a *Voucher for Reimbursement of Travel Expenses* for the travel period for which he/she received an advance, within **ten days** of the traveler's return to headquarters. If a traveler was advanced funds in excess of the travel expenses allowed for a particular travel period, a refund check or money order must be attached to the Supplemental Deposit Information form and submitted to the Revenue Section of the Chief Financial Officer's Office within ten days of the travelers return to headquarters.

A traveler may not have more than one travel advance outstanding at any time.

#### ***Travel Advance Requirements:***

- If you have a State Purchasing Card, an Application for Advance on Travel Expenses must be submitted and include a memo signed by your supervisor explaining the extenuating circumstances that make an advance necessary.
- When extenuating circumstances make it necessary to seek travel advancement for less than \$100, an Application for Advance on Travel Expenses must be submitted and include a memo signed by your supervisor explaining the extenuating circumstances that make an advance necessary.
- When extenuating circumstances make it necessary to seek travel advancement more than ten (10) work days before travel begins, an Application for Advance on Travel Expenses must be submitted and include a memo signed by your supervisor explaining the extenuating circumstances that make an advance necessary.
- Costs that you will not be paying for with your personal funds cannot be included in your estimation of expenses on the Application for Advance on Travel Expenses.

**Submitting a Travel Advance Request:**

- You must submit an original travel advance request with your supervisor's original signature to the Finance and Budget Office (FBO). **Copies, faxes, or scans are not acceptable.**
- To allow adequate processing time, submit your request to FBO 15 work days prior to the planned travel. If you submit your request less than five days prior to travel, you may not receive the advance before your travel begins.
- You must submit your travel voucher, along with a copy of the Application for Advance on Travel Expenses, within ten (10) work days of completion of the trip.

The travel advance will be deducted from the authorized expenses reflected in the travel voucher and the traveler will be paid the difference. If an employee was advanced funds in excess of the authorized travel expenses incurred during the travel period, the employee will be required to submit a check or money order payable to "Florida Fish and Wildlife Conservation Commission" in the amount of the overpayment. The check or money order should be submitted to FBO along with a copy of the travel voucher at the following address:

**Fish and Wildlife Conservation Commission  
Post Office Box 6150  
Tallahassee, FL 32314**

There should be only one travel advance outstanding per employee at any time.

**XIV. REIMBURSEMENT OF TRAVEL EXPENDITURES BY INDIVIDUALS WITH DISABILITIES:**

For individuals covered under the Americans with Disabilities Act (ADA), there are special provisions for travel reimbursement that apply. {Source: 69I-42.012, F.A.C.}

When a traveler with a disability incurs travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, F.S., and such excess travel expenses were incurred to permit the safe travel of that person with a disability, those excess expenses will be reimbursed by the state 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. {Source: 69I-42.012, F.A.C.}

When a payment is requested pursuant to the Americans with Disabilities Act, which would not otherwise be an authorized travel reimbursement, the voucher must include a signed statement from the Executive Director or designee certifying that:

- 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. {Source: 69I-42.012, F.A.C.}
- The agency has determined that the individual is a "qualified individual with a disability" as defined in the ADA. {Source: 69I-42.012, F.A.C.}
- The agency has determined that the payment is for a "reasonable accommodation" pursuant to the ADA, for that employee, applicant or person. {Source: 69I-42.012, F.A.C.}

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. {Source: 69I-42.012, F.A.C.}



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 (C)(4) above. {Source: 69I-42.012, F.A.C.}

## **XV. SUBMISSION AND PAYMENT OF TRAVEL REIMBURSEMENTS:**

Recommended best practices in submission and payment of travel reimbursement requests are as follows:

- **Submit a digital copy that has been signed and approved Voucher for Reimbursement of Travel Expenses form** and all receipts and supporting documentation only to FBO TRAVEL outlook-in-box.
  - Voucher for Reimbursement of Travel Expenses form will be emailed to FBO Travel and the subject line will use the following naming convention:
    - Division, Last Name First Name, Travel dates
    - For example: HSC, Smith Colby, 9/1/15-9/3/15
  - Finance and Accounting will not except paper originals.
  - Traveler will retain the original Voucher for Reimbursement or digital scanned package or hard copy until payment has been made to the traveler.
- The Voucher for Reimbursement of Travel Expenses should show ***both*** reimbursable expenses to the traveler and expenses already paid by the State Purchasing Card and notated in the appropriate areas of the travel voucher.
- All expenses to be reimbursed to the traveler will be included on the first page of the FWC Voucher for Reimbursement of Travel Expenses C-676 form.
- All State Purchasing Card transactions related to the travel request will be listed on the second page of FWC form C-676 in the **State of Florida Purchasing Card Charges section**.
- Copies of all receipts paid with the purchasing card must be attached.
- A Voucher for Reimbursement of Travel Expenses C-676 form that is only requesting reimbursement for vicinity miles should be completed at least monthly.

### ***Travel voucher requirements:***

- The “Purpose or Reason for Travel” must clearly identify the official state business performed. Travelers shall include the Mission Critical provision performed on the travel voucher and clearly identify which area of authority deems the travel as Mission Critical.
- Receipts must be taped, not stapled to one or more 8 ½” x 11” piece of paper prior to scanning. **Do not place tape on the printed data; it may cause fading.**
- Credit card numbers, both personal and Purchasing Card, must be marked out.
- Any acronyms or abbreviations used must be spelled out on the face of the voucher.
- The traveler must sign the voucher in ink and must be original.
- Travelers should not sign blank pages on a voucher.
- The supervisor must sign the voucher in ink and must be original.
- If you attended an event that required a registration fee (such as a conference, convention, or training that requires travel), you must include an agenda, course plan, or other document that explains what the registration fee covers.
- Traveler will send completed scanned electronic Voucher for reimbursement of Travel Expenses (c676) form with all supporting information to FBO for payment auditing and processing

If necessary, traveler must provide copy of Travel Advance documentation with Voucher for Reimbursement of Travel Expenses C-676 form to ensure payment satisfaction has been accounted for on the Travel Voucher.

**Note:** The date of the traveler's signature must not be before the travel end date. The supervisor's signature must not be dated before the travel end date or the traveler's signature date.

***Prompt Payment Considerations:***

The Voucher for Reimbursement of Travel Expenses C-676 form is considered to be an invoice and must be processed in accordance with [Section 215.422\(1\) F.S.](#), Florida Statutes and follow [Chief Financial Officer Memorandum No. 01 \(2013-14\)](#). The transaction date on the Voucher for Reimbursement of Travel Expenses C-676 form begins the 20-day prompt payment compliance clock.

- Date Prepared on the Voucher for Reimbursement of Travel Expenses C-676 form: The date the payee signs the travel voucher.
- Date Approved on the Voucher for Reimbursement of Travel Expenses C-676 form: The voucher should be date stamped as received in the approver's office. The approver has five working days from the date received to sign the voucher.
- The transaction date for the travel voucher is the Date Approved by the traveler's supervisor as long as the voucher has been date stamped "Received" and the Date Approved does not exceed five working days. If the voucher is date stamped "Received" but the Date Approved exceeds five working days, the transaction date will be determined by adding five working days to the date stamped "Received". If the voucher is not date stamped "Received," the transaction date will be the date of the traveler's signature. If additional information is required to process the Voucher for Reimbursement of Travel Expenses C-676 form, the date the information is received will be the transaction date. Documentation of the action required to complete the Voucher for Reimbursement of Travel Expenses C-676 form should be included.
  - Transaction dates from the Voucher for Reimbursement of Travel Expenses C-676 form, which are subsequently returned from either the fiscal office or DFS Comptroller's Office, will be the last date the Voucher for Reimbursement of Travel Expenses C-676 form was received by the appropriate fiscal office.

**NOTE: Supervisor should not delay the review and approval; this action should be immediate and not exceed five (5) calendar days. If the materials are not submitted correctly by the traveler, and then each time the Travel Form is returned and received back to the supervisor a revised "receipt" date should be noted so that it complies with the CFO Memorandum.**

***Receiving Reimbursement:***

All travelers who receive their paychecks by electronic funds transfer (EFT) will also receive travel reimbursement by EFT, if their name is exactly as it is in PeopleFirst.

**NOTE: The State cannot reimburse you for the use of rewards points or certificates for travel services. The State can only reimburse amounts you paid directly from your own funds (such as by cash, personal check or personal credit card).**

Travelers can monitor their reimbursement on the Department of Financial Services site, just as they do with paychecks, at the following link:

<https://apps.fldfs.com/EIC/EmployeeInfoCenter/EmployeeReimbursements.aspx>



[Main Menu](#)

[Logout](#)

You registered to receive your W-2 electronically on Thursday, December 05, 2013

Your Email: [weimorts@gmail.com](mailto:weimorts@gmail.com)

[Change Profile Information](#)

### Employees' Main Menu

When you select the earnings statement you want to view, you will see a message that asks if you want to open or save the file. Click OPEN. These documents may take a few seconds to display on your screen as an Adobe document so please be patient.



**View Earnings Statement(s):** [Current Statement](#), [Past Statements](#) or [View a Range of Earnings Statements](#)  
Please remember that the money is not available until the actual pay date.



**View Tax Information:** [W-2 Form](#) or [Annual Earnings and Benefits Statements](#)

**Register for Electronic W-2:** [Register or Withdraw from W-2 Electronic Delivery](#)

[W-4 Information](#) - W-4 information is available to verify addresses and pertinent withholding information. If a change is needed, please contact your agency's personnel office.

[Employee Reimbursements](#) - Check to see your reimbursements such as travel, DSGI Reimbursement Claims (Medical, Child Care), etc. If payments appear to be missing, please call the contact number provided on the report. Some payments may be processed using a different Vendor ID number.

[Tuition Waiver Verification](#) - Check verification status.



**Plan, Save, Retire** - One of the benefits of being a State of Florida employee is the Deferred Compensation Program that allows for you to use pre-tax dollars to grow your retirement nest egg.

Click on Employee Reimbursements



**JEFF ATWATER, CHIEF FINANCIAL OFFICER**

FLORIDA DEPARTMENT OF FINANCIAL SERVICES

**Main Menu**

**You registered to receive your W-2 electronically on Thursday, December 10, 2015**

Your Email: [weimorts@gmail.com](mailto:weimorts@gmail.com)

[Ch...](#)

**Employee Reimbursements Summary**

Lant Name, First Name

Payment Dt	Payment Nbr	Payment Type	Payment Amt
2015/01/12	<a href="#">0364915</a>	DIRECT DEPOSIT	\$1.00
2014/12/18	<a href="#">0326951</a>	DIRECT DEPOSIT	
2014/11/26	<a href="#">0287648</a>	DIRECT DEPOSIT	
2014/10/20	<a href="#">0210356</a>	DIRECT DEPOSIT	
2014/03/13	<a href="#">0489781</a>	DIRECT DEPOSIT	
2014/02/14	<a href="#">0434300</a>	DIRECT DEPOSIT	
2013/03/14	<a href="#">0488194</a>	DIRECT DEPOSIT	
2012/11/13	<a href="#">0252324</a>	DIRECT DEPOSIT	
2011/10/17	<a href="#">0197720</a>	DIRECT DEPOSIT	
2011/04/14	<a href="#">0508329</a>	DIRECT DEPOSIT	
<a href="#">1 2 3</a>			

**When the report is returned, you may number to get the details for this payment appear in this window.**

**For detail information on any payment listed above, click on the payment number and the detail will be displayed.**

## XVI. CHECKLIST FOR SUBMITTING A TRAVEL VOUCHER:

The following information should be verified on each travel voucher before submitting to the Office of Finance and Accounting for processing:

- Employee name must agree exactly with W-4 form, only full legal name should be used.
- Social Security Number
  - a. 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.
  - b. 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.
- Official headquarters, city of residence, preparer's name and contact number, check distribution instructions to include complete mailing address or mail station number.
- Organization codes, Expansion Options and Project IDs are valid.
- Dates of travel are correct and match the receipts submitted.
- Purpose or reason of travel is sufficient and clearly stated for all destinations.
- The associated Mission Critical provision is included on the Voucher for Reimbursement of Travel Expenses (C-676) form and the Authorization to Incur Travel Form (C676c) documentation.
- Departure and return times are indicated.
- Personal time taken is properly documented with off and on times indicated.
- Appropriate meal allowances are claimed deducting meals provided by conference or paid for by the Commission.
- Per diem amounts claimed are correct.
- Mileage claimed is correct based on official mileage chart. Excessive mileage must be justified. Map vs. vicinity mileage must be broken out into separate columns.
- Incidental expenses are appropriate travel expenses and properly justified if necessary.
- Compliance with current rental car contract, ensuring all charges are correct and providing justification for contract exceptions.
- Authorization is attached for all conference/convention, out-of-State, foreign and non-employee travel with benefits to the State indicated. Authorization should be completely filled out, approved and dated.
- Original receipts, as required, are submitted for all expenses for which reimbursement is being requested and receipts must match amounts claimed on the Voucher for Reimbursement of Travel Expenses (C-676) form. Copies of any Purchasing Card receipts should be submitted and not originals.
- Travel advances are deducted as necessary and Purchasing Card charges are properly documented.
- Payee and supervisor have submitted signatures. All necessary approvals are dated with employees' titles indicated.
- Original copy of travel reimbursement voucher is required for travel. Travel authorization, receipts, agenda, other documentation and justification memos are required. Receipts smaller than 5 x 7 should be taped, not stapled, to an 8 1/2 x 11 sheet of paper.
- Paper clip together all paperwork for each travel voucher to avoid losing documentation. Do not staple travel vouchers for different employees together.
- Complimentary Travel should be submitted together to avoid delay in processing for both travelers.
- Only submit related travel together.

## **XVII. FORMS:**

All forms mentioned throughout this Manual can be found in the [FORMS LIBRARY](#) under *Travel Forms*.