



July 1, 2022

Florida Fish
and Wildlife
Conservation
Commission

Mr. Paul Whitfield, Director
Department of Financial Services
Division of Accounting and Auditing
Via Email: Paul.Whitfield@myfloridacfo.com

Dear Mr. Whitfield,

The Florida Fish and Wildlife Conservation Commission (FWC) closely monitors and manages travel expenditures to ensure funding is spent in the most efficient means available.

In accordance with Fiscal Year 2022/2023 Implementing Bill, this letter documents the types of travel which has been determined to be mission critical and if not performed would have an adverse impact on the FWC's business.

Section 87. In order to implement appropriations 2022-2023 General Appropriations Act for state employee travel, the funds appropriated to each state agency which may be used for travel by state employees are limited during the 2022-2023 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, 2023.

A Mission Critical (MC) Code has been assigned and shall be utilized and documented when seeking approval or reimbursement of travel. If the MC Code is not applicable, the traveler must justify why the travel is Mission Critical and the justification shall be subject to the approval of the approving authority. This justification and approval must accompany the authorization and reimbursement of travel. In addition, teleconferencing and/or other forms of electronic communication shall be considered prior to approving travel requests.

- MC1 - Travel to conduct, participate in or attend trainings pertaining to FWC's mission and staffs assigned duties. This includes training to maintain mandatory certification(s)/qualification(s) required for the employee's position held or as established by statute, rule or internal policy.
- MC2 - Travel to participate in, attend or conduct conferences, outreach, workshops, conventions or internal/external meetings pertaining to FWC's mission and staff duties; or, as defined by statute or internal policy (i.e., Public Workshops, Regulatory Councils and Commission Meetings)
- MC3 - Travel to conduct administrative functions pertaining to official FWC business (i.e., Personnel, Legal, Procurement/Contract Administration, Management and/or Monitoring, Property, Accounting, Information Technology, Communications, Construction-related, Inspector General)

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- MC4 - Routine travel for Division/Office operations to conduct official FWC business (i.e., outreach, program oversight, sampling, research, surveying)
- MC5 - Travel to conduct grant-related activities as allowed by the grant (Note: this type of travel will be paid by grant funding and allowed by the application and/or grant award or other documentation from the grantor. All documentation, approvals, and reimbursement, must detail the grant number(s), project identification number, name and specific language from the grant authorizing such travel)

Exceptions to utilizing a MC Code include travel required for military, law enforcement detail, public safety/health, or emergency management activities.

Should you have any questions, please contact Joseph Davis at (850) 617-9690 or via email at Joseph.Davis@MyFWC.com

Sincerely,



Eric Sutton
Executive Director

cc: Thomas Eason, Assistant Executive Director
Jennifer Fitzwater, Chief of Staff
Charlotte Jerrett, Chief Financial Officer
FWC Division Directors and Deputy Division Directors