



July 12, 2016

Florida Fish and Wildlife Conservation Commission

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Managing fish and wildlife
resources for their long-term
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MyFWC.com

Christina Smith, Director
Department of Financial Services
Division of Accounting and Auditing
Via Email: Christina.Smith@myfloridacfo.com

Dear Ms. Smith,

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 2016/2017 Proviso, this letter documents the types of travel determined to be mission critical. In addition, teleconferencing and/or other forms of electronic communication shall be considered prior to approving any travel request.

Section 119. In order to implement appropriations in the 3473 2016-2017 General Appropriations Act for state employee travel, the funds appropriated to each state which may be used for travel by state employees shall be limited during the 2016-2017 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 3486 purposes, emergency management activities, or public health activities. This section expires July 1, 2017.

The following types of travel are deemed as Mission Critical and if not performed would have an adverse impact on the FWC's business. A Mission Critical (MC) Code has been assigned and shall be utilized and documented when seeking approval or reimbursement of travel. If one of the MC-Codes is not applicable, the traveler must justify why the travel is mission critical. This justification must be approved by the applicable approving authority; and, the justification and approval(s) must be attached to all requests for reimbursement.

- MC1 - Travel to conduct, participate in, or attend trainings pertaining to FWC's mission and staff's assigned duties; includes trainings to maintain mandatory certification(s)/qualification(s) required for the 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 in statute or internal

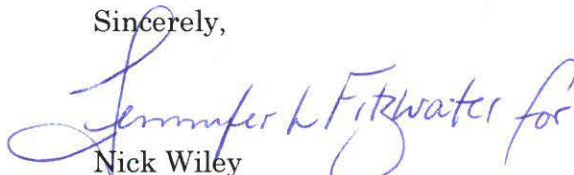
policy (i.e. Public Workshops, Regulatory Councils, and Commission Meetings etc.)

- *MC3* – Travel to conduct administrative functions pertaining to official FWC business (i.e. Personnel, Legal, Procurement/Contracts-Administration, Management and/or Monitoring, Property, Accounting, Information Technology, Communications, Construction-Related, Inspector General etc.)
- *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 travel will be paid through grant funding and allowed by the application and/or award, or other documentation from the grantor. All documentation (approvals and reimbursement) must detail the grant number, project ID, name and specific language from the grant authorizing such travel).

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

If you have any questions, please contact Jodi Bailey, Chief Operating Officer, at (850) 617-9641 or via email at [Jodi.Bailey@myfwc.com](mailto:Jodi.Bailey@myfwc.com).

Sincerely,

  
Nick Wiley  
Executive Director

cc: Eric Sutton, Assistant Executive Director  
Jennifer Fitzwater, Chief of Staff  
Jodi Bailey, Chief Operating Officer  
FWC Division Directors and Deputy Division Directors

DATE: June 17, 2016

TO: Agency Addressed (No. 43, 2015-2016)

FROM: Christina Smith, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: TRAVEL RESTRICTIONS IMPOSED BY CHAPTER 2016-62, LAWS OF FLORIDA.

**This memorandum supersedes Agency Addressed Memorandum No. 11, 2008-2009 and provides guidance on the travel restrictions imposed by Chapter 2016-62, Laws of Florida.**

Each travel voucher or other attached documentation must contain a statement describing how the travel activity is critical to the agency's mission.

For any travel voucher that seeks payment for travel to foreign countries, other states, conferences, staff-training activities, or other administrative functions, the voucher must contain evidence of the agency head's determination that such travel activities are critical to the agency's mission.

In order to make this process more efficient, each agency head may provide a signed memorandum setting forth his or her determination as to the types of activities that he or she deems mission-critical that require travel to foreign countries, other states or the District of Columbia, conferences, staff-training activities, or administrative functions. A copy of the determination memorandum can be sent to the Bureau of Auditing with a request to keep on file otherwise a copy should be included with each voucher that seeks payment for travel activities falling within any of these five categories.

In approving any travel as being mission-critical, each agency head or his or her designee must identify in writing how the travel is consistent with the agency head's determination memorandum and state that he or she has considered the use of teleconferencing and other forms of electronic communication as an alternative to the travel.

In addition, each travel voucher or Purchasing Card charge that seeks payment for lodging associated with a meeting, conference, or convention organized or sponsored by an agency may not exceed the traveler's daily room rate of \$150. For clarification,

- an agency is deemed to have sponsored a meeting, conference or convention if they contributed money for the meeting, conference, or convention. Money provided for a traveler's registration fee or for an Agency's membership fee to the organization hosting the conference or convention is not deemed as sponsorship.
- an agency is deemed to have organized a meeting, conference or convention if they are involved in selecting the location or planning the activities to be conducted.



To minimize the impact to employees, managers need to verify compliance with lodging rate restrictions before authorizing the employee to incur travel expenses. An employee will be required to expend his or her own funds for any daily room rate including associated taxes that exceed the \$150 per day restriction.

The lodging restrictions do not apply to travel activities for conducting business external to the agency including but not limited to audit, investigation, litigation or examination. However, where daily room rate for these activities exceed \$150 travelers are reminded that the most economical use is required in all situations. Travelers should be prepared to justify costs that appear excessive, pursuant to the Reference Guide for State Expenditures ([http://www.myfloridacfo.com/Division/AA/Manuals/Auditing/Reference\\_Guide\\_For\\_State\\_Expenditures.pdf](http://www.myfloridacfo.com/Division/AA/Manuals/Auditing/Reference_Guide_For_State_Expenditures.pdf)).

This memorandum shall not apply to travel activities undertaken for law enforcement purposes, military purposes, emergency management activities or public health activities.