

## APPENDIX D

### CLARIFICATION OF OFFICIAL HEADQUARTERS POINT-TO-POINT TRAVEL AND VICINITY TRAVEL

This appendix clarifies the definitions and uses of the terms official headquarters, point-to-point travel and vicinity travel.

1. “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 a person located in the field should be the city or town nearest to the area where the majority of his or her work is performed, or such other city or town or area as may be designated by the agency head; provided in all cases such designation must be in the best interest of the agency and not for the convenience of the employee.” A traveler may have only one (1) headquarters. (Chapter 112.061(4)(a), Florida Statutes)

NOTE: The legislative intent is that all employees will have a city, town, or one specific geographical location designated as official headquarters from which mileage can be computed. The word “area” is used only in reference to employees who perform the majority of their work in a general area where there is no city or town that can be designated as the official headquarters.

2. Point-to-Point travel is that approved official travel from the city or town designated as a person’s official headquarters to another city or town and return, or from one city or town to another city or town.

“All mileage shall be shown from point of origin to point of destination and when possible shall be computed on the basis of the Official State Road Map issued by the Department of Transportation (DOT). In addition, time of departure and time of return must be shown.” (Chapter 3A-40.16(1)(b) F.A.C.)

NOTES:

- a. In instances where actual point-to-point travel is less than the DOT map mileage, the actual mileage should be recorded on Form DBF-AA-15 under “Map Mileage Claimed,” and under “Travel Performed from Point of Origin to Destination,” the traveler should indicate the points of origin and destination.
  - b. In instances where actual point-to-point travel is more than the DOT map mileage, the DOT map mileage should be recorded on Form DBF-AA-15 under “Map Mileage Claimed,” and actual miles in excess should be recorded under “Vicinity Mileage Claimed” along with any necessary travel within the city or town.
  - c. In instances where employees are required to travel almost constantly within areas outside of their designated official headquarters, it is necessary to list each point-to-point travel from one city, town or specific location to another city, town or specific location. Actual mileage will be listed under “Map Mileage Claimed” or “Vicinity Mileage Claimed.” For example, a Community Youth Leader who visits clients in four different towns in one day will list point-to-point travel from official headquarters to town A from town A to town B, from town B to town C, from town C to town D and from town D back to official headquarters. The counselor will also list vicinity mileage if actual mileage is in excess of official map mileage (see 2b above), and vicinity mileage for necessary travel within each town or immediate vicinity (see 3 below).
3. Vicinity (or immediate vicinity) travel is that approved official travel within the city or town designated as a person’s headquarters, or the approved official travel within a city or town arrived at by point-to-point travel from a person’s designated headquarters in another city or town.

To further clarify vicinity travel, the following is a response from the Office of the State Comptroller defining “vicinity travel” and which is used as a precedent in claiming vicinity travel in contrast with point-to-point normal travel:

An example of vicinity travel would be if an employee left Tallahassee to go to Miami, which would show point-to-point map mileage of 468 miles. While in Miami, he had to do some traveling in his personal car each day, he would show his mileage each day on a separate line and designate it as vicinity travel. He would complete his trip by returning to Tallahassee and again show his map mileage of 468 miles.

4. From the above definitions and explanations of official headquarters, point-to-point and vicinity travel, the following examples are provided:
  - a. Travel within the city or town designated as a person’s designated headquarters is vicinity travel.
  - b. Travel within a city or town arrived at by point-to-point travel is vicinity travel.
  - c. Point-to-point travel in excess of the DOT map mileage is vicinity travel.
  - d. Travel from official headquarters to another city or town is point-to-point travel.
  - e. Travel from one city or town to another city or town is point-to-point travel.