



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Travel Procedures

Related Policy: FDJJ – 1407.01

I. DEFINITIONS

Actual Point of Origin – The geographic location where the travel begins. See also Point of Origin.

Agency – The Department of Juvenile Justice.

Agency Head – The Secretary of the Department of Juvenile Justice.

Approver – The agency head’s designated individual to approve or authorize Authorization or Reimbursement trip forms in the Statewide Travel Management System (STMS).

Authorization – A Trip Form in the Statewide Travel Management System (STMS) used to acquire approval prior to travel for foreign, out of state, or conference and convention travel. Requirement of this trip form for all other types of travel is at the discretion of the Traveler’s supervisor. An Authorization in STMS can only have one corresponding Reimbursement form. Blanket Authorizations cannot be completed in STMS.

Authorized Person – A person other than a public officer or employee as defined herein, whether elected or commissioned or not, who is authorized by the Agency Head and/or designee, to incur travel expenses in the performance of their official duties. A person who is called upon by an agency to contribute time and services as consultant or advisor. A person who is a candidate for an executive or professional position, when performing authorized travel.

Chief Financial Officer – Shall mean the State of Florida, Department of Financial Services or its statutorily appointed head, the Chief Financial Officer.

Class A Travel – Continuous travel of twenty-four (24) hours or more away from official headquarters. Travel of exactly twenty-four (24) hours will be reimbursed for four quarters only, regardless of time of departure and return. (The traveler may choose reimbursement for meals and lodging or per diem, or a combination of the two methods.) The travel day for Class A Travel is based on a calendar day (midnight to midnight).

Class B Travel – Travel of less than twenty-four (24) hours that involves overnight absences from official headquarters. (The traveler may choose reimbursement for meals and lodging or per diem, not a combination of the two methods.)

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

Common Carrier – Train, bus, commercial airline operating scheduled flights, or rental vehicles of an established rental car firm.

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Conference – A conference is 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 interests. The term also includes similar meetings such as seminars and workshops, which are large, formal group meetings that are planned and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of agency or interagency personnel.

Convention – An assembly of a 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.

Delegate Approver – The designated approver in the Statewide Travel Management System (STMS) to approve an employee’s Authorization or Reimbursement trip form when the Approver is unavailable. This designation is completed by the Approver in their STMS account under Settings.

Designee – A designee is an employee who has been given written authorization by the agency head to approve Authorization or Reimbursement trip forms in the Statewide Travel Management System (STMS) on the agency head’s behalf. Identified as an Approver in STMS.

Direct Payment – Payment of travel lodging made directly to a hotel. Direct Payments must be approved by the agency head or his designee and must provide a benefit to the state.

Emergency Notice – Means notification of less than twenty-four (24) hours prior to 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.

Foreign Travel – Authorized and approved travel outside the United States and its recognized territories and possessions.

In-State Travel – Authorized and approved travel within the territorial limits of Florida.

Map Mileage – Actual mileage from one city or town to another city or town, as computed by the Official Road Map, published by the Department of Transportation.

Meal Allowance – The amount authorized by Section 112.061(6), Florida Statutes, for each meal during the travel period.

Meeting – A meeting is a gathering called by the Secretary, a Deputy Secretary, or an official in an SES/SMS position, to be attended by department staff (including, but not limited to, headquarters office staff or staff of any, institution, or other organizational unit within the Department). A meeting may be in the form of a management review, seminar, or workshop.

Most Economical Method of Travel – The most cost-effective mode of transportation (state-owned vehicle, privately owned vehicle, common carrier, etc.) designated by the agency head or designee.

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Non-Business Day – An authorized weekend or state holiday for a public officer or employee. A day on which such person was not scheduled to be performing service or contributing time to the agency.

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 an employee located in the field shall be the city or town nearest to the area where the majority of the employee's work is performed, or such other city, town, or area as may be designated by the agency head provided that in all cases such designation must be in the best interests of the agency and not for the convenience of the employee.
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 after the said period of 30 continuous workdays has elapsed, unless this period of time is extended by the expressed written approval of the agency head or his 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 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. **See Attachment A - Clarification of Official Headquarters Point-to-Point Travel and Vicinity Travel.**

Out-of-State Travel – Authorized and approved travel within the United States, but outside of Florida.

Per Diem Rate – The amount authorized by Section 112.061 (6), Florida Statutes.

Personal Time – The time outside the regular work hours of a business day, a non-business day or a day for which the officer or employee had prior approval for a leave of absence.

Physically Handicapped – 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.

Private Vehicle – The use of privately-owned vehicles (POV) by DJJ authorized travelers for official travel in lieu of state-owned vehicles or common carrier.

Public Employee or Employee – An individual who is filling a regular or full-time authorized position and is responsible to the agency head.

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Reimbursement – A travel form in the Statewide Travel Management System (STMS) used to receive reimbursement after a trip has occurred. This trip form is available only if the Traveler has received approval of an Authorization trip form in the STMS.

Reimbursement with General Authorization – A travel form in the Statewide Travel Management System (STMS) used to receive reimbursement after a trip has occurred when an Authorization trip form is not required.

Routine Travel – Travel that is performed on a day-to-day basis within a specified geographical area as part of the traveler’s normal work assignments. Expenses claimed are generally mileage and/or meals. Travel vouchers must be submitted once each month. Travel which is performed by authorized travelers to transport clients whether within or out of the state.

Statewide Travel Management System (STMS) – The State of Florida cloud-based travel management solution to process Authorizations, Reimbursements, and Reimbursements with General Authorization electronically.

STMS User Manual – The user guide and instruction on navigation in the Statewide Travel Management System (STMS). The manual [can be accessed within this link](#).

Travel Day – A period of twenty-four (24) hours consisting of four (4) quarters of six (6) hours each.

Travel Expenses – The usual ordinary and incidental expenditures necessarily incurred by a traveler.

Travel Event or Travel Period – A travel event is a period of time of travel from the departure time to the return time from official headquarters of the traveler. A travel event may last less than one day, one day, or several days; depending on which day the departure time falls and on which day the return time falls.

Traveler – An employee, public officer, or other authorized person, when performing authorized travel.

Vicinity Mileage – Actual mileage incurred when driving (authorized) within the city or town of your official headquarters. Also, mileage driven in excess of the actual map mileage when traveling from one city or town to another city or town.

II. STANDARDS/PROCEDURES

A. General Information:

1. DJJ authorized travelers are normally expected to pay all travel costs from personal funds or use the State of Florida Purchasing Card and to request reimbursement of authorized expenditures through the processing of a Reimbursement or Reimbursement with General Authorization in the Statewide Travel Management System (STMS).
2. It is the responsibility of each DJJ authorized traveler to select the most economical method of travel for each trip. Additionally, it is the responsibility of the approving supervisor to ensure that the traveler selects the most economical method. Questions of time-efficiency and cost-effectiveness must be answered in the best interest of the State of Florida and not for the convenience of the traveler.

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3. Expenditures properly chargeable to travel include registration payments, reimbursements of mileage for use of a privately-owned vehicle, per diem and subsistence allowance (lodging and meals), common carrier transportation, and other expenses incidental to travel that are authorized by law.
4. Reimbursements submitted by DJJ authorized travelers in payment for a travel reimbursement request must include, as applicable:
 - a. Itemized hotel receipts with zero balance.;
 - b. Transportation receipts for common carrier travel;
 - c. Incidental receipts; and
 - d. In the case of a conference or convention, the benefits to the state (not to the employee) must be provided along with the pages of the agenda that itemizes the registration cost.
5. When a DJJ authorized traveler has made lodging reservations and the traveler's travel plans change, it is the traveler's responsibility to cancel their room reservations. State funds will not be used to pay for room charges in which the traveler did not stay and should have cancelled. The traveler will be required to reimburse the state for all such expenditures.
6. The Regional Director may implement additional detailed written travel regulations for their respective regions that are not in conflict with this policy and procedure. All additional travel regulations must be submitted to the Bureau of Finance and Accounting for review, before they become policy.

B. Minority Business Enterprise (MBE) Vendors:

1. DJJ authorized travelers utilizing agencies to arrange reservations should make a concerted effort to use CMBE vendors in their geographic area.

C. Travel Authorization:

C. 1. Travel Authorization

1. All travel by DJJ authorized travelers must be authorized in advance. An Authorization must be completed and approved in the Statewide Travel Management System (STMS) prior to the time of departure for foreign, conference, convention and out-of-state travel. All other travel may be authorized verbally.
2. Supervisors have the authority to require a completed Authorization in the STMS for all types of travel by staff in their office.

C. 2. Delegation of Authority

1. In accordance with Section 112.061(3), Florida Statutes, the officials in all SMS and designated SES positions are appointed as designees and are delegated the authority to approve and

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authorize all work-related travel for their respective staff subject to the conditions set forth in paragraphs 2 and 4 below.

2. The officials in the above-mentioned positions may authorize travel, subject to the limitations that appear in other parts of this operating procedure and must personally approve the Authorization or Reimbursements in the STMS for the following:
 - a. Individuals reporting to these officials.
 - b. Advisory committee members.
 - c. Department and non-department employees traveling for the purpose of interviewing applicants for department professional or executive positions.
 - d. Travelers who become sick or injured while away from official headquarters and continue to receive subsistence.
3. Those officials designated in Section C.2. 1. may re-delegate authority to certify travel to supervisory members of their staff. The Delegated Approver must be identified in the STMS. Refer to page 89 of the [STMS User Manual](#).
4. Foreign, non-client related out-of-state travel and travel to conferences or conventions must be authorized in advance by the Secretary or designee.

D. Special Conditions of Travel:

D. 1. Travel to Employment Interviews

1. Travel expenses for state employees for the sole purpose of taking job placement examinations, written or oral, will not be allowed under any circumstances; except upon prior written approval of the Secretary or designee.
2. Candidates for executive or professional positions may be allowed travel expenses. Written requests for executive or professional travel allowance must be forwarded through proper channels to be approved by the Secretary or designee.

D. 2. Travel to Credit Union Meetings

1. Reimbursement of travel expenses incurred by state employees while participating in meetings of a credit union's board of directors or credit union committee will not be allowed under any circumstances.

D. 3. Travel of Persons with Disabilities

1. When a physically handicapped DJJ authorized traveler incurs travel expenses in excess of those ordinarily authorized pursuant to the travel law and these procedures, and such excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed to the extent that the expenses were reasonable and necessary to the safe travel of the individual.

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2. All such claims by DJJ authorized traveler for reimbursement of excess travel expenses shall be submitted with sufficient documentation in compliance with the Americans with Disabilities Act (ADA) of 1990.
3. When a payment is requested pursuant to the ADA, which would not otherwise be a lawfully authorized use of state funds, the reimbursement must include a signed statement from the agency head or designee certifying that:
 - a. 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/her in performing his/her duties, applying for a position, or other covered activity.
 - b. The agency has determined that the individual is a “qualified individual with a disability” as defined in the ADA.
 - c. The agency will maintain all records related to this request for five (5) years provided applicable audits have been released and make those records available for review to persons authorized to review such records.
4. The Bureau of Finance and Accounting shall ensure all vouchers related to providing a “reasonable accommodation” 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 Section D.3. 3.c. above.

D. 4. Foreign Travel

1. The agency head or designee may pay per diem of DJJ authorized travelers for foreign travel at the current rates as specified in the U.S. Department of State, Office of Allowances federal publication “Per Diem Allowances for Travel in Foreign Areas,” and must comply with the Office of Allowances “Standardized Regulations (DSSR) and GSA’s Office of Government-wide Policy “Federal Travel Regulations” and their incidental expenses as provided in Section E. 7. of this operating procedure.
2. The DJJ authorized traveler may claim either actual single occupancy room rate plus \$36 per day for meals or foreign per diem.
3. Foreign per diem is paid beginning with the date and time of arrival in the foreign country from the United States and will terminate on the date and time of departure from the foreign country to the United States.
4. The amount reimbursed for foreign travel is limited to the current foreign per diem rate shown in the monthly publication “Maximum Travel Per Diem Allowance for Foreign Areas” less the portion of the allowance designated for incidentals as specified in the Federal Register.
5. DJJ authorized traveler may not claim foreign per diem for any travel day quarter in which meal allowances or per diem for United States travel is also claimed.
6. When a DJJ authorized traveler goes from one geographic location to another, reimbursement shall be calculated at the rate where the majority of the quarter was spent regardless of which

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area has a higher reimbursement rate. For example, if the traveler was going from Paris, France to Toulouse, France and departed Paris at 4:30 p.m. and arrived in Toulouse at 5:30 p.m., the traveler would be entitled to reimbursement at the rates applicable to Paris even though the rates are higher since the majority of the quarter of travel was spent in Paris.

D. 5 Emergency Situations

1. When a public officer, employee, or authorized person is away from his/her official headquarters on personal time and is required to travel because of an emergency situation, the following shall apply:
 - a. The traveler may be reimbursed travel expenses incurred by him/her when traveling from his/her actual point of origin to his/her point of destination, which may be his/her official headquarters.
 - b. If personal circumstances necessitate the traveler to return to his/her actual point of origin after the emergency situation has ended rather than returning to or staying at his/her official headquarters, the traveler may be reimbursed his/her 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 return to California after the emergency has ended instead of remaining in Tallahassee, then he/she may be reimbursed his/her travel expenses to return to California.
 - c. If the traveler is able to return to or remain at his/her official headquarters, he/she may only be reimbursed the excess of his/her necessary travel expenses for the emergency situation over what he/she would have incurred for his/her own personal convenience. Details of the cost shall be provided showing the net cost of what he/she would have incurred against his/her actual cost of returning.
 - d. The traveler's reimbursement request of travel expenses claimed from an actual point of origin rather than his/her official headquarters shall contain an explanation of the emergency, which necessitated his/her travel from such point.
 - e. If an authorized traveler has incurred certain unrecoverable costs associated with personal plans and is unable to carry out such plans due to an emergency situation, such costs, which are not recoverable, may be reimbursed by the agency. Requests for reimbursement must include a statement of the circumstances of the emergency situation.
2. At no time shall a traveler be reimbursed for expenses in traveling between his/her home and his/her regular place of employment.
3. Requests for reimbursement of the emergency situations stated above must be presented in writing to the Bureau of Finance and Accounting to be forwarded to the Chief, Bureau of Auditing, Chief Financial Officer, prior to being vouchered for payment.

D. 6 Direct Payments

1. Direct payment to vendors for the meals and lodging of an employee required to travel on emergency notice must be vouchered in favor of the vendor with the traveler as sub-vendor

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listing the traveler's name, PeopleFirst ID, and cost. Any required receipts along with a copy of the STMS Reimbursement trip form must be included with the original voucher maintained at the agency. The payment information should clearly state that payments to vendors are requested due to the employee being required to travel on emergency notice.

2. Direct payment of lodging expenses may be made in situations that result in a cost savings to the State pursuant to Section 112.061 (13), Florida Statutes. Avoidance of sales tax shall not be considered a cost saving to the State. Evidence of prior approval granted by the agency head or his designee detailing the cost savings must be included with the request for payment.
3. Requests for direct payment should be directed to the Bureau Chief of Finance and Accounting and be submitted to the Bureau of Finance and Accounting at least 10 days prior to the travel event. Requests must include the following information at a minimum:
 - a. The name and address of the hotel;
 - b. The Federal Tax ID number for the hotel;
 - c. The date(s) of the hotel stay;
 - d. The amount being charged per night;
 - e. An itemized breakdown of all charges per person and the total amount of the request;
 - f. The names and PeopleFirst ID numbers for those staying at the hotel; and
 - g. An explanation of the overall cost savings to the State.
4. The payment shall be vouchered and processed in the same manner as common carrier payments and scheduled as "pay and charge" with the traveler as sub-vendor. The STMS Reimbursement trip forms submitted for employees who have had their lodging paid directly to the vendor shall indicate such in the Comment Field on the Details tab of the trip form in the STMS.

Examples of criteria for cost savings include discount for earlier payment, documented savings in processing cost or free use of a hotel meeting room if the agency has a need for such room.

E. Requirements for Travel Expenses Reimbursement:

NOTE: This section addresses the guidelines for completing the STMS Reimbursement trip form and rules/criteria for claiming reimbursement of travel expenses.

Receipts: When DJJ authorized travelers utilize the State of Florida Purchasing Card to pay for approved travel costs (common carrier, auto rental, lodging, parking, etc.); the original receipts must be attached to the STMS Reimbursement trip form. A STMS Reimbursement trip form is required even when no reimbursement is being requested.

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E. 1. Travel Origin, Destination, and Purpose of Travel

1. The DJJ authorized traveler must indicate the point of origin and destination of a travel event. The origin is indicated on a separate line with the departure time of the travel event and the destination indicated on a separate line with the return time in the Statewide Travel Management System (STMS).
2. The DJJ authorized traveler must indicate in the STMS the mode of transportation for a travel event. This includes complimentary transportation by another traveler.
3. Any unusual or special circumstances that occur during a travel event must be indicated as such in the STMS.
4. The DJJ authorized traveler must include the Mission Critical Statement and Purpose of Travel in the STMS. The use of office acronyms and all types of non-standard abbreviations are not acceptable by the Chief Financial Officer. All trip forms containing acronyms and non-standard abbreviations will not be processed, but will be returned to the traveler.
5. Any break for personal reasons in a travel event while performing travel must be identified on the Details tab of the STMS trip form. The break in a travel event must be covered by the use of appropriate leave. The DJJ authorized traveler will not receive reimbursement for any expenses occurring during a break in travel. However, the DJJ authorized traveler may claim reimbursement of travel expenses during the return to official headquarters had the traveler been entitled to that reimbursement without an interruption in the travel event.

E. 2. Date and Time of Departure and Return of a Travel Event

1. The DJJ authorized traveler must indicate on the STMS Reimbursement trip form the date and times of departure and return, specifying A.M. or P.M.

E. 3. Class A and B Travel

1. **Class A Travel** is continuous travel of twenty-four (24) hours or more away from official headquarters by the DJJ authorized traveler. The travel day for Class A is based on a calendar day (midnight to midnight).
2. Class A travelers who desire to claim reimbursement for actual expenses for some periods and per diem for other periods while on the same trip may only change methods on a calendar (midnight to midnight) day basis.
3. **Class B Travel** is continuous travel of less than twenty-four (24) hours which involves overnight absence away from official headquarters by the DJJ authorized traveler. The travel day for Class B Travel begins at the same time the travel begins.
4. Class B travelers must claim actual expenditures or per diem and may not claim both. **Per Diem shall not exceed the rate established in Section 112.061(6), Florida Statutes.**

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5. The DJJ authorized traveler will receive reimbursement of Class A and B meals based on the departure and return time of a travel event. Such time criteria and meals allowances are identified in Section 112.061(5), Florida Statutes.
6. It is not necessary for DJJ authorized travelers to submit meal receipts in order to claim reimbursement for meals.
7. In the case where a meal is provided by a hotel or airline and is not itemized on the billing invoice as a separate item, the DJJ authorized traveler is required to deduct the meal allowance from their daily reimbursement provided by law, if they consume the meal. This includes any type of breakfast item, such as continental or full-breakfast buffet.

E. 4. Claim of Per Diem or Actual Lodging Expenses

1. A DJJ authorized traveler may not claim per diem or reimbursement for lodging for overnight travel within fifty (50) miles of his/her official headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the Secretary or designee. The Chief of Monitoring and Quality Improvement has delegated authority to approve overnight travel for travelers participating in Monitoring and Quality Improvement reviews. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time due to traffic conditions.
2. In accordance with Section 112.061(6), Florida Statutes, DJJ authorized travelers will receive the maximum per diem per full day of travel; or
3. DJJ authorized traveler will receive reimbursement of actual expenses if those expenses exceed the maximum per diem and they are necessary and reasonable for lodging at a single occupancy rate substantiated by paid bills. In addition to receiving the reimbursement of actual lodging expenses, travelers will receive the meal allowances in accordance with Section 112.061(6), Florida Statutes.
4. It is not necessary for DJJ authorized traveler to submit meal receipts in order to claim reimbursement for meals.
5. A DJJ authorized traveler claiming less than the full meal allowance or per diem authorized by Section 112.061(6), Florida Statutes, shall include on his/her reimbursement a statement that he/she understands he/she is entitled to the full meal allowance provided by law but has voluntarily chosen to claim a lesser amount.
6. Lodging expenses will be calculated on a travel day basis beginning on the day of departure, regardless of when such expenses are actually paid. No one will be reimbursed for more than one lodging expense during any travel day unless fully justified by the DJJ authorized traveler in writing, attached to the reimbursement and submitted to the Bureau of Finance and Accounting.
7. Reimbursements for lodging associated with a meeting, conference, or convention organized or sponsored in whole or in part by a state agency or the judicial branch may not exceed \$175 per day. An employee may expend his or her own funds for any lodging expenses in excess of \$175

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per day. For purposes of this section, a meeting does not include travel activities for conducting an audit, examination, inspection, or investigation or travel activities related to a litigation or emergency response. The following conditions must be documented by the traveler in order to file for reimbursement in excess of \$175 per day:

- a. The traveler must stay at the hotel selected because all other hotels in the area of travel had no vacancies. The traveler must include a comment on the Hotel Expense Line Item in the STMS that no other alternatives were available in the travel area.
 - b. For all in-state hotels, other than convention or conference, exceeding the \$175 occupancy rate, additional written justification, and documentation, may be required by the State Chief Financial Officer.
8. Class A travelers who desire to claim reimbursement for actual expenses for some periods and per diem for other periods while on the same trip may only change methods on a calendar (midnight to midnight) day basis.
 9. Lodging expenses shall qualify for reimbursement only if they are incurred at a duly established commercial lodging facility and are substantiated by itemized paid receipts attached to the reimbursement trip form in the STMS. Authorized travelers are reminded that the most economical use of hotel is required in all situations (in-state and out-of-state travel). When a non-traditional accommodation is used, any additional mandatory fees such as cleaning and/or service charges that would normally be included in a hotel stay must be added to the nightly rate to derive the per night rate.
 10. When multiple DJJ authorized travelers share a hotel room and the hotel bill is paid by one of the travelers, then 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, then the traveler paying the hotel bill shall request reimbursement for the total amount on his/her travel reimbursement request. The traveler whose hotel bill is being paid by another traveler must file a reimbursement and include a statement in the comment section within the STMS "hotel room compliments of John Doe." If two travelers share a hotel room and split the bill, then each traveler may claim one-half of the hotel bill on their respective reimbursement. In each of the above situations, each traveler shall provide an explanation of the circumstances of the situation and include the other traveler's STMS trip form number on their reimbursement.
 11. The hotel receipts for lodging by DJJ authorized travelers are necessary attachments to the STMS in order to receive travel expense reimbursement unless the costs were charged to the State Purchasing Card. The receipt must reflect a detailed listing of all charges on a daily basis.

E. 5. Class C Meals (if approved by the Legislature)

1. **Class C Travel** is defined as travel for short day trips where the DJJ authorized traveler is not away from official headquarters overnight.
2. When performing Class C Travel, the DJJ authorized traveler will not be reimbursed on a per diem basis but will receive a subsistence allowance in accordance with the rate established for meals in Section 112.061(6), Florida Statutes for meals based upon the following schedule:

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3. The DJJ authorized traveler must travel a minimum fifty (50) mile radius from official headquarters, one-way, map mileage only, (not vicinity mileage) point-to-point travel to qualify for Class C meals.
4. For rural areas, fiscal liaisons will calculate map mileage for commonly traveled locations for inclusion in the Department's official map mileage chart.
5. Class C meal allowances for state employees and OPS employees are processed through the Bureau of State Payrolls PYRL system. On a monthly basis, the Bureau of State Payrolls will prepare a warrant per traveler for his/her Class C meal allowances earned for the month.
6. Class C meals are considered taxable fringe benefits for state employees and OPS employees, and FICA/withholding taxes must be deducted. Class C meals shall be deducted from the total expenses claimed on the travel reimbursement request. The gross amount of Class C meals will be reported on the employee's W-2 statement for income tax reporting purposes.
7. Class C meal allowances for non-employees/independent contractors will be processed through FLAIR as a regular travel expenditure item and will not be processed through the Bureau of State Payrolls PYRL system.

E. 6. Mileage

1. Vicinity and map mileage for DJJ authorized travelers will be reimbursed a mileage allowance in accordance with the rate established in Section 112.061(7), Florida Statutes, if it is determined to be the most economical means of travel available. This determination shall be established based on the procedures outlined in Section E.9 (7 through 9) of this procedure.
2. All map mileage must be shown from point of origin to point of destination and return, and must be computed on the basis of the Official Road Map published by the state Department of Transportation or the Department's official map mileage chart. Any actual mileage driven in excess of map mileage should be claimed as vicinity mileage. Time of departure and time of return must be shown.
3. When an individual is in travel status, vicinity mileage necessary for conducting official business is allowable, but must be shown as a separate item on the STMS Reimbursement trip form. Mileage is allowed to the airport from office or home, whichever is less, when performing authorized travel.
4. DJJ authorized travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location under any circumstances. This includes on-call employees.
5. Employees who, as part of their day-to-day duties, utilize their personal automobiles on a regular and ongoing basis to travel to locations within their region to serve clients or for other official state business must utilize a DJJ Daily Mileage Tracking Sheet (**See Attachment B**). Employees who travel to locations away from their headquarters and remain overnight will not be required to maintain such logs.

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6. The mileage trip logs must be attached to the STMS Reimbursement trip form.

E. 7. Incidental Expenses

The following incidental expenses of the DJJ authorized traveler may be reimbursed if itemized in the expense line items on the STMS Reimbursement trip form:

1. **Taxi Fare.** Receipts are required for fares in excess of \$25 on a per fare basis.
2. **All Tolls and Ferry Fares.** Receipts are required whenever the individual occurrence is in excess of \$5.
3. **Parking Fees or Storage.** Receipts are required for fees in excess of \$25. Such fees are not allowed on a weekly or monthly basis for privately owned automobiles unless it can be established that such method results in savings to the state.
4. **Photocopy Charges.** A statement that photocopy charges were business-related must be included on the expense line item on the STMS Reimbursement trip form.
5. **Communication Expenses (Telephone).** A statement must be included on the expense line item on the STMS Reimbursement trip form that communication expenses claimed were for official state business. This includes fax charges. Communication expenses to contact the traveler's family or other non-business purposes are not eligible for reimbursement.
6. **Registration Fees and Related Charges.**
 - a. If an instructor is engaged to perform training sessions for employees, the fee paid to the instructor will be a contractual service. If an employee enrolls in a workshop/seminar, etc., which is routinely offered to the public, the fee for attendance by the employee will be a registration fee. Registration fees will not be paid for intra-agency or inter-agency meetings, seminars, and workshops. All expenses related to such gatherings must be processed as a regular expenditure of the appropriate agency. However, registration fees may be paid to universities, the Department of Management Services, or other agencies for routine training classes conducted for employees of other agencies.
 - b. Reimbursement for registration fees and travel expenses in connection with attendance at conferences or conventions will not be paid unless:
 - (1) The main purpose of the convention or conference is directly related to the statutory duties and responsibilities of the agency.
 - (2) The duties and responsibilities of the traveler are related to the objectives of the convention or conference.
 - (3) The activity provides a direct benefit supporting the work and public purpose of the person attending.
 - c. Vouchers submitted for payment of the registration fee or for a conference or convention must include a statement of the benefits to the state, a copy of those pages of the agenda that itemizes

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the registration fee, and a copy of the travel voucher or a statement that no travel costs were incurred, if applicable.

- d. If meals are included in the registration fee and the traveler claims per diem, the allowance must be reduced by the rate established for meals in accordance with the rate established in Section 112.061(7), Florida Statutes.
 - e. When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides for personal reasons not to eat the meal.
 - f. A continental breakfast is considered a meal and must be deducted if included in a registration fee for a conference or convention.
 - g. If direct payment of a registration fee is made, the traveler shall indicate in the STMS “Registration Fee Paid Direct by DJJ” and provide a statement of benefits to the state and a copy of the pages of the conference or convention agenda that itemize the registration fee.
7. **Tips and Gratuities.** Reasonable tips and gratuities may be reimbursed without receipts as follows:
- a. Actual tips paid to taxi drivers, which shall not exceed fifteen percent of the fare.
 - b. Actual money paid, as a tip, for mandatory valet parking in the performance of public business not to exceed \$1 per occasion.
 - c. Actual portage charges paid shall not exceed \$1 per bag and shall not exceed a total of \$5 per instance. Portage charges exceeding \$5 per incident will require additional justification. Examples of an incident will be if the traveler's bags are taken into the airport from a vehicle then are carried from the airport to the vehicle upon reaching destination, etc. The number of bags must be included on the travel reimbursement request.
8. **Other Incidental Expenses:** Other incidental travel expenses may be reimbursed upon presentation of a receipt as follows:
- a. Actual laundry, dry cleaning, and pressing expenses when official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.
 - b. Actual passport and visa fees required for official travel.
 - c. Actual and necessary fees charged to purchase traveler’s checks for official travel expenses.
 - d. Actual fee charged to exchange currency necessary to pay official travel expenses.
 - e. Actual cost of maps necessary for conducting official business.
 - f. Hotel safe charges are reimbursable by state funds only if the charges are mandatory by the hotel.
 - g. Expenses related to lost keys or keys locked in a vehicle due to employee negligence are not reimbursable.
 - h. Limousine services should not be used instead of taxis unless it can be shown that it is the most economical method of travel.

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E. 8. Rules for Convention or Conference Travel

1. **Purpose of Conference or Convention.** Before convention or conference travel for DJJ authorized travelers can be approved, it must meet each of the following criteria:
 - a. The main purpose of the convention or conference is in connection with the official business of the Department and is directly related to its statutory duties and responsibilities.
 - b. The conference or convention will provide a direct educational benefit supporting the official duties of the employee.
 - c. The duties of the employee seeking to attend such meeting are compatible with the objectives of the particular conference or convention.
2. A DJJ authorized traveler may be reimbursed actual and necessary fees for attending events not included in a basic registration fee that directly enhance the public purpose of the Department's participation in the conference. Such expenses may include, but not be limited to, banquets and other meal functions.
3. It shall be the DJJ authorized traveler's responsibility to substantiate by appropriate documentation that the charges were proper and necessary.
4. All travel by DJJ authorized travelers to conferences and conventions must have prior approval from the Secretary or Deputy Secretary on the STMS Authorization. In addition to the requirements for regular travel, the following information and provisions apply to conference and convention travel:
 - a. **Benefits Accrued.** A statement of the benefits accruing to the State of Florida (not to the traveler) by virtue of such travel must be included on the STMS Authorization and Reimbursement.
 - b. **Agenda.** Those pages of the program or agenda that itemize registration fees and any meals or lodging included in the registration fee for the conference or convention must be attached to the STMS Reimbursement.
5. If direct payment of a registration fee is made by the Department, the DJJ authorized traveler's STMS Reimbursement trip form shall indicate "Registration Fee Paid Direct by DJJ" and shall provide a statement of benefits to the state and a copy of the pages of the conference agenda that identify the registration fee.
6. Food purchases for a conference or convention or in connection with the rental of a meeting room for workshops or meetings are prohibited unless expressly provided by law.

E. 9. Transportation Requirements

1. **Route of Travel.** All travel by DJJ authorized travelers must be performed through a usually traveled route. If a person travels by an indirect route for personal convenience, any extra costs will be at the traveler's expense and must be paid by the traveler at the time of purchase via personal funds or personal credit cards.

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2. **Method of Travel.** Persons authorized to approve travel must specify the most economical method of travel, e.g., state-owned vehicle, privately owned vehicle, or public transportation (common carrier). The following conditions must be considered in determining the method of travel:
 - a. The nature of business;
 - b. The most efficient and economical means of travel (considering time of the traveler, cost of transportation and per diem or subsistence required); and
 - c. The number of persons making the trip, and the amount of equipment or material transported.

3. **Commercial Air Travel.**
 - a. Commercial air travel must be made with a state-contracted airline, if available. Non-compliance with the scheduled aircraft transportation will require written justification. DJJ authorized travelers must state on the STMS Reimbursement trip form the justification for using a non-contract carrier. Lower fares by other carriers may be used. However, the contract carrier shall be given an opportunity to match the lower fare.
 - b. Commercial air travel must be made by the most economical class (economy, tourist, or coach class).
 - c. All unused portions of airline tickets must be returned, by the traveler, to the original purchase location for issuance of a credit card refund notice.
 - d. No group tickets or group charges are to be made. Each traveler must have an individual ticket.
 - e. All receipts for DJJ authorized travelers must be attached to the appropriate STMS Reimbursement trip form.
 - f. In instances where per diem or subsistence is or is not to be reimbursed, and the Department assumes direct payment liability for the commercial air travel invoice, in the STMS Reimbursement trip form must be completed and submitted to the Bureau of Finance and Accounting within five (5) working days following completion of the travel.
 - g. An employee using state credit cards or resources to purchase airline tickets, rental cars, or any other form of transportation for personal business shall be subject to disciplinary action.
 - h. An employee traveling on official business and wishing to alter travel plans for personal business or pleasure, must pay any additional cost of transportation directly to the commercial carrier at the time of purchase, and will not charge such additional transportation to the Department. Time taken for personal business or pleasure must be requested as employee leave prior to the trip.
 - i. Penalties for cancellation of discounted airline tickets, generally referred to as “super saver” tickets, may be paid from state funds only if the cause of cancellation is in the best interest of the state. The circumstances for cancellation of discounted airline tickets must be included in detail on the reimbursement. If a ticket is cancelled for the convenience of the traveler, the cancellation penalty may not be reimbursed from state funds. Travelers should carefully evaluate the circumstances and risk of cancellation prior to purchasing discounted tickets.
 - j. The costs of unused nonrefundable tickets or cancellation penalties are allowable only if incurred for the convenience of the state. Costs are also allowable if the traveler has to cancel a trip due to

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illness of the traveler or death of a member of the traveler's immediate family, for which an employee is authorized to utilize sick or administrative leave. For non-employees, the cost of nonrefundable tickets or cancellation penalties may be paid in circumstances which the traveler would have been authorized to utilize sick or administrative leave if they had been a state employee.

- k. Reimbursements submitted for payment of unused nonrefundable tickets, cancellation penalties or exchange penalties must include documentation indicating that the costs were necessarily incurred in conducting state business or the costs were incurred because of the illness of the traveler or the illness or death of a member of the traveler's family. Documentation verifying the unused ticket has been submitted to the Department must also be included on the reimbursement requesting payment.
- l. If a traveler incurs any additional costs due to overbooking by an airline or other common carrier and the traveler chooses to have the cost paid directly or indirectly by the state, then any compensation received by the traveler for his/her inconvenience shall accrue to the benefit of the state. In determining if additional costs are incurred in such situation, the compensation to the traveler and travel costs (per diem, lodging, etc.) must be considered. If there are no additional costs to the traveler, then any compensation for the traveler's inconvenience shall accrue to the traveler. In the case where the traveler is allowed to select the form of compensation, his/her decision shall be based on the best interest of the state.
- m. Charges related to lost airline tickets are allowable only if the traveler provides justification as to why the expenditure is necessary in order for the agency to carry out its statutory responsibilities. Tickets lost because of employee negligence are not considered proper charges against the state.
- n. Reimbursement for common carrier must be submitted to the Bureau of Finance and Accounting within five (5) days following completion of a travel event.

4. State-Owned Aircraft.

- a. The primary function of the executive aircraft pool is to furnish transportation to top-level state officials. Aircraft may be scheduled for the use of other officials, employees, and other authorized persons when such schedules do not pre-empt travel by top-level officials.
- b. When state-owned aircraft is used, the agency will be billed in accordance with the prevailing rates established by the Department of Management Services.

5. Private Aircraft. A DJJ authorized traveler may be reimbursed for the actual amount charged and paid when traveling by private aircraft up to the cost of a commercial airline ticket for the same flight. This payment must be authorized even if the owner or pilot of such aircraft is also entitled to transportation expenses for the same flight. Reimbursable transportation expenses for the owner or pilot of a private aircraft will be either the cost of a tourist class ticket on a commercial carrier (per DMS contracted routes and rates where applicable) or in accordance with the rate established in Section 112.061(7), Florida Statutes, for travel performed.

6. Rented Aircraft. If a rented aircraft is used, the reimbursement claimed by any DJJ authorized traveler on the aircraft may not exceed a pro-rata share of the actual cost of renting the aircraft.

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7. **Private Vehicle.** The use of privately-owned vehicles (POV) by DJJ authorized travelers for official travel in lieu of state-owned vehicles or common carrier is authorized by the agency head or designee, if it is determined to be the most economical means of travel.
- a. Travel performed will be reimbursed a mileage allowance in accordance with the rate established in Section 112.061(7), Florida Statutes, if it is determined to be the most economical means of travel available. This determination shall be established based on the procedures outlined in this section. This allowance includes all operational cost of a vehicle including depreciation, gas, lubricants, insurance, and repairs and maintenance. Therefore, reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle will not be allowed when privately owned vehicles are used on public business.
8. **Guidelines for Headquarter Employee's Travel.**
- a. Travelers should first attempt to reserve a vehicle through the Motor Pool maintained by DJJ - Headquarters in Tallahassee. Procedures are as follows:
- (1) Complete the Vehicle Request Form/Check-Out Form (located in the Forms Library); and
- (2) Send the VRF/COF to the Vehicle Pool Vehicle.Pool@djj.state.fl.us email (A Support Services representative will respond to the request within 4 hours.
- (3) The response will include an approval if a vehicle is available, along with the reserved vehicle tag number or a denial if a vehicle is not available during the requested date/time.
- b. If a denial is received from Support Services, the traveler may consider reserving a rental car through the State-approved rental car company or using his/her POV. A copy of the denial email from Support Services must be attached to the Authorization trip form as justification for the method of travel chosen. If a motor pool vehicle is available and the traveler receives the approval to use his/her POV, ***the traveler is not allowed to seek reimbursement for mileage.***
- c. If a motor pool vehicle *is unavailable*, the traveler will need to secure a rental car through the State-approved rental car company. However, if the traveler is approved to use his/her POV, the Vehicle Transportation Cost Analysis Worksheet must be completed, approved by the supervisor, and submitted with the Authorization to Incur Travel. If approved, ***reimbursement will be for only the amount that would have been expended for the public transportation designated or current state mileage allowance, whichever is less.***
- (1) **NOTE 1: *When completing the Vehicle Transportation Cost Analysis Worksheet, and the traveler's authorized travel is combined with personal time, the days and mileage, when in authorized travel status ONLY, is to be used for cost analysis purposes.***
- (2) **NOTE 2: *When a motor pool vehicle is available and there is a need to deviate from this directive (Section 8.a.), the traveler is required to obtain prior written approval from their supervisor authorizing the use of POV instead of the motor pool vehicle. The approval cannot be based on the convenience of the traveler.***

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- d. When choosing between these two methods of reimbursement, rental vehicle versus POV, the traveler is required to state, on the front of the STMS Reimbursement trip form, that the method chosen is the most cost-effective means of transportation.
- e. Once travel has been completed, the following requirements must be met to receive a travel reimbursement:
 - (1) Appropriately approve Authorization trip form, when required;
 - (2) Vehicle Transportation Cost Analysis Worksheet, when applicable. The worksheet is available electronically in the [Forms Library](#);
 - (3) Email from the Bureau of General Services, Support Services, indicating a motor pool vehicle is unavailable, when applicable;
 - (4) Complete and authorize the STMS Reimbursement trip form, which includes the travel method selected and the justification for the travel in the comments section of the expense line item ; and
 - (5) Signed copy of all itemized receipts, including but not limited to, transportation, fuel, and tolls.
- f. Two-wheeled vehicles may not be used for travel in an official capacity unless prior approval is obtained in writing from designees as described in Section II.C.2. 2-2a.

9. Guidelines for Field Employee Travel.

- a. Travelers should first utilize a DJJ state vehicle assigned to their official work location, when available.
- b. If a motor pool vehicle *is unavailable*, the traveler will need to secure a rental car through the State-approved rental car company. However, if the traveler is approved to use his/her POV, the Vehicle Transportation Cost Analysis Worksheet must be completed, approved by the supervisor, and submitted with the Authorization form. If approved, the ***reimbursement will be for only the most cost-effective means of transportation.***
 - (1) ***NOTE: When completing the Vehicle Transportation Cost Analysis Worksheet, and the traveler's authorized travel is combined with personal time, the days and mileage, when in authorized travel status ONLY, is to be used for cost analysis purposes.***
- c. When choosing between these two methods of reimbursement, rental vehicle versus POV, the traveler is required to state, on the STMS Reimbursement trip form, that the method chosen is the most cost-effective means of transportation.
- d. Once travel has been completed the following requirements must be met in relation to the travel method chosen to receive a travel reimbursement.
 - (1) Appropriately approve Authorization trip form, when required;

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- (2) Vehicle Transportation Cost Analysis Worksheet, when applicable. The worksheet is available electronically in the [Forms Library](#);
- (3) Complete and authorize the STMS Reimbursement trip form, which includes the travel method selected, “No State Vehicle Available” statement, if applicable, and the justification for the travel in the comments section of the expense line item; and
- (4) Signed copy of all itemized receipts, including but not limited to, transportation, fuel, and tolls.

10. Rental Cars.

- a. Arrangements for rental cars must be made in advance by the DJJ authorized traveler. Rental cars are to be used only for official departmental business. The traveler must utilize his/her business address (not personal address) on the rental car agreement when the Department assumes direct payment liability. Reserving of rental cars from the State Rental Car Contract should be made through the [Reservation Portal](#).
- b. Only business associates, as defined by Department of Financial Services, is “an employee, state official, or other person authorized by the agency head for the purposes of conducting official state business or for purposes of performing services for the state” may be authorized to travel in the state rented vehicle. Family members and/or friends are not allowed to travel in the state rented vehicle.
- c. The rental receipt must be attached to the STMS Reimbursement trip form.
- d. All car rentals must be from the rental car agency under state contract except where such rental cars are unavailable, or a competitor offers a lesser net rate including primary insurance coverage. Justification for the use of rental cars other than the contracted rental agency must be provided in the comments section on the expense line item in the STMS.
- e. The state’s rental car contract, for in-state and out-of-state rentals, does not cover the cost of gasoline. Gas receipts for rental cars will be reimbursed through the STMS Reimbursement trip form or charged to the State of Florida Purchasing Card. The rental car contract number must be identified on the gas receipt.
- f. When signing the rental agreement, DJJ authorized travelers will accept a Collision Damage Waiver (CDW) and refuse Personal Accident Insurance (PAI). CDW is included in the current contract with the contracted rental car agency at no additional charge. A state insurance program has been established and is handled through the Division of Risk Management, Bureau of Insurance. If the DJJ authorized traveler does not refuse this option, the cost will be deducted from the travel claim and must be assumed by the traveler ([State Rental Car Contract](#)).
- g. In instances where per diem or subsistence is or is not to be reimbursed, and the Department assumes direct payment liability for the rental car invoice, a STMS Reimbursement trip form (for employees and non-employees) must be completed and submitted to the Bureau of Finance and Accounting within five (5) working days following completion of the travel.
- h. The current rental car contract requires the use of compact class (Class B) vehicles. A statement must be included on the expense line item in the STMS detailing the circumstances that

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necessitated the larger class vehicle. DJJ authorized travelers will not be reimbursed for use of a car larger than Class B on the rental car contract because of the size or stature of the individual unless the requirements of the American with Disabilities Act (ADA) are met.

- i. The rental of a hybrid vehicle is not justifiable at state expense unless there is a documented cost savings to the state. If a Hybrid is rented, the "Justification for Hybrid Upgrade" form (**See Attachment E**) MUST be included with the STMS Reimbursement trip form. The DJJ authorized traveler will need to compare a state contracted vehicle, such as a Class B (or other class) rental vehicle to that of the Class XG Hybrid. The hybrid is not considered a large vehicle.
- j. When renting a vehicle for official State of Florida business, DJJ authorized travelers may not continue to use the vehicle for personal use and then reimburse the State. DJJ authorized travelers who wish to continue the use of the rental car for personal use must first check the vehicle in, close out the business cost with their State of Florida Purchasing Card, and update the rental agreement using a personal credit card. DJJ authorized travelers may continue to use the contract for personal use, but all costs, including applicable Florida State Sales Tax and all local taxes and fees, must be charged to a personal credit card. DJJ authorized travelers may not use their State of Florida Purchasing Card for personal use.

11. State Vehicles. Use of State vehicles must be in accordance with FDJJ - 1306 and 1306P, Vehicle Operations Policy and Procedures.

- a. Only business associates, as defined by Department of Financial Services, as "an employee, state official, or other person authorized by the agency head for the purposes of conducting official state business or for purposes of performing services for the state" may be authorized to travel in a state rented vehicle. Family members and/or friends are not allowed to travel in the state-owned vehicle.

12. Traveler's Gratuitously Transported. Mileage or transportation expenses allowed or allowable are intended to reimburse DJJ authorized travelers for expenses incurred in the conduct of official business. Therefore, no DJJ authorized traveler shall be allowed either mileage or transportation expense when he/she is gratuitously transported by another DJJ authorized traveler who is entitled to mileage or transportation expense. The STMS Reimbursement trip form of the traveler being transported shall indicate "complimentary travel."

13. Travelers Piloting Personal or Rental Aircraft. If a DJJ authorized traveler is piloting his/her own aircraft, he/she may claim the mileage rate specified in 112.061(7), F.S. or the most economical commercial direct airfare available for the same trip. If a rental aircraft is used, the pilot may be reimbursed for the lesser of the actual cost to rent the aircraft or the total of the airfare that would have been paid by the pilot and the passengers for the most economical commercial direct airfare for the same trip. In both situations, if there is no direct commercial airfare available, reimbursement is limited to the established mileage rate or the most economical direct commercial airfare between the point of origin and the commercial airport closest to the point of destination.

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E. 10. Exceptions to Reimbursement Rates

1. When lodging or meals are provided at a state institution, the DJJ authorized traveler shall be reimbursed only for the actual expenses of lodging or meals, not to exceed the established rates. A state institution may be defined as an organization established by law, subject to public service, and supported by funds appropriated through legislative action.
2. When an employee is working at a location away from official headquarters at the close of business on one day and is required to be at or near the same location on the following day, the decision whether to return to headquarters for the night should be based on the expense involving round-trip mileage or common carrier expense versus per diem. Round-trip mileage or common carrier expense in such cases may not exceed the per diem rate.
3. When a DJJ authorized traveler takes approved leave while in travel status, he/she must show the exact beginning and ending times of such absences on the STMS Reimbursement trip form. Per diem rates will not apply during leave. If the DJJ authorized traveler chooses to extend the stay in the city of destination for personal reasons, the per diem reimbursement will not apply to such period of extended stay. For example, if a DJJ authorized traveler chooses to remain in the destination city for the weekend following the workweek, the per diem reimbursement will cease as of the time the traveler would otherwise have returned to official headquarters.
4. A DJJ authorized traveler who becomes sick or injured while away from official headquarters and is therefore unable to perform the official business of the agency may continue to receive subsistence (per diem or actual expenses) during this period of illness or injury until such time he/she is able to perform the official business of the agency or returns to official headquarters, whichever is earlier. Such subsistence may be paid when approved by the agency head or designee.

E. 11. Reimbursement for Transportation of Clients

1. DJJ authorized travelers transporting clients in-state or out-of-state, who qualify for Class A, B, or C Travel, may be allowed per diem or subsistence.
2. When a DJJ authorized traveler is transporting a client and is required to pay for the client's meals, the established meal rates may not be exceeded, and paid receipts must be attached to a Voucher for Reimbursement of Expenses Other Than Travel prepared by the traveler. In all cases, the name of the client and client number, if applicable, must be shown on the reimbursement claim.
3. **Purchase of Commercial Transportation for Clients.** Purchase of transportation is authorized for the purpose of transporting a client from one facility to another or returning a client to a facility. This includes in and out-of-state costs.
 - a. Transportation will be purchased only after a program supervisor has made a determination that the parents, guardians, or another governmental agency cannot be held responsible for providing the transportation.

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F. Interest Penalty Considerations:

1. Florida Statute 215.422, commonly referred to as the “prompt payment law,” requires that invoices received from vendors be inspected and approved for payment within five (5) working days of receipt of goods or services, that they be vouchered and transmitted to the State Chief Financial Officer’s Office within 20 days of inspection/approval, and that a warrant be mailed to the vendor within 40 days or interest will be paid to the vendor.
2. The State Chief Financial Officer’s Office monitors compliance and publishes a quarterly report on agency compliance. Any agency with a compliance rate of less than 95% is required to report problems and propose solutions to improve their compliance rate.
3. STMS Reimbursements and Reimbursement with General Authorizations are considered to be a vendor invoice.

F. 1. *Date Definitions*

1. **Date Prepared** - The date invoice received is the date the STMS Reimbursement trip form is submitted for approval.
2. **Date Approved** - The date the final approver authorizes the STMS Reimbursement trip form is considered the date the invoice is inspected and approved. This date should be no later than five (5) working days after the date submitted for approval.

F. 2. *Transaction Date on the STMS Reimbursement Trip Form*

1. The transaction date on the STMS Reimbursement trip form is the date authorized by the final approver in the STMS, which should not be more than five (5) working days after receipt.
2. Transaction dates for the STMS Reimbursement trip forms which are subsequently returned from the Bureau of Finance and Accounting will be the date the trip form was authorized by the final approver.

G. Volunteer Benefits:

G. 1. *Meals and Lodging*

1. Meals and lodging may be provided to DJJ regular service volunteers in accordance with Section 112.061(6), Florida Statutes. When meals are paid in bulk for volunteers in accordance with section 110.504 (1), Florida Statutes, reimbursements may be filed using the Reimbursement Voucher for Expense Other Than Travel Form, located in the Department of Juvenile Justice Forms Library.

G. 2. *Transportation*

1. Transportation reimbursement may also be made for those DJJ regular service volunteers whose presence is determined to be necessary to the agency. Volunteers may utilize state vehicles in the performance of agency-related duties in accordance with section 110.504 (3), Florida Statutes.

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H. State of Florida Purchasing Card:

1. Traveler's transportation (airline tickets, car rentals, and gasoline purchases associated with the car rental) and lodging (hotel) costs paid by the State of Florida Purchasing Card shall be authorized as direct payments to vendors pursuant to Section 112.061 (13), Florida Statutes.
2. Purchasing Card expenditures by DJJ authorized travelers are recorded on expense line items in the STMS.
3. Any non-reimbursable items purchased by a DJJ authorized traveler using the State of Florida Purchasing Card must be recorded on the expense line on the STMS Reimbursement trip form and those items will be subtracted from the amount due the traveler.
4. DJJ authorized travelers may not utilize the State of Florida Purchasing Card to pay for meals or personal items at the hotel. These charges must be identified by the traveler to the hotel at checkout and the credit card account adjusted accordingly. Personal items may include movie rentals, room service, and other charges of a non-reimbursable personal nature as described in the Agency Purchasing Card Plan and the Purchasing Card Procedures Manual.
5. DJJ authorized travelers may utilize the State of Florida Purchasing Card to pay for gasoline costs incurred during the travel period only when renting a vehicle from the current State Term Contract vendor. In such cases, gasoline can be paid using the State of Florida Purchasing Card and must be recorded on the appropriate expense line item on the STMS Reimbursement trip form.
6. DJJ authorized travelers, who have reserved a room at a hotel, must ensure their room reservations are cancelled if their travel plans change. State funds will not be used to pay for room charges in which the traveler did not stay and should have cancelled.
7. DJJ authorized travelers should ensure that State of Florida sales tax is excluded from their bill(s).

I. Direct Vendor Payment of Travel Expenses:

I. 1. Emergency Situations

1. Whenever an agency requires an employee to incur either Class A or Class B Travel on emergency notice, the employee may request the agency to pay expenses for meals and lodging directly to the vendor. The agency may pay the vendor the actual expenses for meals and lodging during the travel period, limited to an amount not to exceed authorized limits.
2. In emergency situations, the agency head or designee may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total amount authorized for meals each day.

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I. 2. Cost Savings

1. The agency head or designee may grant prior approval for the agency to make direct payments of travel expenses in other situations that result in cost savings to the state.
2. Cost savings shall be documented on the voucher submitted to the Chief Financial Officer's Office for direct payment of travel expenses.

I. 3. Vouchering and Payment

1. Requests by DJJ authorized travelers for direct vendor payment of travel expenses must be submitted to the Bureau of Finance and Accounting ten (10) working days prior to the commencement of travel.
2. The request will then be forwarded by the Bureau of Finance and Accounting to the agency head or designee for approval of payment.
3. Contracts, purchase orders, and other commitments by DJJ authorized travelers may not be made until final approval in writing has been granted by the agency head or designee.
4. A DJJ authorized traveler's STMS Reimbursement trip form must clearly indicate if any direct payment was made to a vendor on behalf of the traveler.

III. RESPONSIBILITY AND DUTIES

A. Responsible Office/Bureau/Program

1. Traveler – Responsible for the submission of an accurate STMS Reimbursement trip form for any travel expenses incurred while performing official state business. The STMS Reimbursement trip form should be submitted within five (5) days of travel completion.
2. Bureau of Finance and Accounting – Responsible for the audit of all STMS Reimbursement trip forms submitted for payment from DJJ authorized travelers.

IV. ATTACHMENTS

Attachment A – Clarification of Official Headquarters Point-to-Point Travel and Vicinity Travel

Attachment B – Daily Mileage Tracking Sheet (Revised 4/13/07)

Attachment C – Procedures to Reserve DJJ State Motor Pool Vehicle

Attachment D – Vehicle Transportation Cost Analysis Worksheet

Attachment E – Justification for Hybrid Upgrade