



**JUSTICE ADMINISTRATIVE
COMMISSION**



Guide to Reimbursement for Travel Expenses

**How to obtain reimbursement for
travel expenses in court-appointed
and indigent for costs cases**

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Introduction:

- This guide delineates the process for obtaining reimbursement for travel expenses through JAC.
- This guide is intended to be an aid for attorneys and due process vendors including expert witnesses. For additional information, please review the JAC Agreement, JAC Policies & Procedures and the Frequently Asked Questions.

JAC's Role:

- JAC is responsible for processing payment of travel expenses authorized by the courts in accordance with s. 29.007, F.S., and s. 112.061, F.S.
- JAC only pays travel expenses as authorized by s. 112.061, F.S., and the procedures promulgated thereto by the Department of Financial Services (DFS).



Travel Expenses Generally:

- When authorized by law, JAC reimburses for travel expenses pursuant to s. 112.061, F.S. Generally, travel expenses must be approved through specific court order.
- All travel must be pursuant to Florida law, particularly the requirements of s. 112.061, F.S. Travel reimbursement is limited to witnesses, due process providers, appointed counsel, and *pro bono* counsel. Privately retained and paid counsel are not entitled to reimbursement for personal travel expenses.
- Reimbursement for travel expenses must be submitted on the uniform travel voucher as promulgated by DFS.

Travel Expenses Generally Continued:

- Use of the DFS travel voucher is mandatory for any reimbursement of travel expenses. Effective July 1, 2011, JAC will no longer accept mileage logs in lieu of the DFS travel voucher.
- Reimbursement for mileage is limited to actual mileage traveled using a personal vehicle. JAC reimburses for the actual mileage incurred during a trip. When an attorney or due process provider travels on multiple cases, the total amount of mileage billed across those cases cannot exceed the actual distance traveled.



Travel Expenses Generally Continued:

- Under JAC's procedures, mileage may be authorized for:
 - Trip exceeding 50 miles one way, or
 - Multiple destinations exceeding 100 miles in one trip.
- A request for mileage must be supported by appropriate documentation. In-state, city-to-city mileage calculations can be found at <http://www2.dot.state.fl.us/CityToCityMileage/viewer.aspx>
- If an in-state travel destination is not included or available on the DOT website, or if the travel is out-of-state, mileage may be calculated using an internet map website such as www.mapquest.com. Alternative sources may only be used when there is no entry on the DOT website.



Travel Expenses Generally Continued:

- In certain circumstances, JAC may object to mileage reimbursement such as when an attorney retains an out-of-county due process provider when there are due process providers available in the county.
- In limited circumstances, JAC may prepay for airline tickets and hotel rooms. The procedures for arranging prepayment are set forth in JAC's Policies and Procedures Manuals posted on JAC's website.

JAC Invoice Voucher Cover:

- All billing for travel must include an appropriate JAC Invoice Voucher Cover with the DFS Travel Voucher attached to the JAC Invoice Voucher Cover.
- If billed at the same time as attorney's fees, attorneys would use the appropriate attorney fee voucher cover. The DFS travel voucher must be attached as part of the supporting documentation. A mileage log will not suffice.
- If billed separately from attorney's fees, attorneys would use the Attorney Reimbursement of Due Process Costs Voucher Cover and check the box for travel. Again, the DFS travel voucher must be attached as part of the supporting documentation. A mileage log will not suffice.



JAC Invoice Voucher Cover Continued:

- As a general rule, court reporters are not authorized to bill for travel expenses. In extraordinary circumstances where there are no local court reporters available, travel expenses may be authorized by the trial court. If a court reporter is authorized to bill mileage, the court reporter would use the JAC Invoice Voucher Cover for Copies and Other Services. Any request for travel expenses from a court reporter must be supported by a DFS travel voucher and a court order authorizing travel expenses.
- Private process servers are not permitted to bill for travel expenses. Any travel expenses are incorporated into the fee paid for private service of process.

JAC Invoice Voucher Cover Continued:

- For experts, investigators, mitigation specialists and other general due process providers, travel should be billed using the JAC Invoice Voucher Cover normally used by the due process provider to bill services. Travel expenses are only authorized when permitted under JAC policies and procedures and s. 112.061, F.S. The amount for travel expenses should be included as part of the amount sought for costs or expenses. Any request for travel expenses must be supported by a DFS travel voucher. A court order authorizing travel expenses may also be required.



JAC Invoice Voucher Cover Continued:

- Ordinary and official witnesses will need to submit the Certification and Request for Payment of Ordinary and Official Witnesses Voucher Cover to seek reimbursement for travel expenses.
- JAC is only authorized to pay travel expenses pursuant to s. 112.061, F.S. for ordinary witnesses in criminal cases where the travel in excess of 50 miles one way and is from out of county. For travel of less than 50 miles or in-county as well as witnesses in civil cases. reimbursement is limited to \$0.06 per mile and \$5 per day per diem.
- Official witnesses (law enforcement) summoned to testify in a proceeding may seek travel expenses pursuant to s. 112.061, F.S.
- Any request for travel expenses under s. 112.061, F.S., from a witness must be supported by a properly completed DFS travel voucher.



Completion of DFS Travel Voucher:

- **Traveler** -The first name, middle initial and last name of the person traveling (include Jr., Sr., etc.). For attorneys and due process providers under contract with JAC, the information contained therein should match the information in the Substitute Form W-9 on file with the DFS.
- **Agency** - Enter “Justice Administrative Commission – Court Appointed Counsel Program.”



Completion of DFS Travel Voucher Continued:

- **Social Security Number** – For attorneys and due process providers under contract with JAC, this should be the Tax ID on the Substitute Form W-9 on file with DFS (either a Federal Tax ID or a Social Security Number). For ordinary and official witnesses, this should be the traveler's social security number.
- **Headquarters** – City in which the traveler works or is assigned. For attorneys and due process providers, this should be the address in the contract with JAC.
- **Type of Employee** – Check “Non-employee Independent Contractor.”



Completion of DFS Travel Voucher Continued:

- **Residence City** - Type in city in which the traveler resides.
- **Date** - Enter the date(s) on which travel occurred. All receipts must correspond with dates of travel.
- **Travel Performed from Point of Origin to Destination** - Enter the precise city of origin and destination that correspond with receipts and travel performed. List from point of origin to point of destination (city to city) and the return for each trip. **No abbreviations.**



Completion of DFS Travel Voucher Continued:

- **Purpose or Reason** - Purpose or reason for trip. When there are several trips on one travel voucher, the purpose or reason for each trip must be shown. Acceptable reasons for travel:
 - Testify at hearing or deposition
 - Interview witnesses or defendant
 - Appear for court hearing or attend deposition
 - Conduct investigatory activities or research
 - Mental or medical evaluation
 - Forensic expert services such as accident reconstruction

Completion of DFS Travel Voucher Continued:

- **Hour of Departure and Hour of Return** - The time of departure and time of return for each trip including A.M. or P.M.
- **Meals** - Calculate the meal allowance by the hour of departure and return for each day. If any meals are provided please mark complimentary; no reimbursement will be allowed. **Meals are only reimbursed when the travel extends more than 24 hours.** When authorized, the following per diem amounts will be reimbursed (rather than actual expense):
 - Breakfast \$6: When travel begins before 6 a.m. and beyond 8 a.m.
 - Lunch \$11: When travel begins before 12 p.m. and beyond 2 p.m.
 - Dinner \$19: When travel begins before 6 p.m. and beyond 8 p.m.



Completion of DFS Travel Voucher Continued:

- **Actual Lodging Expenses** - Reimbursement is allowed at a single occupancy rate with paid itemized receipt. Any in-state hotel rate in excess of \$150 per night (room rate only) or expense claimed when travel distance is less than 50 miles must be justified. JAC does not reimburse for other hotel charges including but not limited to room service charges, food charges, phone charges, computer access charges, internet fees, or television fees. JAC only pays for the hotel room. Itemized legible receipts for hotel expenses must be included as supporting documentation to the travel voucher. A credit card statement will not suffice as a receipt for hotel expenses. The receipt must indicate the bill has been in full.

Completion of DFS Travel Voucher Continued:

- **Map Mileage Claimed** – Mileage must exceed 50 miles one way before mileage is authorized. If using a privately owned vehicle, the official Department of Transportation (DOT) highway mileage from point of origin to destination (city to city) must be used.

– <http://www2.dot.state.fl.us/CityToCityMileage/viewer.aspx>.

If a personal automobile is used, map mileage would be reimbursed at the rate of \$0.445 per mile. Map mileage claimed cannot exceed that shown on the DOT Official Highway Mileage chart. If city to city mileage is not provided through DOT, a traveler may use an internet source such as www.mapquest.com. The traveler must enter address for departure and destination address and provide a printout as supporting documentation for the travel voucher.



Completion of DFS Travel Voucher Continued:

- **Vicinity Mileage Claimed** – (A) The mileage necessary before leaving your point of origin, such as trip to airport or to pick up rental car, etc. The distance traveled must exceed 50 miles one way before such mileage is reimbursed. (B) If using a privately owned vehicle, vicinity mileage is the mileage necessary while at the destination in those instances involving trips to multiple locations. To support a claim for vicinity mileage, a traveler must provide an internet source such as www.mapquest.com supporting the mileage request. The traveler must enter address for departure and destination address and provide a printout as supporting documentation for the travel voucher. **A lump sum total for the entire trip will not be accepted.**

Completion of DFS Travel Voucher Continued:

- **Other Expenses** - List separately each amount of allowable incidental expenses incurred while traveling, e.g., airfare, tolls, cab fare, etc. Receipts showing payment in full must be provided. A credit card statement will not suffice. The following may constitute reimbursable incidental costs:
 - **Taxi Fares** - Receipts for taxi fares must be provided. Tips paid to taxi drivers must not exceed fifteen percent of the taxi fare.
 - **Parking Fees or Tolls** - Receipts for parking fees or tolls must be provided.
 - **Mandatory Valet Parking** - Must be indicated on the Voucher for Reimbursement of Travel Expenses. Actual amount paid for mandatory valet parking not to exceed \$1 per occasion.

Completion of DFS Travel Voucher Continued:

- **Airline Tickets** – The attorney and/or traveler is responsible for researching flight information to obtain the most economical method of travel for each trip. The seating should be for the lowest possible fare on the flight (i.e., coach rather than first class). When competitive carriers do not exist, documentation indicating that the reserved carrier is the sole provider for the area must be provided. A receipt showing payment in full must be provided before JAC will reimburse for airline tickets.
- **Portage** - Actual portage paid shall not exceed \$1 per bag not to exceed \$5 per incident. The number of bags must be included on the travel voucher. A justification is required for portage if it exceeds \$5.
- **Rental Cars** - Attorneys and due process providers should obtain the least expensive and most reasonable rate when renting a car. Rental cars are generally not authorized for ordinary witnesses. State travel requires rental of compact cars. A traveler will not be reimbursed for a rental car larger than the compact class because of the size or stature of the individual unless the requirements of the ADA are met.



Completion of DFS Travel Voucher Continued:

- **Statement of Benefits to the State** – Please enter the case number, circuit or county, and name of defendant.
- **Amount Totals** - The traveler must assure the mathematical accuracy of each column by adding both down and across the travel voucher.
- **Traveler's Signature** - Original signature of traveler.
- **Supervisor's Signature** - Signature of the attorney for the applicable case.
- **Supervisor's Title** - Please print or type attorney's name and Bar ID.
- **Signature Date** – The date attorney signs the Voucher for Reimbursement of Travel Expenses.

Prepayment of Travel Expenses:

- In an effort to assist attorneys with travel cost for multiple witnesses, particularly in capital cases, JAC at its sole discretion may pay in advance for costs of air fare and lodging. Counsel wishing to have JAC pay for travel is solely responsible for coordinating any necessary travel itinerary for witnesses. JAC will not act as an intermediary between witnesses and counsel.
- All necessary information required by JAC, such as the hotel and flight information, is required to be provided in writing and submitted by counsel. Because airline policy may require third-party purchase of tickets at a minimum of five (5) days prior to the flight, JAC requires that all necessary information required to buy the ticket be provided in writing and submitted by counsel at least ten (10) business days in advance of the flight.
- Prepayment of travel expenses is generally limited to ordinary witnesses. Travel expenses for attorneys and due process providers are through reimbursement absent truly exceptional circumstances.



Prepayment of Travel Expenses Continued:

- **Applicable Procedure for Any Travel Prepayment Request:**
 - Obtain a valid court order authorizing travel and submit a copy to JAC. Research flight, lodging, and/or rental car rates, as necessary. When competitive carriers do not exist, please provide documentation indicating that the reserved carrier is the sole provider for the area. Hotel accommodations exceeding \$150 per night require written justification. JAC requires counsel to include three (3) internet or travel agency quotes for prices of nearby hotels if billing for more than \$150 per night.
 - When possible, request that each vendor hold the intended travel arrangements until JAC processes the travel request and formally reserves the arrangements via payment. (JAC requires at least 24 hours from receipt of all necessary information and documentation to provide payment).

Prepayment of Travel Expenses

Continued:

- Promptly submit to JAC, via email, all intended reservations and at least two additional comparative rate quotes for each type of reservation (i.e., common air carriers, lodging facilities, car rental companies, etc.).
- Appropriately complete, execute, and submit the necessary and applicable Invoice/Voucher Cover for travel prepayment (i.e. Travel Expense Request Form; Court-Appointed Attorney Program Travel Related Purchasing Request Form; Court-Appointed Counsel Authorization for Agent to Arrange Travel), as well as all necessary supporting documentation. All necessary and applicable Invoice/Voucher Covers for travel prepayment are available on the JAC website.
- Upon satisfactory submission, JAC shall review for completeness and compliance with contractual and statutory requirement, whereby JAC will contact and process payment to the designated vendor.

Prepayment of Travel Expenses

Continued:

- JAC realizes that some travel providers will not hold travel arrangements without prepayment or credit card. An attorney should not use his or her own credit card to hold a reservation in which the attorney will seek prepayment. Instead, the attorney should provide JAC with detailed information as expeditiously as possible.
- Once the travel is complete, the attorney must provide JAC with all receipts and supporting documentation as expeditiously as possible. JAC will assist the attorney in completing the travel voucher.
- **Any attorney who fails to complete timely the DFS travel voucher and supply all necessary documentation will be barred from having JAC prepay future travel expenses including hotel or airline bills.**