



Travel

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May 15, 2017

Objectives – Travel Expenses Training

- Describe and define appropriate travel expenses
- Review Florida Statutes governing travel
- Communicate Department of Financial Services (DFS) requirements for travel expenses
- Explain general principles governing travel





Objectives – Travel Expenses Training

- Provide an update of the “Statewide Travel Management System”
- Provide an open forum for discussion of travel issues
- Provide best practices regarding submission of travel vouchers and required documentation



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Objectives – Travel Expenses Training

- Discuss Purchasing Card travel expenses and the travel voucher
- Discuss travel advances; when are they appropriate
- Discuss “Mission Critical” statements
- Demonstrate filling out a travel voucher

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Travel – 2017 Legislative Session Update



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Statewide Travel System - Update

- During the 2016 Legislative Session money was appropriated for a statewide travel system to be used by all agencies
- The Department of Management Services (DMS) was tasked with securing a vendor to provide travel system
- JAC met with DMS staff in the Fall of 2016 to exchange information
 - JAC provided an overview to DMS of travel for all 50 entities of Justice Administration

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Statewide Travel System - Update

- JAC met again with DMS staff on April 4, 2017
- All state agencies are being implemented in waves
- JAC offices are in the last three waves
- Waves beginning in late summer...perhaps
- Need volunteers to be on the implementation team
 - Contact Vicki Nichols if you wish to be on the team

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Statewide Travel System - Update

- What we know now regarding the system
 - Web-based system
 - For creating the travel voucher and related travel documents only (replacing the travel voucher, etc.)
 - Agencies will upload receipts to the system
 - Workflow will route travel for approval in local offices, then to JAC
 - After JAC reviews and approves, a file will upload the travel to FLAIR
 - Many reports available for each office; the reports will also be viewable by the Legislature

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Non-employee Travel

- Non-employees will be reimbursed for travel expenses using the current forms
 - Not with the statewide travel system
- The statewide travel system will be utilized for employee travel only



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Payment & Revenue Processing - Governmental Accounting Handbook



A COMPREHENSIVE GUIDE TO THE PAYMENT OF INVOICES & OTHER OBLIGATIONS, AND RECORDING OF RECEIPTS, WITH FLORIDA GOVERNMENTAL ACCOUNTING BASICS

HANDBOOK FEATURES:

STATE GUIDELINES AND RULES • FLORIDA STATUTE REFERENCES • INVOICE PAYMENT DOCUMENTATION REQUIREMENTS • LIFECYCLE OF A BATCH • TRAVEL REIMBURSEMENTS • REVENUE PROCESSING • DEPOSIT VERIFICATIONS • JOURNAL TRANSFERS OVERVIEW • PROMPT PAYMENT POLICIES • FLAIR INQUIRIES • COMMON QUESTIONS • RESEARCHING PAYMENTS AND RECEIPTS • FLAIR ACCOUNTING AND STATE OF FLORIDA ACCOUNTING CYCLE • LINKS TO THE REFERENCE GUIDE TO STATE EXPENDITURES • AND MORE

VOLUME I, ISSUE I • MARCH XX, 2017

JUSTICE ADMINISTRATIVE COMMISSION – ACCOUNTING OFFICE
221 NORTH BROWN STREET, TALLAHASSEE, FLORIDA

- Travel section
- Travel forms
- Travel rules
- More

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General Principles Governing Travel

- Travel activities for state employees should be limited to those that are “critical to the mission” of the state agency
- Many offices have elected to provide a “Mission Critical Travel Memo” signed by the agency head which outlines in detail the types of travel deemed “mission critical”.
- This memo is kept on file at JAC and DFS. This is one method to document critical travel activities for an agency

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General Principles Governing Travel

- It is generally expected that the most economical means of transportation and the most direct route should be used when traveling on state business
- However, there are instances when this is not required



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General Principles Governing Travel - \$150 Room Rate

- \$150 room rate limitation –when does it apply?
 - Meetings, conferences, or conventions **organized by your office**
 - Your office has “control” over booking/choosing the room
 - Recruitment activities
 - Other operational-type meetings

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General Principles Governing Travel - \$150 Room Rate

- \$150 room rate limitation – **exemptions**
 - Officers’ travel (appointed or elected officials*)
 - Attending a conference **not organized by your office**
 - Investigation activities
 - Litigation activities
 - Law enforcement activities
 - Non-employees (e.g. witnesses)

*Officer or public officer—An individual who in the performance of his or her official duties is vested by law with sovereign powers of government and who is either elected by the people, or commissioned by the Governor and has jurisdiction extending throughout the state, or any person lawfully serving instead of either of the foregoing two classes of individuals as initial designee or successor (s.112.061, F.S.)

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General Principles Governing Travel

- If a trip for any traveler is less than 24 hours and there is no overnight stay, the traveler **MAY NOT be paid for meals**. He or she may be paid for mileage or other incidental expenses such as fuel, tolls, parking fees, etc., but not for **meals**
- This is considered "Class C" travel and is not permitted except in very specific circumstances, that is, when travelers are working in an emergency/disaster situation, when a state of emergency has been declared by the Governor (see RGSE)

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General Principles Governing Travel

- When traveling by common carrier (airline, train, car rental) agency employees should use a state term contract if one is available for the common carrier
- Enterprise/National is the state term contractor for renting vehicles and should be utilized if a car rental is needed when traveling on state business

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General Principles Governing Travel

- When submitting a Voucher Schedule for Reimbursement of Travel Expenses (travel voucher), the travel voucher should tell the “whole story” of the travel and should be accompanied by all receipts and other relevant documentation related to the trip(s)



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General Principles Governing Travel

- When filling out the Voucher for Reimbursement of Travel Expenses, each day of the trip should have its own separate line
- Each line should reflect relevant information for that day so that eligible costs can be determined

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Travel Expenses - General Information

“Expenditures properly chargeable to travel include registration payments, reimbursements of mileage for privately-owned vehicle, per diem and subsistence allowance, common carrier transportation, and other expenses incidental to travel which are authorized by state law. Section 112.061, F.S., and Rule 69I-42, F.A.C., govern travel expenses.”

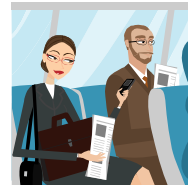
[Source: *Reference Guide for State Expenditures (RefGuide)*, page 49, updated February 2011, DFS]

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Travel Expenses - General Information

- Traveler – A public officer, public employee, or authorized person, when performing authorized travel [s. 112.061 (2)(f), F.S.]
- Authorized person – A person other than an employee or public officer authorized by the agency head to incur travel expenses [s. 112.061 (2)(e), F.S.]
 - Witnesses, experts, and others authorized by agency head



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Travel Expenses - General Information

- All travel must be authorized and approved by the agency head or his or her designee [s. 112.061(3)(a), F.S.]
 - Travel forms (authorization or voucher) provide approvals
- The traveler's supervisor should provide a signed statement that the traveler is on official business of the state [s. 112.061(3)(a), F.S.]
 - Travel voucher & supporting documentation will fulfill this requirement
- Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency [s. 112.061(3)(c), F.S.]

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Travel Expenses - Point of Origin/Official Headquarters

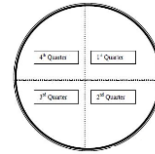
- Official Headquarters – the city or town to which the person is assigned or the majority of work is located [s. 112.061(4), F.S.]
 - Special circumstances may alter this designation as defined by s. 112.061(4)(b)(c), F.S.
- Point of Origin – the geographic location of a traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination (RefGuide, p. 10)
- Employees' and state officials' travel expenses are generally calculated using the point of origin

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Travel Expenses - Computing Travel Times

- Computation of travel time is based on a 24 hour clock and quarterly intervals within the 24 hour period (RefGuide, p. 56)
 - Class A Travel - continuous travel of 24 hours or more away from official headquarters. The travel day for Class A is based on a calendar day (midnight to midnight)
 - Class B Travel - continuous travel of less than 24 hours which involves overnight absence away from official headquarters. The travel day for Class B travel begins at the same time as the travel period
 - Class C Travel - short or day trips in which the traveler is not away from his/her official headquarters overnight. *Class C travel payments are NOT authorized to be paid at this time.*



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Travel Expenses - Subsistence/Meals

- Travelers may be reimbursed subsistence/meal allowances (class A & B only) at the rates of:
 - Breakfast - \$6.00 (When travel begins before 6 a.m. and extends beyond 8 a.m.)
 - Lunch - \$11.00 (When travel begins before 12 noon and extends beyond 2 p.m.)
 - Dinner - \$19.00 (When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment.)

Please note: meals provided with conference registration fees may be deducted from subsistence allowances to travelers

Source: s. 112.061(6)(b), F.S.

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Travel Expenses - Per Diem or Expenses and Subsistence

- Per Diem – “By the day” is defined as a daily allowance usually for living expenses while traveling in connection with one’s work (Source: Dictionary.com)
- Rate for per diem is \$80.00 per day [s. 112.061(6)(a)(1), F.S.]
- Within a 24 hour period a traveler’s reimbursement is calculated via **one** of the following methods (RefGuide, p. 57):
 - A. Per diem of \$80.00/day (\$20.00/quarter day) **OR**
 - B. Actual expenses for hotel, transportation, etc. and subsistence/meal allowance

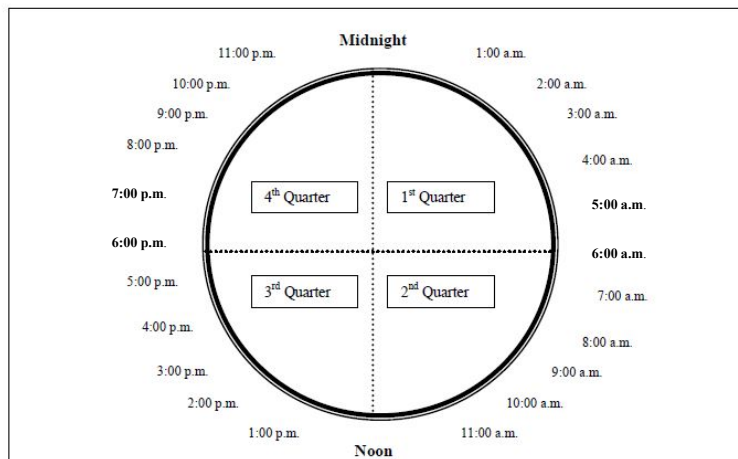


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Travel Expenses - Computing Travel Times

Per Diem Clock





Travel Expenses - Transportation

- Traveler should use the most direct route
- Agency head should designate the most efficient and economical method of transportation while considering:
 - Nature of business
 - Number of persons traveling
 - Time of traveler(s)
 - Subsistence that may be required



(RefGuide, p. 57)

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Travel Expenses - Transportation

- Common carrier - train, bus, commercial airline operating scheduled flights, or rental car of an established rental car firm (RefGuide, p. 8)
 - State term contracts should be used (e.g. Enterprise)
 - Justification may be required when not using an available state term contract
- Privately owned vehicles – may be used for official state travel at the discretion of the agency head (RefGuide, p. 59-60)
 - Traveler may receive a mileage allowance of 44.5 cents/mile (certain conditions affect reimbursements; see RefGuide)

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Travel Advances – General Information

- Advances may be made or authorized by an agency head (or his or her designee) to the traveler to cover anticipated costs of travel (RefGuide, p. 60)
 - 80% of estimated travel reimbursement
 - Advance may be made 10 business days or less prior to travel occurring
 - Subsistence/meal allowances
 - Other out-of-pocket travel expenses anticipated



Please refer to RefGuide for complete information and special circumstances that affect travel advances.

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Application for Advance on Travel Expenses Form

OFFICE OF CHIEF FINANCIAL OFFICER STATE OF FLORIDA

APPLICATION FOR ADVANCE ON TRAVEL EXPENSES

Payee	10%	Day	Date
Identification	Travel Period: From To	Department	
Destination:			
Purpose:			
Budget:			
ESTIMATED COST OF TRAVEL			
*Travel Estimated For Days		Estimated Per Day	
**Transportation:		Estimated Transportation	
Airfare:			
Car rental (personal):			
Car rental (business):			
Mileage:			
Other Incidentals:			
Total Estimated Expenses:		Estimated Incidentals	

- Form # DFS-AA-25
- Travelers with need for payment prior to making trip
- May advance 80% of estimated costs (those not paid by the state)

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Authorization to Incur Travel Expenses - Form

State of Florida	Name	Official Headquarters	
	Department	Division	
Authorization to Incur Travel Expenses			
Purpose of Trip:		Departure Date	Return Date
Destination:			
Conference or convention travel: Explanation of benefits accruing to the State of Florida		Departure Time	Return Time
Total Estimated Per Diem:			
Registration Fee:			
Car			

- Form # DFS-AA-13
- Required when traveler attends a conference or convention

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[illegible]

Voucher for Reimbursement of Travel Expenses- Form

[illegible]

- Form # DFS-AA-15
- Provides complete description of entire trip
 - Who, when, where, why, and how
- Itemized details of expenses paid by the state & expenses owed to traveler
- Required for reimbursement to the traveler

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Documentation Requirements to Accompany Travel Voucher (RefGuide pgs 49-62)

- Copies of Receipts
 - Hotel Bills
 - Car Rental
 - Airfare
 - Cab or Transportation Fees
 - Toll Receipts
 - Gas Receipts
 - Incidentals (travel-related only)
 - baggage fees, fax charges, photocopies, etc.

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Documentation Requirements to Accompany Travel Voucher (RefGuide pgs 49-62)

- “Mission Critical” Statement (if not on file at JAC and DFS)
- Statement of Benefit to the State
 - For conferences or conventions
- Authorization to Incur Travel Expenses
 - For conferences or conventions
- Conference/meeting agenda including registration fee
 - For conferences or conventions

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Travel Voucher Completion Activity – Story #1

John Smith went to New York City to depose several witnesses. He left Tallahassee at 6:00 a.m. on May 10, 2017 and returned at 6:00 p.m. on May 14, 2017. Mr. Smith left his home and drove 16 miles to Tallahassee International Airport. Parking at the airport cost him \$10.00/day. He also had to pay a \$25.00 baggage fee both ways for his checked luggage. He arrived at JFK airport in New York City at 11:00 a.m. and rented a compact car from Enterprise. From there he checked into his hotel which has a base rate of \$175/night and with applicable fees and taxes the total per night is \$200.00.

- Airfare roundtrip excluding baggage fee: \$800.00 – Direct Bill to Agency
- Gas total for the trip: \$45.50
- Out-of-state rate for compact car is \$31.50/day + applicable taxes and fees. Total cost per day is \$45.00
- Last minute trip, hotel was best available rate

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VOUCHER FOR REIMBURSEMENT		SOCIAL SECURITY NO. 387-65-4321		HEADQUARTERS Tallahassee, Florida			
OF TRAVEL EXPENSES		CHECK ONE ☒ OFFICER/EMPLOYEE ☐ NONEMPLOYEE IND. CONTRACTOR ☐ OPI		RESIDENCE (CITY) Tallahassee, Florida			
DATE	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure And Hour of Return	Hour for Clear All B Travel	Per Diem or Actual Lodging Expense	Travel Mileage Claimed	Other Expenses
					Amount		Total
05/10/17	Tallahassee, FL to New York, NY	Deposition of witnesses for Case #123456	6:00 AM	3:00	\$ 200.00	16	\$ 225.00 Rental Car
05/11/17	New York, NY	Deposition of witnesses for Case #123456		36.00	\$ 200.00		\$ 50.00 Baggage Fee
05/12/17	New York, NY	Deposition of witnesses for Case #123456		36.00	\$ 200.00		\$ 45.50 Gas Reimbursement
05/13/17	New York, NY	Deposition of witnesses for Case #123456		36.00	\$ 200.00		\$ 50.00 Airport Parking
05/14/17	New York, NY to Tallahassee, FL	Deposition of witnesses for Case #123456	6:00 PM		\$ 60.00	16	
* Last minute trip, hotel rate was best available. - Litigation (Case Related) ** Airfare billed directly to agency.							
Statement of Benefits to the State: (Conference or Convention)				Column Total	Column Total	32 MI. 44.5 cmi	Column Total
				\$ 128.00	\$ 860.00	\$ 14.24	\$ 370.50
Reimbursing Fund:				LESS ADVANCE RECEIVED			
Check No.				Warrant No.			
Check Date				Warrant Date			
Agency/Traveler No.				Statewide Acc. No.			
				NET AMOUNT DUE TRAVELER \$ 1,382.74			
I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter, that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the conference or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of a 10.06, F.S.				Permitted by 10.06(1)(b), F.S., I hereby certify or affirm that to the best of my knowledge the travel was on official business of the State of Florida and was for the purpose(s) stated above.			
TRAVELER'S SIGNATURE:				SUPERVISOR'S SIGNATURE:			
SIGNATURE DATE: 05/15/2017				SUPERVISOR'S TITLE: Executive Director			
FOR AGENCY USE:				SIGNATURE DATE: 5/20/2017			
Modified Form DE-1A-15 (Rev. 07/06) - JAC (12/16)							



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TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE <i>THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN COMMON CARRIER IS BILLED DIRECTLY TO THE STATE AGENCY</i>				
Date	Ticket Number or State Vehicle Number	From	To	Name of Common Carrier or State Agency Operating Vehicle
05/10 - 05/14		Tallahassee, Florida	New York, New York	Delta Airlines
STATE OF FLORIDA PURCHASING CARD CHARGES <i>THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE STATE OF FLORIDA PURCHASING CARD</i>				
Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge	
<i>THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN NON-REIMBURSABLE ITEMS WERE PURCHASED USING THE STATE OF FLORIDA PURCHASING CARD</i>				
Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge	
Total (This amount must appear on the line "Lost Non-Reimbursable Items Included on Purchasing Card" on the reverse side of this form.)				1
GENERAL INSTRUCTIONS: Class A travel -- Continuous travel of 24 hours or more away from official headquarters. Class B travel -- Continuous travel of less than 24 hours which involves overnight absences from official headquarters. Breakfast ----- when travel begins before 6 a.m. and extends beyond 6 a.m. Lunch ----- when travel begins before 12 Noon and extends beyond 2 p.m. Dinner ----- when travel begins before 6 p.m. and extends beyond 6 p.m. or when travel occurs during night-time hours due to special assignment. NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediately vicinity except transportation of official business outside the traveler's regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher. Rates of Per Diem and Meals shall be those prescribed by Section 115.06, Florida Statutes. Non-reimbursable items may not be charged on the State of Florida Purchasing Card. Incident non-reimbursable charges are to be deducted from the travel reimbursement claimed on the reverse side of this form on the line "Lost Non-reimbursable Items Included on Purchasing Card" and the above "Non-reimbursable Items" section of "State of Florida Purchasing Card Charges" section above must be completed. Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles, beginning at midnight; less than 24-hours travel will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Vicinity travel must appear in the separate column. When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly to the State agency, then the "Travel Performed by Common Carrier or State Vehicle" section above should be completed. If travel is by common carrier and the carrier is paid by the use of the State of Florida Purchasing Card, then the "State of Florida Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental car (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a State-owned vehicle, the word "State" should be inserted in the "Map Mileage Claimed" column on the reverse side of this form, and the above section designated as "Travel Performed by Common Carrier or State Vehicle" should be completed. If lodging is paid by the use of the State of Florida Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card Charges" should be completed. Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and teletype expenses; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any State employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "Statement of Benefits to the State" section must be completed or a copy of the Authorization to Incur Travel Expense, Form DFS-AA-15, must be attached. Additionally, a copy of an agenda and registration receipt must be attached. Any fraudulent claim for				



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Travel Voucher Completion Activity – Story #2

Jane Smith (no relation to John) is excited to go to the 2017 JAC Conference from May 15, 2017 to May 18, 2017. She leaves her home in Tallahassee in her personal vehicle at 1:00 p.m. on May 14, 2017 and had one other co-worker ride with her. Her hotel stay during the conference will be charged to her purchasing card (P- Card). Jane had a toll charge of \$20 each way. Jane also had room service charged to P-Card. Instead of returning on May 18th, Jane took an extra day with some family and friends and return to Tallahassee on Friday at 5:00 p.m.

Continues on next slide.....

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Travel Voucher Completion Activity – Story #2 (continued)

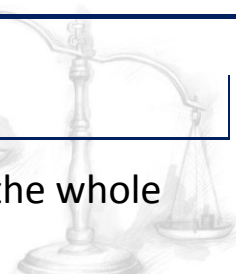
- Tallahassee to Orlando – Orlando back to Tallahassee
- JAC conference from May 15th- 18th
- Hotel on P-card \$110.00/night with local fees and taxes
- Room service charges erroneously charged to P-Card: 32.00
- FDOT Mileage: 242 Roundtrip = 484
- MapQuest mileage: 260 Roundtrip =520 (print out of map is not required but recommended)
- \$40.00 in tolls roundtrip
- Drove with someone on the way down but drove by herself on the way home
- Personal day on Friday after the conference ended

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STATE OF FLORIDA		TRAVELER Jane Smith		AGENCY Justice Administration Commission				
VOUCHER FOR REIMBURSEMENT		SOCIAL SECURITY NO. 123-45-6789		HEADQUARTERS Tallahassee, Florida				
OF TRAVEL EXPENSES		CHECK ONE: ☒ OFFICER/EMPLOYEE ☐ NONEMPLOYEE IND. CONTRACTOR ☐ OPS		RESIDENCE (CITY) Tallahassee, Florida				
DATE	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure	Hour of Arrival	Per Diem or Actual Lodging Expense	Mileage Claimed	Vehicle Mileage Claimed	Other Expense
				Total				Amount
								Tax
05/18/17	Tallahassee, FL to Altamonte Springs, FL	JAC Connect and Collaborate Training Conference	1:00 PM	\$ 13.00	P-Card	260		\$ 40.00
05/19/17	Altamonte Springs, FL	JAC Connect and Collaborate Training Conference		\$ 36.00	P-Card			
05/19/17	Altamonte Springs, FL	JAC Connect and Collaborate Training Conference		\$ 36.00	P-Card			
05/19/17	Altamonte Springs, FL	JAC Connect and Collaborate Training Conference		\$ 36.00	P-Card			
05/19/17	Altamonte Springs, FL to Tallahassee, FL	JAC Connect and Collaborate Training Conference	5:00 PM	\$ 60.00	P-Card	260		
* Employee stayed in Orlando on personal time and returned home on 05/19/17. ** The above return time reflects the time all other employees returned from trip. *** Room service of \$152.00 was charged to employee room by mistake. **** John Smith rode to conference in Jane's car.								
Statement of Beneficiary to the State (Conference or Convention) JAC provides administrative services to 50 judicial under Justice Administration. JAC hosted a training conference for all Justice Administration officials to provide training regarding state processes and procedures necessary for effectively providing services. The state benefits when staff are fully trained to perform their duties and errors are reduced.								
			Column Total	Column Total	\$20	Mile	Column Total	Summary Total
			\$ 127.00	\$ 60.00	\$ 231.00	\$ 40.00	\$ 458.00	
Revolving Fund:		Advance:	LESS ADVANCE RECEIVED					
Check No.		Voucher No.						
Check Date		Voucher Date	LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD					
Agency Treasurer No.		Statewide Proc. No.	NET AMOUNT DUE TRAVELER					
		Agency Voucher No.	NET AMOUNT DUE THE STATE					
Traveler certifies and declares that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodgings included in the convention or conference registration fee claimed by me; and that this voucher conforms in every respect with the requirements of s. 112.061, F.S.			Permitted by s. 112.061(3)(b), F.S., I hereby certify or affirm that to the best of my knowledge the travel was an official business of the State of Florida and was for the purpose(s) stated above.					
TRAVELER'S SIGNATURE:			SUPERVISOR'S SIGNATURE:					
SIGNATURE DATE: 05/24/2017			SIGNATURE DATE: 5/25/2017					
FOR AGENCY USE:			TITLE: Accepting Director					
			TITLE: Executive Director					

Modified Form DFS-AA-18 (Rev. 07/06) - JAC (1/15)

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Helpful Hints

- If travelers share a hotel room; please provide a copy of the first page of the other traveler's voucher with the packet (RefGuide page 54)
- Don't forget 2nd page of travel voucher even if blank
- Traveler and supervisor or authorized approver must sign and date travel voucher (when travel is completed)

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Helpful Hints

- Please don't abbreviate; if abbreviations are needed, please provide legend
- Clearly indicate the purpose or reason for trip in the appropriate column
- List city to city in the point of origin to destination column (not county to county)
- The invoice number listed on the batch sheet should appear on the travel voucher

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Helpful Hints

- If you provide a copy of your mission critical statement to JAC we will include it with travel vouchers as needed
- Any incidental travel expenses other than gas over \$25.00 per incident requires a receipt for reimbursement
- Please make sure travel voucher is legible
- Include map showing address to address mileage when possible

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Helpful Hints

- References found on the JAC website:
 - Link to Section 112.061, F.S. (travel statute)
 - Link to the Reference Guide for State Expenditures
- JAC website: www.justiceadmin.org
 - Click Accounting from the menu



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Questions and Discussion



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[illegible]

[illegible]

[illegible]

[illegible]

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE					
THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN COMMON CARRIER IS BILLED DIRECTLY TO THE STATE AGENCY					
Date	Ticket Number or State Vehicle Number	From	To	Name of Common Carrier or State Agency Owning Vehicle	
05/10 - 05/14		Tallahassee, Florida	New York, New York	Delta Airlines	
STATE OF FLORIDA PURCHASING CARD CHARGES					
THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE STATE OF FLORIDA PURCHASING CARD					
Date	Merchant/Vendor	Description of Item Acquired			Amount of Charge
THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN NON-REIMBURSEABLE ITEMS WERE PURCHASED USING THE STATE OF FLORIDA PURCHASING CARD					
Date	Merchant/Vendor	Description of Item Acquired			Amount of Charge
Total (This amount must appear on the "Less Non-Reimbursable Items Included on Purchasing Card" on the reverse side of this form.)				\$	-

GENERAL INSTRUCTIONS

Class A travel -- Continuous travel of 24 hours or more away from official headquarters.

Class B travel -- Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Breakfast --- when travel begins before 6 a.m. and extends beyond 8 a.m.
Lunch ----- when travel begins before 12 Noon and extends beyond 2 p.m.
Dinner ---- when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during night-time hours due to special assignment.

NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler's regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher. Rate of Per Diem and Meals shall be those prescribed by Section 112.061, Florida Statutes.

Non-reimbursable items may not be charged on the State of Florida Purchasing Card. Inadvertent non-reimbursable charges are to be deducted from the travel reimbursement claimed on the reverse side of this form on the line "Less Non-Reimbursable Items Included on Purchasing Card" and the above "Non-reimbursable Items" section of "State of Florida Purchasing Card Charges." section above must be completed. Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles, beginning at midnight; less than 24-hours travel will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Vicinity travel must appear in the separate column. When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly to the State agency, then the "Travel Performed by Common Carrier or State Vehicle" section above should be completed. If travel is by common carrier and the carrier is paid by the use of the State of Florida Purchasing Card, then the "State of Florida Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental car (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a State-owned vehicle, the word "State" should be inserted in the "Map Mileage Claimed" column on the reverse side of this form, and the above section designated as "Travel Performed by Common Carrier or State Vehicle" should be completed. If lodging is paid by the use of the State of Florida Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card Charges" should be completed. Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any State employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "Statement of Benefits to the State" section must be completed or a copy of the Authorization to Incur Travel Expense, Form DFS-AA-13, must be attached. Additionally, a copy of an agenda and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expenses is subject to prosecution as a misdemeanor.

[illegible]