

**Section 112.061 (16) STATEWIDE TRAVEL MANAGEMENT SYSTEM - (b)** Each executive branch state government agency . . . must report on the statewide travel management system all public officer and employee travel information, including, but not limited to, name and position title; purpose of travel; dates and location of travel; mode of travel; confirmation from the head of the agency or designee authorization, if required; and total travel cost. Each executive branch state government agency . . . must use the statewide travel management system for purposes of travel authorization and reimbursement.

**STMS Travel Authorization Submission** - All travelers for the Department must have the STMS travel authorization form, completed, and fully approved prior to departing for their trip. All out of state travel must be authorized by the appropriate **deputy secretary**. All foreign travel must be authorized by the **agency head**.

**STMS Advance** – This form is used to provide Travelers a portion of their Reimbursement prior to travel. This option is only available if the Traveler has completed and received approval of an Authorization form. When a travel advance is received, the traveler shall complete and submit the travel reimbursement form to Finance and Accounting within ten working days of returning to headquarters. An employee who travels more than twice a year is required to have his or her own Purchasing Card (PCard) or use a personal credit card.

**STMS Travel Reimbursement Submission** - Once the traveler returns from their trip, use the travel authorization associated with the trip to prepare the travel reimbursement. If a travel advance was received or a PCard was used, the traveler shall complete and submit the travel reimbursement form to Finance and Accounting within ten working days of returning to headquarters; all other travel must be submitted to Finance and Accounting within twenty working days.

#### **Travel – General Information**

Expenditures properly chargeable to travel include registration payments, reimbursements of mileage for use of a privately-owned vehicle, per diem and subsistence allowance, common carrier transportation and other expenses incidental to travel which are authorized by law. Section 112.061, F.S., Rule 69I-42, F.A.C., and periodically the General Appropriations Act governs travel expenses.

General Information - Reimbursements submitted in payment of travel reimbursement requests shall include:

- a. Itemized/Legible receipts for ALL expenses - hotel, transportation by common carrier and incidental expenses.
- b. In the case of a conference or convention, benefits to the state shall be provided along with the pages of the agenda that itemizes the registration cost.

General/Transportation - Agency head shall designate the most economical method of travel for each trip, keeping in mind the following conditions:

- a. The nature of the business.
- b. The most efficient and economical means of travel (considering time of the traveler, cost of transportation, and per diem or subsistence required).
- c. The number of persons making the trip and the amount of equipment being transported.

**Travelers shall not be paid a mileage allowance from their home to headquarters or field office.**

**No abbreviations shall be used on the authorization or trip reimbursement forms.**

#### **REIMBURSEMENT OF TRAVEL EXPENSES**

1. **Traveler**- Enter the traveler first, middle initial, and last name with Junior, Third, etc.

2. **Headquarters** - The department employees' assigned office which is reflected in the work location address section in People First for each employee. The location must be in the best interest of the agency and not for the convenience of the employee. Non-Employees will use their home address.
3. **Departure Date and Time/Return Date and Time**- Enter the date(s) on which travel was performed. Travel period shall match all receipts attached to the travel voucher.
4. **Point of Origin / Destination** - Enter the precise city of origin and destination that correspond with receipts and travel performed. No abbreviations.
5. **Purpose or Reason** - No abbreviations. Enter the purpose or reason for travel performed. Enter the name of the conference, convention, workshop, or meeting.  
**Travel to a Conference or Convention** requires a statement of benefits to the state, pages of the agenda or registration fee form that itemizes the registration fee shall be attached as supporting documentation to the travel reimbursement. Reimbursement for registration fees and travel expenses in connection with attendance at conferences or conventions will not be paid unless
  - a. The main purpose of the convention or conference is directly related to the statutory duties and responsibilities of the agency.
  - b. The duties and responsibilities of the traveler is related to the objectives of the convention or conference.
  - c. The activity provides a direct benefit supporting the work and public purpose of the person attending.

#### 6. **Meals Included in Registration Fee or Provided by Hotel or Airline:**

- a. When a meal is included in a registration fee, the meal allowance cannot be claimed for reimbursement, even if the traveler decides for personal reasons not to eat the meal. As provided in Attorney General Opinion 81-53, a continental breakfast is considered a meal and cannot be claimed for meal reimbursement if included in a registration fee for a convention or conference. **NOTE: Meals included in a registration fee shall be deducted from the meal allowance or per diem rate and a statement entered in the comment section of the meal expense line for that applicable day.**
- b. In the case where a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.

7. **Hotel and Auto Rental Receipts:** Itemized receipts for hotel expenses must be included as supporting documentation when reimbursement for such expenses is being claimed for both foreign and domestic travel. Hotel room service charges are not reimbursable.
  - a. Lodging for agency sponsored or organized event - Travelers are reminded that the most economical use of hotel is required when traveling both in-state and out-of-state. Each travel reimbursement or PCard charge that seeks payment for lodging associated with a meeting, conference, or convention organized or sponsored by an agency may not exceed the traveler's daily room rate of \$225. An employee will be required to expend his or her own funds for any daily room rate that exceeds \$225 per day, including associated taxes.
  - b. The lodging restrictions do not apply to travel for conducting business external to the agency, such as audit, investigation, litigation, or examination. However, where daily room rates for these activities exceed \$225, travelers are reminded that the most economical use is required in all situations (in-state and out-of-state travel). Travelers should be prepared to justify costs that appear excessive by providing at least three quotes from comparable (same star rating) hotels.

#### 8. **Incidental Travel Expenses** -

- a. Taxi Fares - Receipts for taxi fares more than \$25 on a per fare basis.
- b. Parking Fees or Toll - Receipts for storage, parking fees or tolls more than \$25 on a per transaction basis.
- c. Photocopy Charges or Communication Expenses (includes fax charges) - A statement is required that the expenses were business related.
- d. Registration fees - Receipts or cancelled checks required for registration fees paid by the traveler. Registration fees paid by the agency shall be stated on the face of the travel voucher. A copy of the receipt is required for registration fees paid by PCARD.
- e. Taxi Tip - Tips paid to taxi drivers shall not exceed fifteen percent of the taxi fare and taxi receipt is required.
- f. Mandatory Valet Parking Tip - Actual amount paid for mandatory valet parking at the hotel not to exceed \$1 per occasion. Valet parking tips shall not be paid if self-parking is available at the hotel. Documentation showing it was mandatory must be attached to the travel reimbursement.
- g. Portage - Actual portage paid shall not exceed \$1 per bag not to exceed \$5 per incident. The number of bags carried plus number of incidents are required.
- h. Actual Dry-Cleaning, Laundry, 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.
- i. Limousine Services - Should not be used instead of a taxi unless it can be shown, and justification provided on the travel voucher that it's the most economical method.
- j. Other travel expenses may be reimbursed if deemed to be in the best interest of the State and have approval of the Bureau of Auditing.

#### 9. **Per Diem and Subsistence Allowances**

##### **Computation of Travel for Reimbursement**

**Class A and B Meals** - Class A travel is continuous travel of 24 hours or more away from the traveler's official headquarters. The travel day for Class A is based on a calendar day (midnight to midnight). Class B travel is 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 the travel begins.

Subsistence for Class A and B travel are as follows:

- a. Breakfast - \$6 When travel begins before 6 A.M. and extends beyond 8 A.M.)
- b. Lunch - \$11 When travel begins before 12 Noon and extends beyond 2 P.M.)
- c. Dinner - \$19 When travel begins before 6 P.M. and extends beyond 8 P.M. or when travel occurs during nighttime hours due to special assignment.)

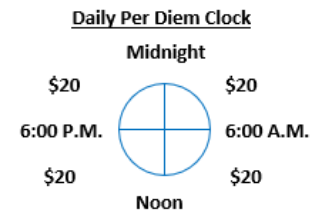
**NOTE: Travelers claiming less than the full meal allowance or per diem rate shall include on his travel reimbursement a statement that he understands that he is entitled to the full meal allowance provided by law but has voluntarily chosen to claim a lesser amount.**

**Class C Travel** is a short or day trip in Which the traveler is not away from his/her official headquarters overnight. A traveler shall not be reimbursed on a per diem basis, nor shall travelers receive subsistence allowance (meals) while on Class C Travel.

##### **Calculation of Per Diem and Subsistence Allowances**

Allowable rates for per diem are provided for in s. 112.061(6), F.S. All claims for per diem and subsistence must be within the limitations set forth in this section

of the statutes. All travelers are allowed the authorized per diem for each day of travel or if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in s. 112.061(6) (b), F.S., plus actual expenses for lodging at a single occupancy rate. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual to per diem while on Class A travel on a midnight-to-midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 for each quarter from the time of departure until the time of return.



**Per Diem or Subsistence Allowance**

Mileage Limitations A traveler may not claim per diem or lodging reimbursement for overnight travel within 50 miles (one-way) of his or her headquarters or residence unless the circumstances necessitating the overnight stay are fully explained by the traveler and approved by the agency head.

**10. Transportation**

**Common Carrier**

- a. **Third-party vendors should not be used** for travel purchases as they charge unallowable service fees and taxes. If a third-party vendor is used, the traveler will not be reimbursed for the fees/taxes and will be responsible for providing sufficient vendor documentation which identifies the fees/taxes charged.
- b. Travelers whose transportation is by common carrier shall make use of any state term aircraft or auto rental contract which may be in effect at the time. Failure to use state term contracts will require justification to be provided with the reimbursement information. Justification must be as allowed by the state term contracts.
- c. Aircraft travel for which a state term contract does not exist must be the most economical rate and class available. Exceptions will be allowed only when fully justified. Any cost more than state term contracts that is not fully justified will be borne by the traveler.
- d. Travelers will not be reimbursed for use of a car larger than the compact/economy size on the rental car contract because of the size or stature of the individual unless the requirements of the ADA are met. **Justification required for any vehicle rented larger than the compact/economy size.**
- e. Airport parking fees for travelers who use the Avis airport locations for rental car pick-up are not reimbursable (FM 21-15\_ Revised).
- f. Gas/Fuel Receipts - Itemized fuel receipts with the name and address of vendor, date and time of purchase, price per gallon, and quantity of fuel purchased, and total cost required. The Pre-pay Fuel option should not be utilized as the receipt is not itemized.
- g. Direct Bill Common Carrier Expenses - Travelers authorized to use direct bill common carrier expenses shall submit their travel voucher within five workdays to the Finance and Accounting office after the travel period ends. Direct bill airfare or rental car shall be indicated on the travel voucher and highlighted.

**Discounted Airline Ticket, Ticket Cancellation and Exchange Penalty Tickets**

- a. Penalties for cancellation of discounted airline tickets may be paid from state funds only if the cause for cancellation is in the best interest of the State. The cost of unused nonrefundable tickets or cancellation penalties incurred are allowable for the convenience of the State and if the traveler must cancel a trip due to illness of the traveler or death of a member of the traveler’s immediate family, for which an employee is authorized to use sick or administrative leave. If a ticket is canceled for the convenience of the traveler, the cancellation penalty may not be reimbursed from state funds. Agencies and travelers should carefully evaluate the circumstances and risk of cancellation prior to purchase of discounted tickets.
- b. 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 immediate family. Documentation verifying that the unused ticket has been submitted to the agency must also be included in the voucher requesting payment.



**Mileage Allowances**

- a. **Travelers Gratuitously Transported** - Mileage or transportation expenses allowed or allowable are intended to reimburse travelers for expenses incurred in conducting official state business. Therefore, no traveler who is entitled to mileage or transportation expense shall be allowed either mileage or transportation expense when he/she is gratuitously transported by another traveler. The traveler’s payment information shall indicate complimentary travel and travel reimbursements should include notation.
- b. **Privately Owned Vehicle (POV)** - When a POV is used for business related travel, the traveler is entitled to a mileage allowance at a fixed rate of 44.5 cents per mile. When calculating mileage reimbursement, the amount must be rounded down. Reimbursement for expenditures relating to the operation, maintenance and ownership of a vehicle shall not be allowed when privately-owned vehicles are used on public business.
- c. **Calculation of Mileage** - Travelers shall calculate the total mileage claimed out to the third decimal point and round down to the nearest cent when mileage is to be reimbursed. All mileage must be shown from point of origin to destination and return and when possible, must be computed based on the “FDOT Official Highway Mileage Viewer” published by the Florida Department of Transportation. If location is not available on the official map, Google maps may be used. Map mileage claimed shall be from city to city and cannot exceed the total mileage shown on the Florida’s Official State Transportation Map issued by FDOT.
- d. **State Vehicle** - If a state vehicle is used, the state vehicle number must be provided within the comments section of the details tab on the STMS Travel Reimbursement Form.
- e. **Vicinity Mileage** - When a traveler is claiming vicinity mileage the vicinity mileage log must be completed and attached to the trip in STMS. When a privately owned Vehicles is used for business related travel, vicinity mileage allowance at a fixed rate of \$0.445 per mile shall be reimbursed. Travelers shall calculate the total mileage claimed out to the third decimal point and round down to the nearest cent when mileage is to be reimbursed.

**DEPARTMENT OF HEALTH  
Travel Guidelines**

