



Fiscal Bureau Travel Training

May 8, 2018

We Will Cover

- New Travel Voucher
- Privately Owned Vehicle (POV) Form
- Travel Policy
 - Per Diem
 - Meals
 - Mileage
 - Car Rental
 - Lodging
- Forms and voucher requirements
- Where to find forms
- How to contact Accounts Payable



STATE OF FLORIDA TRAVELER:
VOUCHER FOR REIMBURSEMENT People First Employee ID
OF TRAVEL EXPENSES Check One: Officer/Employee Non-Employee/Ind Contractor

AGENCY: Department of Veterans' Affairs
 HEADQUARTERS (WORK LOCATION): _____
 Resident (City): _____

Date	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hours of Departure And Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expense	Class C Meals	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses	
									Amount	Type

Statement of Benefits to the State: (Conference or Convention):

	Column Total	Column Total	Column Total	0 Miles	Total	Summary Total
				\$0.445 /per mile		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less Advance Received						
Less Non-reimbursable Items Included on Purchasing Card						\$ -
Net Amount Due The Traveler						\$ -
Net Amount Due The State						\$ -

I hereby certify or affirm that the above expenses were actually incurred by me in necessary travel expenses in the performance of official duties; attendance at a conference or convention was directly related to official duties of the agency; any meals or lodging claimed in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirement of Section 112.051, Florida Statutes.

If traveler claiming less than the full per diem or allowance shall include as his/her travel voucher a statement that he/she understands he/she is entitled to the full amount, but has voluntarily chosen to claim a lesser amount.

Pursuant to Section 112.051(9)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was an official business of the State of Florida and was performed for the purpose(s) state above.

This travel is deemed to be consistent with the Memorandum dated August 8, 2017: "Travel Requirements Impaired by Chapter 2017-071, Laws of Florida."
 Type of Activity - Code _____

Means of electronic communications to meet the needs of the proposed activity have been considered as an alternative to the travel.

Traveler's Signature: _____
 Traveler's Title: _____
 Date: _____

Supervisor's Signature: _____
 Supervisor's Title: _____
 Date Approved: _____

For Agency Use:
 P.O.: _____ Organization Code: _____

Agency Code:	261049	\$ -	261300	\$ -
	261100	\$ -	269000	\$ -
	261200	\$ -		
Total		\$ -		

FORM DBF-AA-15 Rev. 06/06
 FORM FDVA REV. 06/16

Travel Voucher

STATE OF FLORIDA	TRAVELER: _____	AGENCY: Department of Veterans' Affairs
VOUCHER FOR REIMBURSEMENT	People First Employee ID _____	HEADQUARTERS (WORK LOCATION): _____
OF TRAVEL EXPENSES	Check One: <input type="checkbox"/> Officer/Employee <input type="checkbox"/> Non-Employee/Ind Contractor	Resident (City): _____

- Social Security Numbers have been replaced with People First employee ID.
- If an employee has two People First numbers (i.e. transferring from another state agency) use the original People First employee ID.
- Traveler's name the way it appears in People first.
- Fill in Work Location i.e. Largo, Bay Pines, etc.
- Fill in Resident (city) – Place of residence.

Travel Voucher

Date	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hours of Departure And Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expense	Class C Meals	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses	
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Statement of Benefits to the State: (Conference or Convention):				Column Total	Column Total	Column Total	0 Miles	Total	Summary Total	
				\$ -	\$ -	\$ -	\$0.445 /per mile			
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Less Advance Received					\$ -	
				Less Non-reimbursable Items Included on Purchasing Card					\$ -	
				Net Amount Due The Traveler					\$ -	
				Net Amount Due The State					\$ -	

- Provide dates of travel.
- List Point of Origin and Destinations.
- Provide purpose of travel.
- List hours of departure and return.
- Do not override the formulas.

Travel Voucher

- Type of activity code (codes found on August 8th 2017 memorandum which is located on the FDVA Intranet) i.e. 1=Travel within Florida; f=Supporting executive and administrative functions, but not limited to, conferences, meetings, investigations, and training; i=Participate in external audits, review, inspections and surveys.
- Check box if teleconferencing was considered.
- Signatures of both the traveler and supervisor before sending to Accounts Payable.
- Do not override the formulas

<p>I hereby certify or affirm that the above expenses were actually incurred by me as necessary travel expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties of the agency; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim in total and several in every material matter and same conforms in every respect with the requirement of Section 112.061, Florida Statutes.</p> <p><input type="checkbox"/> If a traveler claiming less than the full per diem or allowance shall include on his/her travel voucher a statement that he/she understands he/she is entitled to the full amount, but has voluntarily chosen to claim a lesser amount.</p>		<p>Paragraph 1a Section 112.061 [3][a], Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was an official business of the State of Florida and was performed for the purpose[s] state above.</p> <p><input type="checkbox"/> This travel is deemed to be consistent with the Memorandum dated August 8, 2017: "Travel Requirements Impaired by Chapter 2017-071, Laws of Florida."</p> <p>Type of Activity - Code <input type="text"/></p> <p><input type="checkbox"/> Forms of electronic communications to meet the needs of the proposed activity have been considered as an alternative to the travel.</p>																					
<p>Traveler's Signature: _____</p> <p>Traveler's Title: _____</p> <p>Date: _____</p>		<p>Supervisor's Signature: _____</p> <p>Supervisor's Title: _____</p> <p>Date Approved: _____</p>																					
<p>For Agency Use:</p>		<table border="1"> <tr> <td rowspan="3"> Official Code: </td> <td>261049</td> <td>\$ -</td> <td>261300</td> <td>\$ -</td> <td rowspan="3"> FORM DEF-AA-15 Rev. 06/06 FORM FDVA REV. 06/16 </td> </tr> <tr> <td>261100</td> <td>\$ -</td> <td>269000</td> <td>\$ -</td> </tr> <tr> <td>261200</td> <td>\$ -</td> <td></td> <td></td> </tr> <tr> <td colspan="2"> Total </td> <td>\$ -</td> <td></td> <td></td> <td></td> </tr> </table>		Official Code:	261049	\$ -	261300	\$ -	FORM DEF-AA-15 Rev. 06/06 FORM FDVA REV. 06/16	261100	\$ -	269000	\$ -	261200	\$ -			Total		\$ -			
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Total		\$ -																					
<p>Organization Code: _____</p>																							



State of Florida
DEPARTMENT OF VETERANS' AFFAIRS
 Office of the Executive Director
 The Capitol, Suite 2105, 400 South Monroe Street
 Tallahassee, FL 32399-0001
 Phone: (850) 487-1533 Fax: (850) 488-4001
 www.FloridaVets.org

Glenn Sutphin
 Executive Director

Rick Scott
 Governor
 Pam Bondi
 Attorney General
 Jimmy Patronis
 Chief Financial Officer
 Adam Putnam
 Commissioner of Agriculture

MEMORANDUM

DATE: August 8, 2017
 TO: FDVA Employees
 FROM: Glenn Sutphin, Executive Director
 LT Colonel, U.S. Army (Retired) *Glenn W. Sutphin Jr.*
 RE: Travel Requirements Imposed by Chapter 2017-071, Laws of Florida
 Effective July 1, 2017

The Florida Legislature enacted Chapter 2017-071, Laws of Florida, revising Section 112.061, Florida Statutes, to add the requirement that agency heads or designees, shall approve, in writing, any travel by state employees to foreign countries, other states, conferences, staff training activities, or other administrative functions that are critical to the agency's mission, and are therefore, "mission-critical," by adding an explanatory code to each travel voucher seeking payment. Such codes are provided below.

This memorandum supports the interpretation of the Department of Financial Services' Agency Addressed Memoranda (No. 03, 2017-2018), and should be read in conjunction with FDVA's Policies and Procedures Fiscal Policy on Employee Travel, Number 5030.200, to the extent necessary to fully comply with this memorandum. A copy of this memorandum will be provided to the Bureau of Auditing.

I have determined that the following types of activities requiring travel are deemed mission-critical for FDVA's functions and should be cited by the following codes¹:

- 1) Travel within Florida associated with the following:
 - a. Employee training of duties and assignments.
 - b. Supporting the operations of Headquarters in Tallahassee and Largo offices.
 - c. Providing technical and administrative support to employees with offices located across the State of Florida.
 - d. Attending meetings with stakeholders.
 - e. Supporting Governor's Veterans Service Awards presentations.

¹ An example of a correct citation of "code" for travel within Florida to perform an on-site visit to the Lassen State Veterans' Nursing Home to conduct an internal audit is "1g.i."

- f. Supporting executive and administrative functions, including, but not limited to, conferences, meetings, investigations, and training.
 - g. Attending trainings offered by State of Florida agencies and external vendors to enhance the skillset and knowledge of employees in the performance of their day-to-day responsibilities.
 - h. Conducting internal audits, reviews and investigations.
 - i. Performing on-site visits to the State Veterans' Homes to:
 - i. Participate in external audits, review, inspections, and surveys,
 - ii. Conduct physical inventories,
 - iii. Provide technical assistance and training to staff,
 - iv. Review and monitor current practices,
 - v. Provide support to their day-to-day operations.
- 2) Travel to other states, territories, or the District of Columbia for:
 - a. National Association of State Directors of Veterans Affairs (NASDVA) Conferences,
 - b. National Association of State Veterans Homes (NASVH) Conferences,
 - c. National Association of State Approving Agencies (NASAA) and VA sponsored conferences, meetings and/or training, or non-VA and non-NASAA sponsored events with written permission of Director, Education Services (USDVA), or the designee. *(These events are reimbursable with federal funds for SAA employees),*
 - d. Meeting with the U.S. Department of Veterans Affairs,
 - e. Presentations, public addresses, and training.
 - 3) State Approving Agency (SAA) Federal Contract
 - a. Performing authority visits at approved educational institutions, on-the-job training and apprenticeship employers, and license and certification organizations authorized to administer VA Education Benefits,
 - b. Attend meetings or while attending and/or presenting during Outreach or Liaison activities,
 - c. Performing staff development and/or Administrative activities.
 - 4) Foreign travel may qualify but shall be approved on a case by case basis by the Executive Director or his/her designee.
 - 5) Other activities requiring travel deemed mission critical by the Executive Director or his/her designee.
- In approving the Voucher for Reimbursement of Travel Expenses for the mission-critical travel request, agency head or designees, shall provide confirmation on the following two statements:
- 1) This travel is deemed to be consistent with FDVA's Executive Director Memorandum dated August 8, 2017, regarding the "Travel Requirements Imposed by Chapter 2017-071, Laws of Florida."
 - 2) Teleconferencing and other forms of electronic communication to meet the needs of the proposed activity have been considered as an alternative to the travel.

FDVA "Rental Car Versus POV (privately owned vehicle) Worksheet"

To be used for a one way trip of 50 miles or more (100 miles round trip). Reimbursement will be based on most economical method to the state.

Name: _____ Start Date: _____ Stop Date: _____

Travelers Should Complete All Applicable Yellow Boxes To Perform Cost Analysis

Rental Car	Rate	Rental Car Fee	<input type="text"/>	×	<input type="text"/>	=	-
			# of Days		Daily Rate		
			Example of In-State Daily Rates Compact - \$25.55				
			(Non-compact rates must be for special purpose and approved before travel.)				
Rental Car	Mileage	Vicinity Mileage to Rental Car Location	<input type="text"/>	×	0.445 Rate Per Mile	=	-
		Mileage Estimated for	<input type="text"/>				
Rental Car	Fuel	Estimated Fuel Costs	$\frac{27}{\text{Average Miles Per Gallon}}$	×	<input type="text"/>	=	-
					Estimated Price Per Gallon		
Total Rental Car Cost							-
POV	Mileage	Map Mileage	<input type="text"/>	×	0.445 Rate Per Mile	=	-
		Vicinity Mileage	<input type="text"/>	×	0.445 Rate Per Mile	=	-
	Total POV Cost						

Travel reimbursement is based on most economical method for the state.

Mileage Notes

POV Vicinity Mileage To Rental Car Location - Mileage to and from rental car location placed on your POV to pick up rental car.

Map Mileage - Mileage from city to city as published by the FDOT Statistics Office
<http://www.dot.state.fl.us/planning/statistics/hwydata/intercity.htm>

Vicinity Mileage - Mileage going from one work site to another work site for business purposes.

FDVA adheres to the guidelines of Section 112.061, Florida Statutes, for reimbursement of employee travel. Employees electing to use their privately owned vehicle in lieu of the state contracted rental vehicles are reimbursed based on the most economical method of transportation. Reimbursement of travel expenses is processed for expenses incurred while traveling and shall only include actual allowable expenditures. Per diem is reimbursed for work-days during the business trip, based on actual travel days and not on hypothetical situations for the employee's own convenience.

Rental Car vs POV (privately owned vehicle)
Calculation of most economical method of travel to the state. Completion of Form POV is required when employee travels with a privately owned vehicle and the one-way portion trip is 50 miles or more and/or 100 miles round trip.



Privately Owned Vehicle Form

FDVA adheres to the guidelines of Section 112.061, Florida Statutes, for reimbursement of employee travel. Employees electing to use their privately owned vehicle in lieu of the state contracted rental vehicles are reimbursed based on the most economical method of transportation. Reimbursement of travel expenses is processed for expenses incurred while traveling and shall only include actual allowable expenditures. Per Diem is reimbursed for workdays during the business trip, based on actual travel days and not on hypothetical situations for the employee's own convenience.

- Reimbursement is only for actual travel days.
- Dates on the POV form must match days of travel on the travel voucher.

Travel Policy

Per Diem

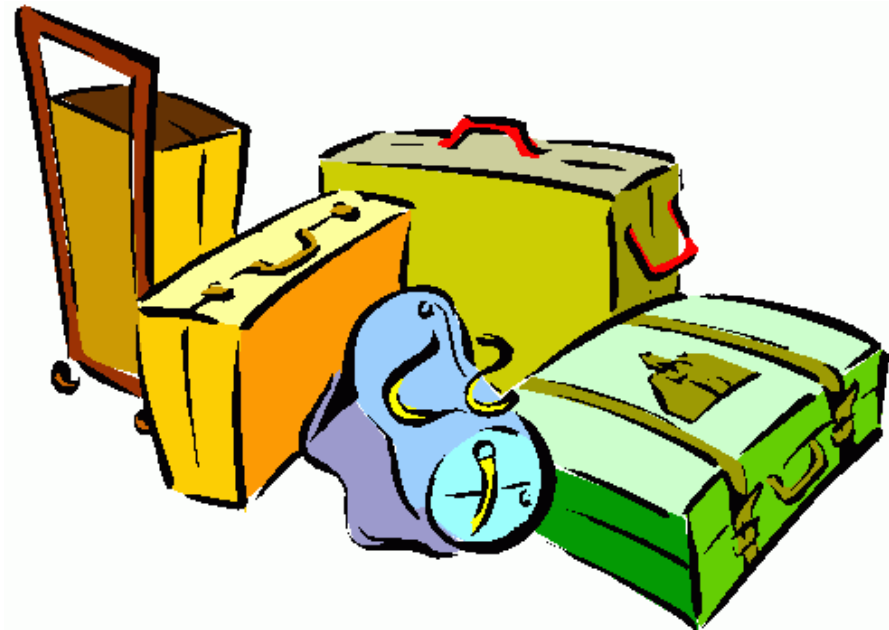
Methods of Travel:

- Class A Travel: Continuous travel of more than 24 hours away from the official headquarters.
- Class B Travel: Continuous travel of less than 24 hours which involves overnight absence from the official headquarters.
- Class C Travel: Short or day trips where the traveler is not away from official headquarters overnight. (Currently, Class C Allowances are not authorized).

Per Diem

Per Diem Allowance shall be paid to any employee not claiming meals and lodging. It is paid strictly by the time away from home/the office, from midnight to the time arrived back at the home or office. The current per diem allowance rate is:

- Midnight to 6 am: \$20
- 6 am to noon: \$20
- Noon to 6 pm: \$20
- 6 pm to midnight: \$20
- Total \$80



Per Diem

A traveler who is on straight per diem and receiving free lodging not charged to the state purchasing card (i.e. staying with a family member) will receive \$80.00 straight per diem and not receive meal allowance each day they are on the road. On the traveler's departure and return days, he or she will receive a per diem allowance based on the time of departure and return to official headquarters.

Meals

Meal/Subsistence Allowance:

- Breakfast: When travel begins before 6:00 am, and extends beyond 8:00 am, \$6.
- Lunch: When travel begins before 12:00 noon and extends beyond 2:00 pm, \$11.
- Dinner: When travel begins before 6:00 pm and extends beyond 8:00 pm, or when travel occurs during night hours due to special assignment, \$19.

Meals

If meals are provided at a conference or meeting, the reimbursement must be reduced by the allowed appropriate amount.

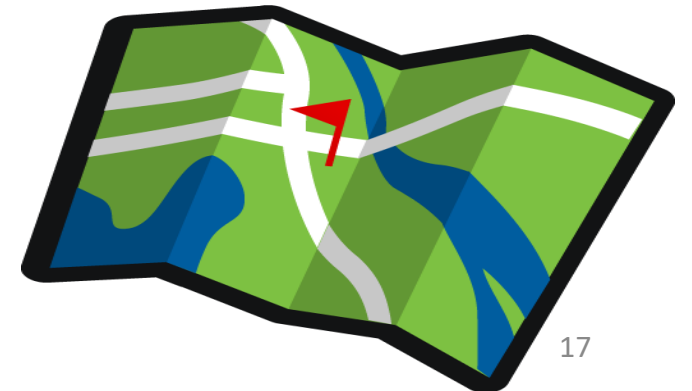


Mileage

- An employee may use his personal automobile for official travel in lieu of publicly owned vehicles or common carriers. When travel is by privately owned vehicle, the traveler shall be entitled to the mileage allowance (.445 per mile) currently authorized by the state or the common carrier fare for such travel, whichever is more economical.
- If it is determined that the most economical method of travel is by automobile on a particular trip, the employee may use a state-owned vehicle, a privately owned vehicle, or a commercial rental car. Mileage is reimbursed only when a personal vehicle is used. Reimbursement shall be limited to the amount computed for the least expensive reasonable available mode of travel.
- If the employee's personal vehicle is being used and the one-way portion of the trip is 50 miles or more (for a total of 100 miles or more round trip), the Rental Car Vs Private Owned Vehicle (POV) Form shall be completed to calculate the amount reimbursable for most economical travel.

Mileage

- Mileage should be recorded from the employee's regular place of employment (not from his/her residence, unless residence is closer) to the point of destination, using the latest Florida Official Road Map by the Department of Transportation. Mileage from home is allowed if departure or return time is one hour or more before or after normal working hours or during the weekend. Necessary vicinity mileage for official business must be shown separately. Google Maps and MapQuest, etc. are acceptable forms of mileage determination.



Mileage

- Travel expenditures incurred by Field Veterans Claims Examiners (VCEs) that may cover more than one outreach office are entitled to mileage reimbursement. In order to reach out and assist as many Florida veterans as possible, VCEs cover several offices, within the assigned region. These offices may be located more than 50 miles apart from each other and from the employees' residence and are not, in many cases the offices assigned to the person upon hire, but manifested as a product of veteran need. The weekly schedule for these VCEs has changed in such a way that they must now travel one or two days per week to different locations to cover the new outreach requirements, going back to their residences every evening. The VCEs main location of work is deemed the location he/she was hired for and the other locations are considered their "outreach" assignments.

Car Rental

- State of Florida has a contract with Enterprise and National for car rentals with more than 450 Florida locations.
- Pricing is \$25.55 compact car daily rate for in-state travel. Compact car is required unless written justification to upgrade is approved by a supervisor. If the upgrade is not approved then the additional expense must be reimbursed by the traveler.
- In the event that Enterprise has no cars available even with a 24-hour advance notice the traveler must use the below portal <https://partners.rentalcar.com/stateofflorida/> . This portal should override this situation providing there is a 24-hour advance rental window.

Lodging

- Lodging expenses qualify for reimbursement only if they are incurred at a duly established commercial lodging facility and are substantiated by itemized paid receipts.
- Lodging less than 50 miles from official headquarters is not reimbursable unless it can be justified.
- Each travel voucher or Purchasing Card charge that seeks payment for lodging associated with a meeting, conference or convention organized or sponsored, in whole or in part, by the Florida Department of Veterans' Affairs (FDVA), may not exceed the traveler's daily room rate of \$150.00. Daily room rates exceeding \$150.00 need to be justified.
- To minimize the impact to employees, managers who are approving travel need to verify compliance with lodging rate restrictions before authorizing the employee to incur travel expenses.
- An employee shall be required to expend his or her own funds for any daily room rate including associated taxes that exceed the \$150.00 per day restriction.

Lodging

- Meetings organized or sponsored by our Department include, but are not limited to:
 - Meetings scheduled by the Department requiring other FDVA employees to travel to the meeting,
 - Meetings where FDVA staff are involved in the selection of the location,
 - Meetings and on-site visits to the facilities,
 - FDVA internal training offered in a location where employees are required to travel,
 - Inspector General internal audits, reviews and investigations,
 - Meetings where planning activities are to be conducted,
 - Meetings where FDVA contributes any money to the event.

Lodging

- Travel NOT organized or sponsored, in whole or in part, by the Florida Department of Veterans' Affairs (FDVA)
 - Lodging restrictions do not apply to travel activities for travelers conducting business external to the agency including but not limited to audit, investigation, litigation or examination. However, travelers are required to obtain the most economical use of resources at all times, and should be prepared to justify costs that appear excessive.
 - Daily room rate greater than \$150 shall be accompanied by documentation justifying the lodging costs over the threshold.

Lodging

- Documentations needed to justify lodging greater than \$150 are screen printouts of a minimum of three comparable comps at local hotels near the meeting destination.



Forms and Voucher Requirements

Forms that need to be submitted to Accounts Payable for travel reimbursement:

- Form 15 (DFS-AA-15) Travel voucher both pages. Must have employee and supervisor signatures. On second page in the section “State of Florida Purchasing Card Charges” a list of all expenditures paid by department purchasing card for travel expenses (airline, car rental, hotel, etc.). These charges are outlined on Form 15 in the space provided. All expenditures paid with a P-Card must be signed and dated by the card holder, and have Florida sales tax removed.
- Form 13-Authorization to Incur Travel Expenses, DFS-AA-13.

Forms and Voucher Requirements

- Rental Car vs POV (privately owned vehicle) Form
- Receipts incurred while traveling attached to the Travel Receipts Form listing all charges paid with the purchasing card. All receipts and form must be signed by the traveler.
- Conference program or agenda, when applicable.

Travel voucher (Form15) can be mailed, emailed to the accounts payable mail box, or faxed into the largo office once it is signed by both the traveler and their supervisor. The form and all supporting documentation needs to be a legible readable copy. If sending a scan or fax, retain original voucher for your records. Do not send in original copy after scanning or faxing a copy unless accounts payable requests it.

Where to Find Forms

The following forms can be found on the FDVA Intranet under the tab Administration, Fiscal, Purchasing, Billing. Select fiscal and then select Forms:

- Form 13-Authorization to Incur Travel Expenses, DFS-AA-13
- Form 15-Voucher for Reimbursement of Travel Expenses, DFS-AA-15
- Rental Car vs POV (privately owned vehicle) Form
- Travel Receipts Form

How to Contact Accounts Payable

List of accountants processing travel vouchers with their respective letters of the alphabet based on the travelers last name:

Largo Phone Number (727) 518-3202

- Letters A through D - Mickie Murphy (Ext. 5607)
- Letters E through Mc – Nhora Chan (Ext. 5614)
- Letters Me through Sl – Sean Frazier (Ext. 5619)
- Letters Sm through Z – Billie Jo Grassinger (Ext. 5520)

Any travel related questions please contact the above accountants, Gerard Lacroix at Ext. 5556, or Shelley Wittaniemi at Ext. 5542.

How to Contact Accounts Payable

Scan and email signed travel vouchers and supporting documentations to Accountspayable@FDVA.state.fl.us.



Authority and References

- Chapter 112-061, Florida Statutes, Per diem and travel expenses of public officers, employees, and authorized persons
- Chapter 691-42, Florida Administrative Code, Travel Expenses
- FDVA 5030.200, FDVA Employee Travel Policy