



Local Operating Procedure

SECTION: Administration	LOP/ ADM #10	PAGE 1 of 22
TITLE: ADM 10 CSNCFL Staff Travel	EFFECTIVE DATE: 10. 15.2025	
SUPERCEDES: Same dated 07.01.2025		

DISTRIBUTION: CareerSource North Central Florida (CSNCFL) Staff and Service Providers

PURPOSE

To describe the concepts and procedures to be followed in controlling expenses, processing travel, and business meeting expense items.

POLICY

It is the policy of CSNCFL that costs associated with attendance at meetings, workshops and conferences (meals, transportation and lodging) are allowable if such are determined necessary and reasonable and the meeting, workshop, or conference serves a purpose consistent with Workforce funding. It is CSNCFL’s responsibility to ensure that program expenditures meet this requirement and adequate documentation is maintained. Finance staff will review meeting workshop, and/or conference costs to ensure compliance with this policy. All expenses that fail to comply with this policy will be questioned and subject to disallowance and repayment.

The following expenses are NOT allowed:

1. Room meal service charges and restaurant charges in excess of approved CSNCFL’s meal rates.

2. Alcoholic beverages.

3. All other such entertainment costs. (All costs including restaurant/hotel meal or food service charges) for functions whose purpose is social rather than business (such as networking receptions, ancillary tours, outings, etc.) are considered entertainment costs.

4. Travel, rooms, per diem, and any other costs for persons other than CSNCFL staff.

In order for CSNCFL to pay per diem, restaurant/hotel meals or food service charges, mileage or other costs for CareerSource North Central Florida- sponsored conferences, the following conditions must be met:

1. Advance approval of attending meetings, workshops or conferences must be obtained from the Chief Executive Officer.
2. Any person entitled to reimbursement under CSNCFL travel policies for a meal that has been paid for, as part of a restaurant/hotel meal or food service charge must deduct reimbursement for that meal on their Travel Reimbursement Form.

LOCAL TRAVEL

For local travel not involving overnight stays, including business meetings attendance, departures will be logged on the Class C Mileage form at the time each trip is taken. Each Class C Mileage Report covers a one-month period and should be turned in to Finance for reimbursement **within the first week of the next month, after the end of each month**. The traveler must complete the information on the Travel Form link and when the completed form is sent from Finance, the staff traveler must sign and date, and then give it to their Supervisor for review and certification of the report's accuracy. The Supervisor will then submit the form to the CEO for review and approval. The CEO will submit the completed form to Finance for reimbursement and copy the traveler.

NOTE: Mileage claimed must be from point of origin to destination based on the official [DOT](#) highway map and based on actual mileage for local vicinity mileage. If the actual mileage traveled is less than the DOT highway map, the lesser amount of mileage must be claimed.

Each staff will be assigned a primary location from one of the career centers which will be known as their assigned headquarters. If the traveler leaves from and/or returns to their assigned headquarters, the reimbursable mileage is actual miles traveled. If the traveler leaves from and/or returns to locations other than their assigned headquarters, the reimbursable mileage shall be computed on a daily basis by summing all miles driven and subtracting commuting miles, which are not reimbursable. **Commuting miles are miles from the traveler's home to the assigned headquarters, or to assigned headquarters for the day, is considered commuting miles therefore is not reimbursable for mileage and cannot be claimed as business travel.**

Example 1: A staff member assigned to the Starke office is temporarily assigned to work in Gainesville for one day. The staff reports to Gainesville, travelling from their home, at their regularly scheduled time, 8:00 a.m., and leaves the Gainesville office at their regularly scheduled time, 5:00 p.m. The staff does not get travel reimbursement.

Example 2: A staff member assigned to the Starke office reports to their assigned office at their regularly scheduled time, 8:00 a.m. The staff member has to come to Gainesville at 11:00 to attend a meeting, then returns to the Starke office at 2:00 p.m. to work the rest of the day. The staff member is eligible for travel reimbursement.

1. A Travel Authorization Form must be completed for staff on a yearly basis, approved and signed by the Chief Executive Officer. A copy should be maintained in the Finance Department and Staff Personnel File.

OVERNIGHT TRAVEL

The procedures established by CareerSource North Central Florida for overnight travel provide that requests for travel must be approved in advance by the Chief Executive Officer.

1. A Travel Authorization Form must be completed and approved prior to the beginning date of travel.
2. After the trip has been completed, the traveler submits a Travel Reimbursement Form. This is done via completing the information on the link: [Travel Form](#)
 - After completing the information, Finance will fill in the information on the Travel Reimbursement form.
 - Finance will send the completed form to the CSNCFL staff traveler via email for signature.
 - The CSNCFL staff traveler must then send to their supervisor for review, approval and signature.
 - The CSNCFL staff traveler is responsible for returning a completed and fully signed form to Finance for processing.

All travel advances are recorded as receivables of CSNCFL until the travel has been completed by the employee and a Travel Reimbursement Form is submitted. Upon submission of a Travel Reimbursement Form, the correct project is charged and any difference between an advance and the actual expense is settled by either the traveler or CSNCFL.

FORMS PROCEDURES/ROUTING

Authorization to Incur Travel Expense Form:

1. Traveler completes the Travel Form link.
2. Finance fills in information and sends form to staff traveler.
3. Supervisor reviews for accurateness, approves/signs form and submits to CEO.
4. Approved form is returned to staff for processing of travel arrangements.
5. Scanned or electronic signatures are acceptable.

Travel Reimbursement Form:

1. Traveler completes the information on the link above. All appropriate backup documentation, receipts and originally signed/approved Travel Authorization Form should be attached to the Travel Reimbursement Form. An electronic signature is also considered an original signature. Hotel receipt should include room charges. Meal, tip, toll receipts are not necessary.
2. Traveler signs/dates form.

3. Form submitted to Supervisor for approval/signature.
4. Supervisor sends form to CEO for review and approval.
5. CEO submits form to Finance Department for final processing
6. Original or electronic signature is needed on this form.

AMERICANS WITH DISABILITIES ACT (ADA)

For individuals covered under the Americans with Disabilities Act (ADA), there are special provisions for travel reimbursements that apply and may be authorized through the individual's Supervisor.

TRAVEL SPECIFICS

Assigned headquarters: This will be the staff's primary location, assigned at hire. The staff member will have individual office space provided at their assigned headquarters and will be provided a shared space to work at any locations they are asked to travel to.

Mileage Reimbursement: The mileage reimbursement rate will match the State's rate, which is currently \$.445 cents per mile.

Meal Reimbursement: Only allowed where overnight travel is required. In that case, the rate will match the State's rate, which is currently as follows:

Breakfast - \$6 Lunch - \$11 Dinner - \$19

Meal allowance is as follows:

1. Breakfast - \$6.00 (When travel begins **BEFORE** 6 a.m. and extends **BEYOND** 8 a.m.)
2. Lunch - \$11.00 (When travel begins **BEFORE** 12 noon and extends **BEYOND** 2 p.m.)
3. Dinner - \$19.00 (When travel begins **BEFORE** 6 p.m. and extends **BEYOND** 8 p.m.)

No day travel meal reimbursements are allowed under current law.

On days, where overnight travel has occurred, but the day is a travel day, not subject to overnight accommodations, a per diem rate of \$80 can be claimed. That rate is broken out as a reimbursement of \$20 per quarter of the day. Quarters of a day are as follows:

Midnight - 6 a.m. 6 a.m. - noon Noon- 6 p.m. 6 p.m. - midnight

Reimbursable Incidental Expenses:

1. Taxi fares in excess of \$25, on a per fare basis, require a receipt. Amounts less than \$25 do not.
2. Parking fees or a toll in excess of \$25, on a per transaction basis, requires a receipt. Amounts less than \$25 do not.
3. Tips paid to taxi drivers that do not exceed 15 percent of the taxi fare are reimbursable and do not require a receipt.
4. Actual amount of tip paid for mandatory valet parking is not to exceed \$1 per occasion are reimbursable and do not require a receipt.

5. Actual portage paid shall not exceed \$1 per bag not to exceed \$5 per incident are reimbursable and do not require a receipt.

Note: If there are any discrepancies between policy and Florida Statutes 112.061 that the latter will supersede.

OFFICIAL SIGNATURE



Phyllis Marty
Chief Executive Officer

Attachments:

A-Travel Authorization Form

B-Travel Reimbursement Form

C- Class C Travel Reimbursement Form

D- Class C Mileage Reimbursement Form

E- CSNCFL Employee Location

F- Florida Statute

**CareerSource North Central Florida
TRAVEL AUTHORIZATION**

All Maps for mileage backup must be done through the FDOT Official Highway Mileage Viewer Map Link Below:
<https://fdot.maps.arcgis.com/apps/webappviewer/index.html?id=fcb8b493d1c84f909f94a8ebfafbb317>

Name of Traveler:		Program:	
Date(s) of Travel: From Date:		To Date:	
Time:		Time:	
Destination/Purpose of Travel:			

ESTIMATED COST	TOTAL COST
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	Number of Days	Cost per Day	Hotel Tax	
Lodging	0	\$0.00	0.00	\$0.00
	Number of Meals	Meal	Total Cost of Meals	
Meals:				
Breakfast	0	\$6.00	\$0.00	
Lunch	0	\$11.00	\$0.00	
Dinner	0	\$19.00	\$0.00	
Total Meals			\$0.00	\$0.00
	Number of Miles	Cost Per Mile		
Mileage	0	0.445		\$0.00
Rental Car				
Other Costs (Registration, Taxi, Tolls, etc.)				\$0.00
SUB-TOTAL COST				\$0.00
TOTAL TRAVEL COST				\$0.00
TOTAL ESTIMATED COSTS				\$0.00

ALL Travel must be in accordance with CSNCFL Travel Policy and Florida Statue 112.061

Expense Item	Check Request Amount	Purchasing Card Amount
Lodging	\$0.00	\$0.00
Rental Car	\$0.00	\$0.00
Common Carrier	\$0.00	\$0.00
Registration	\$0.00	\$0.00
Other	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00

Supervisor Approval:	Date:
Comments:	

CareerSource of North Central Florida REQUEST FOR REIMBURSEMENT OF TRAVELING EXPENSES

All Maps for mileage backup must be done through the FDOT Official Highway Mileage Viewer Map Link Below:
<https://fdot.maps.arcgis.com/apps/webappviewer/index.html?id=fcb8b493d1c84f909f94a8ebfafbb317>

NEW WORLD VENDOR #:	Program:	
NAME:	FULL ACCT #:	
REMIT ADDRESS:	To be completed by Finance Manager	
FROM/TO:	DEPART DATE:	RETURN DATE:
PURPOSE OF TRIP:	DEPART TIME:	RETURN TIME:

DATE	ACTUAL HOTEL	MEAL ALLOWANCE*	LESS MEALS RECEIVED	PER DIEM or TOTAL	OTHER AMOUNT**	OTHER DESCRIPTION	OTHER DATE
				0.00			
				0.00			
				0.00			
SUB-TOTAL	0.00	0.00	0.00	0.00	0.00		

MILEAGE: _____ Standard + _____ 0 Vicinity = _____ 0.445 <div style="text-align: right;">State Rate</div>	0.00	
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ALL Travel must be in accordance with CSNCFL Travel Policy and Florida Statue 112.061	TOTAL REQUEST <div style="border: 2px solid black; padding: 5px; width: fit-content; margin: 0 auto;">0.00</div>	FL State Status Chapter 112 Section 061 <small>*ACTUAL RECEIPTS NOT REQUIRED</small> <div style="background-color: yellow; padding: 2px;"> <small>\$ 6.00 - Breakfast - travel before 6 a.m. & past 8 a.m.</small> <small>\$11.00 - Lunch - travel before 12 noon & past 2 p.m.</small> <small>\$19 - Dinner - travel before 6 p.m. & past 8 p.m.</small> </div>
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TRAVELER'S SIGNATURE:	DATE:
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I hereby certify or affirm that the department has complied with CSNCFL Travel Policy and Florida Statue 112.061 for CareerSource North Central Florida.

TRAVELER'S SUPERVISOR SIGNATURE:	DATE:
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CareerSource North Central Florida REQUEST FOR REIMBURSEMENT OF CLASS 'C' TRAVELING EXPENSES

All Maps for mileage backup must be done through the FDOT Official Highway Mileage Viewer Map Link Below:

<https://fdot.maps.arcgis.com/apps/webappviewer/index.html?id=fcb8b493d1c84f909f94a8ebfafbb317>

Vendor#:	Program:
Name:	Headquarters:
Remit Address:	

PURPOSE OF TRIP:

DATE	FROM	TO	TO	Total Reimbursable Mileage	DEPARTURE TIME	RETURN TIME	Meal Allowance (will be taxed)	COMMUTING MILES*	MILES

Mileage: <u> 0 </u>	Standard + <u> </u>	Vicinity = <u> 0 </u>							
(.445 rate per Florida Statue 112.061)				0.00					

	TOTAL MILES	0		
	minus COMMUTING MILES	0		
	REIMBURSABLE MILES	0		
TOTAL REQUEST		<u> 0.00 </u>		

* commuting miles only to be used if going from home to somewhere other than normal work place or going from somewhere other than normal work place to home

ALL Travel must be in accordance with CSNCFL Travel Policy and Florida Statue 112.061

I hereby certify or affirm that above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties:
this claim is true and correct in every material matter.

TRAVELER'S SIGNATURE:	DATE:
TRAVELER'S SUPERVIOR SIGNATURE:	DATE:

PY25-26 Position	Employee	Supervisor	Location
ADMIN SUP MGR-BoCC	HUTCHINS, KELLI	Kenneth Fair	Remote
SR FISCAL ASSISTANT-BoCC	MARALISA REED	Kelli Hutchins	Lake City
CAREERSOURCE ASMT COORD/TRAINER	LONG, ERIC	Mary Crown	Gainesville
CAREERSOURCE CHIEF EXECUTIVE OFFICER	MARTY, PHYLLIS		Hybrid-Gainesville/Remote
CAREERSOURCE ADMIN COORD	VACANT	Phyllis Marty	Gainesville
CAREERSOURCE CONT IMPROVEMT SUPV	HOWARD, ERIKA	Phyllis Marty	Hybrid-Alachua/Remote (TBD)
CAREERSOURCE CUSTOMER SVC REP II	WALKER, TAMESHIA	Christine Shumate	Gainesville
CAREERSOURCE CUSTOMER SVC REP I	RAYMAN, LORA	Elissa Howard	Lake City
CAREERSOURCE CUSTOMER SVC REP I	ROBERSON, MARSHA	Elissa Howard	Lake City
CAREERSOURCE CUSTOMER SVC REP II	ROBINSON-NEAL, MARIA	Christine Shumate	Gainesville
CAREERSOURCE CUSTOMER SVC REP II	GALAVOTTI, EMILY	Sara Darwin	Starke
CAREERSOURCE CUSTOMER SVC REP I	BLAIR, ALEXIS	Elissa Howard	Lake City
CAREERSOURCE CHIEF PROGRAMS OFFICER	CROWN, MARY	Phyllis Marty	Gainesville
CAREERSOURCE FC DVOP/LVER	BOREK, JOSEPH	Linda Fu	Gainesville
CAREERSOURCE FC ESR I	FUENTES, JOANNA	Linda Fu	Lake City
CAREERSOURCE FC ESR II	MORRIS, RESA	Linda Fu	Lake City
CAREERSOURCE FC ESR II	CHAMBERS, DEVON	Resa Morris	Gainesville
CAREERSOURCE FC OPERATIONS & MGMT CONSULTANT	FU, LINDA	Phyllis Marty	Lake City
CAREERSOURCE FC OPS	LANGFORD, AMANDA	Linda Fu	Gainesville

CAREERSOURCE GRANTS & CONTRACT ADMINISTRATOR	BURKE, DIANE	Phyllis Marty	Hybrid-Gainesville/Remote
CAREERSOURCE QA SPECIALIST	WOOD, SHENG	Erika Howard	Hybrid-Alachua/Remote (TBD)
CAREERSOURCE CENTER SPECIALIST/RESEA CAR NAV	SHUMATE, CHRISTINE	Cora West	Gainesville
CAREERSOURCE RESEA CAR NAV	TAYLOR, GLORIA	Cora West	Lake City
CAREERSOURCE SR SUPPORT TECH	HUDSON, SCOTT	Jason Buss	Gainesville
CAREERSOURCE EXECUTIVE ASSISTANT	DAVIS, KAREN	Phyllis Marty	Hybrid-Gainesville/Remote
CAREERSOURCE SYSTEMS ADMIN	BUSS, JASON	Phyllis Marty	Gainesville
CAREERSOURCE TANF WKSHP/ASMT FAC	KAUTZ, JAN	Mary Crown	Gainesville
CAREERSOURCE CENTER SPECIALIST/WIOA CAREER NAV II	HOWARD, ELISSA	Cora West	Lake City
CAREERSOURCE WIOA CAREER NAV II	GRANT, ERIN	Cora West	Gainesville
CAREERSOURCE WIOA CAREER NAV I	FRETT, JAMES	Cora West	Gainesville
CAREERSOURCE WIOA CAREER NAV I	DUKES, VAL	Cora West	Trenton
CAREERSOURCE CENTER SPECIALIST/CUSTOMER SVC REP II	EDWARDS, LISA	Phyllis Marty	Cross City
CAREERSOURCE WIOA CAREER NAVIGATOR	FRETT, JAMES	Cora West	Gainesville
CAREERSOURCE WIOA INTAKE SPEC	HOWARD, SAMANTHA	Leah Chapman	Gainesville
CAREERSOURCE WIOA AD/DW COORDINATOR	WEST, CORA	Mary Crown	Gainesville
CAREERSOURCE WIOA YTH CAR NAV	HOLT, AMIELIA	Lynda Bowie-Locklear	Gainesville

CAREERSOURCE WTP/SNAP CAR NAV I	BRUENS, DONNA	Leah Chapman	Gainesville
CAREERSOURCE WTP/SNAP CAR NAV I	NIXON, TRACI	Ermina Bare	Lake City
CAREERSOURCE CENTER SPECIALIST/WTP/SNAP CAR NAV II	DARWIN, SARA	Ermina Bare	Starke
CAREERSOURCE WTP/SNAP PROG LEAD	CHAPMAN, LEAH	Mary Crown	Gainesville
CAREERSOURCE WTP/SNAP PROG LEAD	ERMINIA BARE	Mary Crown	Alachua (TBD)
CAREERSOURCE YOUTH PROG COORD	BOWIE-LOCKLEAR, LYNDA	Mary Crown	Gainesville
CAREERSOURCE Chief Strategy Officer	BROWN, CHRISTINA	Phyllis Marty	Hybrid-Gainesville/Remote
CAREERSOURCE COMMUNITY RESOURCE COORDINATOR	MCRAE, JESSICA	Phyllis Marty	Gainesville
CAREERSOURCE JOB DEVELOPER I	VACANT		Gainesville
CAREERSOURCE JOB DEVELOPER I	VACANT		Gainesville
CAREERSOURCE JOB DEVELOPER II	SCOTT, CYNTHIA	Jessica McRae	Gainesville
CAREERSOURCE WIOA YTH CAR NAV	THOMAS, JEFFERY	Lynda Bowie-Locklear	Gainesville
CAREERSOURCE WIOA YTH CAR NAV	VACANT		
CAREERSOURCE WIOA YTH CAR NAV	VACANT		
CAREERSOURCE WORK EXP COORD	QUIRK, SHAUNA	Lynda Bowie-Locklear	Gainesville
CAREERSOURCE WORK EXP COORD	VACANT		

112.061 Per diem and travel expenses of public officers, employees, and authorized persons; statewide travel management system.—

(1) LEGISLATIVE INTENT.—To prevent inequities, conflicts, inconsistencies, and lapses in the numerous laws regulating or attempting to regulate travel expenses of public officers, employees, and authorized persons in the state, it is the intent of the Legislature:

(a) To establish standard travel reimbursement rates, procedures, and limitations, with certain justifiable exceptions and exemptions, applicable to all public officers, employees, and authorized persons whose travel is authorized and paid by a public agency.

(b) To preserve the standardization established by this law:

1. The provisions of this section shall prevail over any conflicting provisions in a general law, present or future, to the extent of the conflict; but if any such general law contains a specific exemption from this section, including a specific reference to this section, such general law shall prevail, but only to the extent of the exemption.

2. The provisions of any special or local law, present or future, shall prevail over any conflicting provisions in this section, but only to the extent of the conflict.

(2) DEFINITIONS.—For the purposes of this section, the following words shall have the meanings indicated:

(a) Agency or public agency—Any office, department, agency, division, subdivision, political subdivision, board, bureau, commission, authority, district, public body, body politic, county, city, town, village, municipality, or any other separate unit of government created pursuant to law.

(b) Agency head or head of the agency—The highest policymaking authority of a public agency, as herein defined.

(c) 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.

(d) Employee or public employee—An individual, whether commissioned or not, other than an officer or authorized person as defined herein, who is filling a regular or full-time authorized position and is responsible to an agency head.

(e) Authorized person—

1. A person other than a public officer or employee as defined herein, whether elected or commissioned or not, who is authorized by an agency head to incur travel expenses in the performance of official duties.

2. A person who is called upon by an agency to contribute time and services as consultant or adviser.

3. A person who is a candidate for an executive or professional position.

(f) Traveler—A public officer, public employee, or authorized person, when performing authorized travel.

(g) Travel expense, traveling expenses, necessary expenses while traveling, actual expenses while traveling, or words of similar nature—The usual ordinary and incidental expenditures necessarily incurred by a traveler.

(h) Common carrier—Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

(i) Travel day—A period of 24 hours consisting of four quarters of 6 hours each.

(j) Travel period—A period of time between the time of departure and time of return.

(k) Class A travel—Continuous travel of 24 hours or more away from official headquarters.

(l) Class B travel—Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

(m) Class C travel—Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

(n) Foreign travel—Travel outside the United States.

(3) AUTHORITY TO INCUR TRAVEL EXPENSES.—

(a) All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid. The head of the agency shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the state and also stating the purpose of such travel.

(b) 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 and must be within the limitations prescribed by this section.

(c) Travel by public officers or employees serving temporarily in behalf of another agency or partly in behalf of more than one agency at the same time, or authorized persons who are called upon to contribute time and services as consultants or advisers, may be authorized by the agency head. Complete explanation and justification must be shown on the travel expense voucher or attached thereto.

(d) Travel expenses of public employees for the sole purpose of taking merit system or other job placement examinations, written or oral, shall not be allowed under any circumstances, except that upon prior written approval of the agency head or his or her designee, candidates for executive or professional positions may be allowed travel expenses pursuant to this section.

(e) Travel expenses of public officers or employees for the purpose of implementing, organizing, directing, coordinating, or administering, or supporting the implementation, organization, direction, coordination, or administration of, activities related to or involving travel to a terrorist state shall not be allowed under any circumstances. For purposes of this section, "terrorist state" is defined as any state, country, or nation designated by the United States Department of State as a state sponsor of terrorism.

(f) The agency head, or a designated representative, may pay by advancement or reimbursement, or a combination thereof, the costs of per diem of travelers for foreign travel at the current rates as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)" and incidental expenses as provided in this section.

(g) A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of the agency may continue to receive subsistence as provided in subsection (6) during this period of illness or injury until such time as he or she is able to perform the official

business of the agency or returns to his or her official headquarters, whichever is earlier. Such subsistence may be paid when approved by the agency head or his or her designee.

(h) The State Surgeon General or a designee may authorize travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health. The Department of Health may establish rates lower than the rate provided in this section for these travel expenses.

(4) OFFICIAL HEADQUARTERS.—The official headquarters of an officer or employee assigned to an office shall be the city or town in which the office is located except that:

(a) The official headquarters of a person located in the field shall be the city or town nearest to the area where the majority of the person's work is performed, or such other city, town, or area as may be designated by the agency head provided that in all cases such designation must be in the best interests of the agency and not for the convenience of the person.

(b) When any state employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town shall be deemed to be the employee's official headquarters, and he or she shall not be allowed per diem or subsistence, as provided in this section, after the said period of 30 continuous workdays has elapsed, unless this period of time is extended by the express approval of the agency head or his or her designee.

(c) A traveler may leave his or her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from regular duties shall be taken as annual leave and authorized in the usual manner. The traveler shall not be reimbursed for travel expenses in excess of the established rate for per diem allowable had he or she remained at his or her assigned post. However, when a traveler has been temporarily assigned away from his or her official headquarters for an approved period extending beyond 30 days, he or she shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period actually taken to his or her home in addition to pay and allowances otherwise provided.

(d) A Lieutenant Governor who permanently resides outside of Leon County, may, if he or she so requests, have an appropriate facility in his or her county designated as his or her official headquarters for purposes of this section. This official headquarters may only serve as the Lieutenant Governor's personal office. The Lieutenant Governor may not use state funds to lease space in any facility for his or her official headquarters.

1. A Lieutenant Governor for whom an official headquarters is established in his or her county of residence pursuant to this paragraph is eligible for subsistence at a rate to be established by the Governor for each day or partial day that the Lieutenant Governor is at the State Capitol to conduct official state business. In addition to the subsistence allowance, a Lieutenant Governor is eligible for reimbursement for transportation expenses as provided in subsection (7) for travel between the Lieutenant Governor's official headquarters and the State Capitol to conduct state business.

2. Payment of subsistence and reimbursement for transportation between a Lieutenant Governor's official headquarters and the State Capitol shall be made to the extent appropriated funds are available, as determined by the Governor.

3. This paragraph expires July 1, 2022.

(5) COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT.—For purposes of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

(a) The travel day for Class A travel shall be a calendar day (midnight to midnight). The travel day for Class B travel shall begin at the same time as the travel period. For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. Class A and Class B travel shall include any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.

(b) A traveler shall not be reimbursed on a per diem basis for Class C travel, but shall receive subsistence as provided in this section, which allowance for meals shall be based on the following schedule:

1. Breakfast—When travel begins before 6 a.m. and extends beyond 8 a.m.
2. Lunch—When travel begins before 12 noon and extends beyond 2 p.m.
3. Dinner—When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.

No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity; except assignments of official business outside the traveler’s regular place of employment if travel expenses are approved. The Chief Financial Officer shall establish a schedule for processing Class C travel subsistence payments at least on a monthly basis.

(6) RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE.—For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are provided as follows:

(a) All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide state business, which convention, conference, or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conducting such business, either of the following for each day of such travel at the option of the traveler:

1. Eighty dollars per diem; or
2. If actual expenses exceed \$80, the amounts permitted in paragraph (b) for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.

When lodging or meals are provided at a state institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this subsection.

(b) All travelers shall be allowed the following amounts for subsistence while on Class C travel on official business as provided in paragraph (5)(b):

1. Breakfast\$6
2. Lunch..... \$11
3. Dinner..... \$19

(c) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the state.

(7) TRANSPORTATION.—

(a) All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The agency head or his or her designee shall designate the most economical method of travel for each trip, keeping in mind the following conditions:

1. The nature of the business.
2. The most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required). When it is more efficient and economical to either the traveler or the agency head, jet service offered by any airline, whether on state contract or not, may be used when the cost is within an approved threshold determined by the agency head or his or her designee.
3. The number of persons making the trip and the amount of equipment or material to be transported.

(b) The Department of Financial Services may provide any form it deems necessary to cover travel requests for traveling on official business and when paid by the state.

(c) Transportation by common carrier when traveling on official business and paid for personally by the traveler, shall be substantiated by a receipt therefor. Federal tax shall not be reimbursable to the traveler unless the state and other public agencies are also required by federal law to pay such tax. In the event transportation other than the most economical class as approved by the agency head is provided by a common carrier on a flight check or credit card, the charges in excess of the most economical class shall be refunded by the traveler to the agency charged with the transportation provided in this manner.

(d) 1. The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the agency head or his or her designee. Whenever travel is by privately owned vehicle:

- a. A traveler shall be entitled to a mileage allowance at a rate of 44.5 cents per mile; or
- b. A traveler shall be entitled to the common carrier fare for such travel if determined by the agency head to be more economical.

2. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business and reimbursement is made pursuant to this paragraph, except as provided in subsection (8).

3. All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

(e) Transportation by chartered vehicles when traveling on official business may be authorized by the agency head when necessary or where it is to the advantage of the agency, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle pursuant to paragraph (d).

(f) The agency head or his or her designee may grant monthly allowances in fixed amounts for use of privately owned automobiles on official business in lieu of the mileage rate provided in paragraph (d).

Allowances granted pursuant to this paragraph shall be reasonable, taking into account the customary use of the

automobile, the roads customarily traveled, and whether any of the expenses incident to the operation, maintenance, and ownership of the automobile are paid from funds of the agency or other public funds. Such allowance may be changed at any time, and shall be made on the basis of a signed statement of the traveler, filed before the allowance is granted or changed, and at least annually thereafter. The statement shall show the places and distances for an average typical month's travel on official business, and the amount that would be allowed under the approved rate per mile for the travel shown in the statement, if payment had been made pursuant to paragraph (d).

(g) No contract may be entered into between a public officer or employee, or any other person, and a public agency, in which a depreciation allowance is used in computing the amount due by the agency to the individual for the use of a privately owned vehicle on official business; provided, any such existing contract shall not be impaired.

(h) No traveler shall be allowed either mileage or transportation expense when gratuitously transported by another person or when transported by another traveler who is entitled to mileage or transportation expense. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight under this subsection.

(8) OTHER EXPENSES.—

(a) The following incidental travel expenses of the traveler may be reimbursed:

1. Taxi fare.
2. Ferry fares; and bridge, road, and tunnel tolls.
3. Storage or parking fees.
4. Communication expense.

5. Convention registration fee while attending a convention or conference which will serve a direct public purpose with relation to the public agency served by the person attending such meetings. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the agency in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary. However, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in subsection (6).

(b) Other expenses which are not specifically authorized by this section may be approved by the Department of Financial Services pursuant to rules adopted by it. Expenses approved pursuant to this paragraph shall be reported by the Department of Financial Services to the Auditor General annually.

(9) RULES.—

(a) The Department of Financial Services shall adopt such rules, including, but not limited to, the general criteria to be used by a state agency to predetermine justification for attendance by state officers and employees and authorized persons at conventions and conferences, and prescribe such forms as are necessary to effectuate the purposes of this section. The department may also adopt rules prescribing the proper disposition and use of promotional items and rebates offered by common carriers and other entities in connection with

travel at public expense; however, before adopting such rules, the department shall consult with the appropriation committees of the Legislature.

(b) Each state agency shall adopt such additional specific rules and specific criteria to be used by it to predetermine justification for attendance by state officers and employees and authorized persons at conventions and conferences, not in conflict with the rules of the Department of Financial Services or with the general criteria to be used by a state agency to predetermine justification for attendance by state officers and employees and authorized persons at conventions, as may be necessary to effectuate the purposes of this section.

(c) The Department of Management Services may adopt rules to administer the provisions of this section which relate to the statewide travel management system.

(10) FRAUDULENT CLAIMS.—Claims submitted pursuant to this section shall not be required to be sworn to before a notary public or other officer authorized to administer oaths, but any claim authorized or required to be made under any provision of this section shall contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties and shall be verified by a written declaration that it is true and correct as to every material matter; and any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this section of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#). Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

(11) TRAVEL AUTHORIZATION AND VOUCHER FORMS.—

(a) *Authorization forms.*—The Department of Financial Services shall furnish a uniform travel authorization request form which shall be used by all state officers, employees, and authorized persons when requesting approval for the performance of travel to a convention or conference. The form shall include, but not be limited to, provision for the name of each traveler, purpose of travel, period of travel, estimated cost to the state, and a statement of benefits accruing to the state by virtue of such travel. A copy of the program or agenda of the convention or conference, itemizing registration fees and any meals or lodging included in the registration fee, shall be attached to, and filed with, the copy of the travel authorization request form on file with the agency. The form shall be signed by the traveler and by the traveler's supervisor stating that the travel is to be incurred in connection with official business of the state. The head of the agency or his or her designated representative shall not authorize or approve such request in the absence of the appropriate signatures. A copy of the travel authorization form shall be attached to, and become a part of, the support of the agency's copy of the travel voucher.

(b) *Voucher forms.*—

1. The Department of Financial Services shall furnish a uniform travel voucher form which shall be used by all state officers, employees, and authorized persons when submitting travel expense statements for approval

and payment. No travel expense statement shall be approved for payment by the Chief Financial Officer unless made on the form prescribed and furnished by the department. The travel voucher form shall provide for, among other things, the purpose of the official travel and a certification or affirmation, to be signed by the traveler, indicating the truth and correctness of the claim in every material matter, that the travel expenses were actually incurred by the traveler as necessary in the performance of official duties, that per diem claimed has been appropriately reduced for any meals or lodging included in the convention or conference registration fees claimed by the traveler, and that the voucher conforms in every respect with the requirements of this section. The original copy of the executed uniform travel authorization request form shall be attached to the uniform travel voucher on file with the respective agency.

2. Statements for travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health shall be on forms approved by the Department of Financial Services.

(12) **ADVANCEMENTS.**—Notwithstanding any of the foregoing restrictions and limitations, an agency head or his or her designee may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his or her duties.

(13) **DIRECT PAYMENT OF EXPENSES BY AGENCY.**—Whenever an agency requires an employee to incur either Class A or Class B travel on emergency notice to the traveler, such traveler may request the agency to pay his or her expenses for meals and lodging directly to the vendor, and the agency may pay the vendor the actual expenses for meals and lodging during the travel period, limited to an amount not to exceed that authorized pursuant to this section. In emergency situations, the agency head or his or her designee may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total amount authorized for meals each day. The agency head or his or her designee may also grant prior approval for a state agency to make direct payments of travel expenses in other situations that result in cost savings to the state, and such cost savings shall be documented in the voucher submitted to the Chief Financial Officer for the direct payment of travel expenses. The provisions of this subsection shall not be deemed to apply to any legislator or to any employee of the Legislature.

(14) **APPLICABILITY TO COUNTIES, COUNTY OFFICERS, DISTRICT SCHOOL BOARDS, SPECIAL DISTRICTS, AND METROPOLITAN PLANNING ORGANIZATIONS.**—

(a) The following entities may establish rates that vary from the per diem rate provided in paragraph (6)(a), the subsistence rates provided in paragraph (6)(b), or the mileage rate provided in paragraph (7)(d) if those rates are not less than the statutorily established rates that are in effect for the 2005-2006 fiscal year:

1. The governing body of a county by the enactment of an ordinance or resolution;
2. A county constitutional officer, pursuant to s. 1(d), Art. VIII of the State Constitution, by the establishment of written policy;
3. The governing body of a district school board by the adoption of rules;
4. The governing body of a special district, as defined in s. [189.012](#), except those special districts that are subject to s. [166.021](#)(9), by the enactment of a resolution; or

5. Any metropolitan planning organization created pursuant to s. [339.175](#) or any other separate legal or administrative entity created pursuant to s. [339.175](#) of which a metropolitan planning organization is a member, by the enactment of a resolution.

(b) Rates established pursuant to paragraph (a) must apply uniformly to all travel by the county, county constitutional officer and entity governed by that officer, district school board, special district, or metropolitan planning organization.

(c) Except as otherwise provided in this subsection, counties, county constitutional officers and entities governed by those officers, district school boards, special districts, and metropolitan planning organizations, other than those subject to s. [166.021](#)(9), remain subject to the requirements of this section.

(15) CLASS C TRAVEL.—Moneys appropriated from the State Treasury may not be used to pay per diem or subsistence related to Class C travel.

(16) STATEWIDE TRAVEL MANAGEMENT SYSTEM.—

(a) For purposes of this subsection, “statewide travel management system” means the system developed by the Department of Management Services to:

1. Collect and store information relating to public officer or employee travel information;
2. Standardize and automate agency travel management;
3. Allow for travel planning and approval, expense reporting, and reimbursement; and
4. Allow travel information queries.

(b) Each executive branch state government agency and the judicial branch 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 and the judicial branch must use the statewide travel management system for purposes of travel authorization and reimbursement.

(c) Travel reports made available on the statewide travel management system may not reveal information made confidential or exempt by law.

History.—ss. 1, 3, ch. 22830, 1945; ss. 1, 2, 3, ch. 23892, 1947; ss. 1, 3, ch. 25040, 1949; ss. 1, 3, ch. 26910, 1951; s. 1, ch. 28303, 1953; s. 1, ch. 29628, 1955; s. 1, ch. 57-230; s. 1, ch. 61-183; s. 1, ch. 61-43; s. 1, ch. 63-5; s. 1, ch. 63-192; s. 1, ch. 63-122; s. 1, ch. 63-400; ss. 2, 3, ch. 67-371; ss. 1, 2, ch. 67-2206; s. 1, ch. 69-193; s. 1, ch. 69-381; ss. 12, 23, 31, 35, ch. 69-106; s. 65, ch. 71-136; s. 1, ch. 72-213; s. 1, ch. 72-217; s. 1, ch. 72-324; s. 26, ch. 72-404; s. 1, ch. 73-169; s. 1, ch. 74-15; s. 1, ch. 74-246; s. 1, ch. 74-365; ss. 1, 2, ch. 75-33; s. 1, ch. 76-166; s. 2, ch. 76-208; ss. 1, 2, ch. 76-250; s. 1, ch. 77-174; s. 1, ch. 77-231; ss. 1, 2, ch. 77-437; s. 2, ch. 78-95; s. 51, ch. 79-190; s. 1, ch. 79-205; s. 1, ch. 79-303; s. 1, ch. 79-412; ss. 1, 2, ch. 81-207; ss. 1, 2, ch. 83-307; s. 1, ch. 85-140; s. 1, ch. 87-407; s. 4, ch. 88-235; s. 12, ch. 89-291; s. 18, ch. 91-45; s. 1, ch. 94-139; s. 1403, ch. 95-147; s. 26, ch. 95-312; s. 5, ch. 96-310; s. 43, ch. 96-399; s. 23, ch. 98-136; s. 9, ch. 99-8; s. 7, ch. 99-155; s. 16, ch. 99-399; ss. 48, 53, ch. 2001-254; ss. 46, 79, ch. 2002-402; s. 2, ch. 2003-125; s. 123, ch. 2003-261; s. 49, ch. 2003-399; s. 5, ch. 2004-5; s. 32, ch. 2004-269; s. 23, ch. 2005-71; s. 12, ch. 2006-1; s. 6, ch. 2006-18; ss. 14, 53, ch. 2006-26; s. 1, ch. 2006-41; s. 3, ch. 2006-54; s. 2, ch. 2007-196; s. 6, ch. 2008-6; s. 13, ch. 2008-153; s. 2, ch. 2010-4; s. 4, ch. 2011-143; s. 58, ch. 2014-22; s. 103, ch. 2019-116; s. 6, ch. 2019-118; s. 95, ch. 2020-114; s. 56, ch. 2021-37.

¹**Note.**—Section 56, ch. 2021-37, amended paragraph (4)(d) “[i]n order to implement Specific Appropriations 2544 of the 2021-2022 General Appropriations Act.”