

Question Submission: Additional questions may be directed to Alisa Roberson at alisa.roberson@flaawi.com or at (850)245-7351.

State Travel Guidelines Frequently Asked Questions				
Question Number	Question	Answer	Topic	Date Posted or Modified
1	OMB Circular A-122, Appendix B, Paragraph 51 appears to state that using varying methods for reimbursing travel expenses is not allowed unless applied to the entire trip and not to selected days of the trip. Is the current State travel policy in compliance with this requirement?	State policy is in compliance with this requirement of OMB Circular A-122. It is more restrictive in that it does not allow actual cost reimbursement for meals. It allows a combination of allowance methods, meal allowance or per diem, but not actual cost reimbursement.	Applicability	6/25/10
2	Are travel reimbursement payments to contractors, consultants, advisers included in the requirements of Section 112.061, F.S.?	Yes. Section 112.061(2)(e)2, F.S. includes “a person who is called upon by an agency to contribute time and services as consultant or adviser” as an authorized person under this statute. The file referenced below describes key considerations when reimbursing or advancing travel costs for consultants or advisers. <i>**The link to a file that describes key considerations when reimbursing or advancing travel costs for consultants or advisers is under Administrative Information, State Travel Guidance below the Frequently Asked Questions link on the web site.**</i>	Applicability	6/25/10
3	Can and employee have multiple ‘headquarters’?	Yes. If an employee is assigned to multiple work site locations during a week, month, etc., that employee may be designated as having different headquarter locations, when appropriate and justifiable. The headquarters locations should be clearly documented for proper application of the appropriate reimbursement amounts for travel expenses.	Headquarters	6/25/10
4	Are blanket approvals allowed for authorizations to incur travel?	Yes. Although 112.061(3)(a) F.S. mandates that “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”, it does not specifically address blanket approvals. Due to the nature of certain positions and the need for constant travel, the use of blanket authorizations has been approved by the Department of Financial Services. There is no “specific wording” that is	Authorizations	6/25/10

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		<p>required in the authorization, only a completed authorization that clearly demonstrates the travel is authorized. The key elements that need to be included on the authorization are:</p> <ul style="list-style-type: none"> • Nature of the travel – try to be as specific as possible (deliver documents to RWB, make daily bank deposits, visit employer, etc) • Cost estimate – estimate annual or monthly mileage X \$.445 per mile • Needs to be a document that can accompany the reimbursement voucher 		
5	If a meal is provided at 'no charge' during a meeting or other event, is a traveler allowed to claim the appropriate meal allowance if in overnight travel status?	<p>Yes. The traveler may still claim the meal allowance if the meal is provided on a complimentary basis. However, the charge must clearly be denoted as 'complimentary'.</p> <p>Without a <u>clear</u> distinction that the meal is provided at no charge, it should be assumed that any fee charged for the meeting or event would include the cost of the meal. See question 8 for guidance on how to treat the portion of the meal allowance.</p>	Meal or Per Diem	6/25/10
6	If board staff travel during a workday from One Stop to One Stop within the Region, do they use DOT map mileage or actual mileage?	The DOT mileage should be used when the origination and destination cities are listed on the DOT map. If one or the other of the cities is not listed, then actual mileage must be used for any portion of the travel that is not available on the DOT map.	Mileage	6/25/10
7	What would be the allowable mileage reimbursement for an employee attending a day-long, off-site meeting, if they left directly from home?	The lesser of the distance from (1) home to the meeting or (2) HQ to the meeting would be allowable, if the traveler left within one hour of the start of their normal workday. If the traveler had to leave home more than one hour before the workday started, in order to be on time, the traveler's home would be the point of origin for calculating the reimbursable distance traveled.	Mileage	6/25/10

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		<i>**The link to a file that gives examples and answers to mileage and Calculation questions is under Administrative Information, State Travel Guidance below the Frequently Asked Questions link on the web site.**</i>		
8	Is the cost of a meal allowed under Section 112.061, if the fee to attend a local meeting includes the meal and an entrance or participation fee?	No. The cost of the meal is not reimbursable. The cost should not be paid from Federal or State funds. <i>For example, a Chamber of Commerce holds a 'dinner' where Chamber business is discussed and a meal is provided. If the cost of the meal is included in the payment to attend, the cost of the meal should be paid from non-state and non-federal funds. If the actual cost is known, that is the amount to be deducted. If the actual amount is not known, the meal allowance rate should be used.</i>	Meals or Per Diem	6/25/10
9	Is mileage required to be paid in accordance with Section 112.061, for mileage incurred in support of board business?	Yes, if an employee incurs mileage in support of board business and the mileage was previously approved by the board or its designee.	Mileage	6/25/10
10	Under what circumstances is payment for meals, food, or beverage allowable when an employee, board member, or volunteer is in non-overnight travel status?	There are no instances where meals, food, or beverage are allowable expenses for employees, board members, or volunteers if they are not in overnight travel status (Class A or Class B).	Meals or Per Diem	6/25/10
11	Is there a distance which determines if overnight travel is allowable?	Overnight travel and associated expenses is allowed when traveling more than 50 miles away from the authorized traveler's headquarters.	Authorization	6/25/10
12	What is the effective date of the applicability of Section 112.061 for board travel?	July 1, 2010, Section 445.007(10), F.S becomes effective, making the boards subject to Section 112.061, F.S.	Applicability	6/25/10
13	Can MapQuest be used when the DOT map mileage is not listed for a particular origination/destination combination?	MapQuest may be used as a tool to support the mileage submitted for reimbursement, but cannot be relied upon as the source for the distance traveled. If DOT map mileage is not available, the traveler must report actual mileage traveled.	Mileage	6/25/10
14	Is local vicinity mileage required to be approved in advance?	Yes. All travel events must be approved in advance. See the answer to question 4 above.	Mileage	6/25/10

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15	Can a longer but quicker route be approved and reimbursed, if different from the DOT map mileage?	The DOT map mileage should be used to estimate the trip for travel authorization purposes. For reimbursement purposes, the actual mileage traveled should be used with the DOT map mileage appearing in the “map mileage” section on the travel voucher and any additional miles shown as vicinity miles. The additional mileage claimed and reimbursed should be reasonable for the circumstances of the travel.	Mileage	7/2/10
16	What costs are allowable for participant travel including the cost of meals?	<p>The cost to transport youth that participate in a program administered by the Board is not a travel event as described the Section 112.061, F.S. It’s the cost of the program and not a cost of travel on behalf of the board “in the performance of official duties”, or of someone “called upon to contribute time and services”.</p> <p>Section 112.061, F.S., however, is important for youth programs in one respect. On April 14, the WFI Executive Committee adopted a modification to the Board’s Food & Beverage policy to allow the use of state and federal funds to be used to provide food, beverage, or dining activities for workforce youth programs. The amount paid for the given meal must not exceed the amounts allowed in Section 112.061(6)(b), F.S., whether reimbursed directly or contracted for by the region.</p>	Participant Travel	6/25/10
17	Are the boards required to use the DFS developed forms for Authorization to Incur or Voucher for Reimbursement of Travel Expenses?	<p>No. The board may adopt their own forms, if the forms contain the basic elements of required information as follows:</p> <p><u>Authorization to Incur</u></p> <ul style="list-style-type: none"> • Name of traveler • Purpose of travel • Estimated, itemized cost (hotel, car, mileage, meals, etc.) • Statement of benefits by virtue of the travel 	Forms	6/25/10

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		<ul style="list-style-type: none"> Signature of the traveler and the traveler’s supervisor stating that the travel is incurred in connection with board business. If it’s a conference, an agenda/program must also be included, listing the fees and what’s included in the registration. <p><u>Voucher for Reimbursement</u></p> <ul style="list-style-type: none"> Detail of the expense categories and types – Separate airfare from rental car from lodging, etc. Original receipts as supporting document, where available Total travel costs - Show all costs associated with the travel event, whether paid via advance, directly by the board, or via reimbursement 		
18	What is the point of the measurement for the mileage between cities on the DOT map?	<p>The distance is measured from a given “centroid” within the listed city to the centroid in the other listed city. A centroid is an intersection within a city that defines the city location. The below link provides more information about the centroids used for the measurement.</p> <p>http://www.dot.state.fl.us/planning/statistics/hwydata/intercity.shtm</p>	Mileage	6/25/10
19	Is it permissible to use the Federal General Services Administration (GSA) per diem or meal allowance rates?	No. Effective July 1, 2010, the boards must use the rates established in Section 112.061, F.S. for reimbursement of travel related expenses.	Applicability	6/25/10
20	Is it permissible to use a travel allowance in lieu of reimbursing for actual travel?	<p>Section 112.061(7)(f), F.S. allows a monthly mileage allowance to be paid for use of privately owned vehicles used for business purposes in lieu of actual mileage. Criteria for such allowance include:</p> <ul style="list-style-type: none"> Must be reasonable, taking into consideration the customary use, the roads traveled, and if other costs of the automobile are paid for by the board. Must be reviewed at least annually. Must provide a statement showing the average typical monthly cost to the board using the approved mileage reimbursement rate. 	Mileage	6/25/10

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21	Is the cost to purchase and E-Pass allowable under Section 112.061, F.S.?	The cost to purchase the E-Pass should not be included in a reimbursement request from an authorized traveler. Only the amount of the toll itself should be charged as a cost of the travel event.	Incidentals	6/25/10
22	Are fees incurred for checked baggage on an airline allowable?	Yes. The cost is allowable as long as the quantity of baggage and the fee is deemed reasonable, by the board or its designee, for the travel event.	Incidentals	6/25/10
23	Are the new travel rules applicable to both AWI and RWB staff?	Yes. Section 112.061, F.S. should be followed for employees of the board or of AWI that provide service to the board, for which the board is paying the travel expense.	Applicability	6/25/10
24	When claiming vicinity mileage, are you required to report beginning or ending odometer readings?	No. Only the miles driven are required to be reported.	Mileage	7/2/10
25	What policy should be used for travel that begins June 30, 2010 and extends to July 2, 2010?	The board's policy in place prior to July 1, 2010 would be the appropriate policy to apply. Section 112.061, F.S. is applicable for travel that begins on or after July 1, 2010.	Applicability	7/2/10
26	How should the DOT map mileage be used when the actual point of origin or the point of destination within a city is not the "centroid" as defined on the DOT map?	As with question #7 above, the DOT mileage should be used to estimate the mileage for travel authorization purposes. For reimbursement purposes, the traveler should request reimbursement for the actual miles traveled and the DOT mileage should be the basis for the "point of origin to point of destination portion" of the reimbursement request. The DOT mileage should be reported in the "map mileage" field on the travel voucher and the additional miles in the "vicinity mileage" field on the travel voucher. If the DOT map mileage is less than the actual miles driven, the traveler should only request reimbursement for the actual miles driven. The additional mileage claimed and reimbursed should be reasonable for the circumstances of the travel.	Mileage	7/2/10
27	When using Federal or State funds, can the board reimburse mileage, meals, or per diem in amounts other than those specified in Section 112.061, F.S.?	No. Section 445.007(10) requires boards to follow Section 112.061, F.S. when reimbursing travel related expenses using federal or state funds. Section 112.061, F.S. sets for the standard travel reimbursement rates and methods of	Mileage, Meals or Per Diem	8/13/10

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		calculation for meals, mileage, and per diem. The board may establish a policy whereby it reimburses different amounts or uses different calculation methods when using non-federal and non-state funds.		
28	When tracking and reporting mileage, should the mileage be to the tenth of a mile or the whole mile?	The statute and rules do not speak to the specificity of the mileage reported. However, the DOT map provides measures in whole miles. The board may establish which they will require from their travelers.	Mileage	8/13/10