

Accommodations Travel Policy FAQs for Local Workforce Development Boards

1. What is the statutory basis for the change in policy regarding procurement of accommodations while on state business?

The change is authorized in Chapter 2017-071, Laws of Florida. Agencies were made aware of the official change in policy via Department of Financial Services Agency Memorandum #3 2017-18 on July 11, 2017 (see attached).

2. Who is this new requirement applicable to?

This policy applies only to state employees. Individuals who are paid directly from DEO with a State Payroll Warrant are required to adhere to the new travel regulations. This includes jointly managed staff even though the travel is paid from pass thru funds. This policy does not apply to:

- ***Funds that do not flow through state agencies (e.g., direct federal funding or unrestricted funding)***
- ***Local workforce board staff.***

3. When does the new policy for the procurement of accommodations under Department of Financial Services (DFS) Agency Addressed Memo No. 3, 2017-18 begin?

The effective date of the DFS Agency Addressed Memo is July 1, 2017. All travel conducted on or after July 1, 2017 will be audited and processed under the new regulations.

4. How long will this policy be effective?

The policy remains in effect July 1, 2017 through June 30, 2018.

5. What is considered mission critical travel?

Travel that is consistent with the Executive Director's Determination Memo #DEO MCT 2017-18 (see attached).

6. Should justification for mission critical travel be submitted to DEO prior to travel?

In-State Travel: No. Justification demonstrating that travel is consistent with the Executive Director's Determination Memo #DEO MCT 2017-18 should be retained with the travel voucher for monitoring purposes.

Out-of-State Travel: Yes. Justification demonstrating that travel is consistent with the Executive Director's Determination Memo #DEO MCT 2017-18 should be submitted to Alisa Roberson.

7. What is the monetary limit on what can be spent on a hotel room under the new law that applies to conferences, conventions, or meeting travel sponsored or organized by a state agency?

The monetary limit is \$150/night base excluding any taxes or additional mandatory fees that are charges by the hotel.

8. Does the \$150/night restriction include amounts paid for taxes, assessments or other fees?

No the room rate restrictions only apply to the base nightly rate for the room and do not include additional taxes or miscellaneous daily fees charged by the provider of the lodging.

9. What if two people share a room that is over \$150 per night?

If the room is shared by two people and the rate is more than \$150 per night, then the cost is split between the two people and is allowable as long as the cost per person is \$150 or less.

10. What will happen if the actual cost of the accommodation exceeds the \$150/night estimate given on the Travel Authorization?

The traveler will be personally responsible for the repayment of any expenditures that exceed the approved \$150/night estimate of expenses. The traveler will be liable for any amount over the nightly threshold in addition to any additional taxes incurred due to the overage amount. This unauthorized amount will either be reduced from the travelers travel reimbursement or be requested in the form of a check if no reimbursement is due the traveler.

11. Are there exceptions to this rule?

The lodging restrictions do not apply to travel activities for conducting business external to the agency including but not limited to audit, investigation, litigation or examination. However, where daily room rate for these activities exceed \$150 travelers are reminded that the most economical use is required in all situations.

This new limits do not apply to travel activities undertaken for law enforcement purposes, military purposes, emergency response activities or public health activities.

12. Do I need to complete a travel authorization prior to any type of travel?

Yes, the completion of the Travel Authorization Request (TAR) prior to the beginning of travel becomes even more critical with the adoption of these new limitations. The TAR will be maintained at the LWDB level as part of the required documentation.

13. How should travel be handled for jointly managed staff?

Travel should be documented to demonstrate that it was reasonable and necessary to fulfill job responsibilities.

14. My program is federally funded, will I still be required to adhere to the new limits set by the State Chief Financial Officer?

Yes, The State Chief Financial Officer (CFO) has the authority to regulate all funds disbursed from State Accounts. All Federal dollars are deposited into a State Account regardless of their source and ultimately disbursed from State accounts. These funds are therefore the responsibility of the State CFO and subject to the requirements of state law.

15. Are LWDBs required to use DEO's travel form for jointly managed staff?

No. LWDBs do not need to use DEO's travel form but must retain adequate documentation with the travel voucher file.

16. Will the Grantee/Subgrantee agreement be updated to reflect the new travel restrictions?

Not at this time.

17. Who can I call if I have questions regarding the new policy or if it applies to my particular situation?

Tisha Womack, Chief, Bureau of Financial Management

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DATE: July 11, 2017

TO: Agency Addressed (No. 03, 2017-2018)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: TRAVEL RESTRICTIONS IMPOSED BY CHAPTER 2017-071, LAWS OF FLORIDA.

This memorandum supersedes Agency Addressed Memorandum No. 43, 2015-2016 and provides guidance on the travel restrictions imposed by Chapter 2017-071, Laws of Florida.

Each travel voucher or other attached documentation must contain a statement describing how the travel activity is critical to the agency's mission.

For any travel voucher that seeks payment for travel to foreign countries, other states, conferences, staff-training activities, or other administrative functions, the voucher must contain evidence of the agency head's determination that such travel activities are critical to the agency's mission.

In order to make this process more efficient, each agency head may provide a signed memorandum setting forth his or her determination as to the types of activities that he or she deems mission-critical that require travel to foreign countries, other states or the District of Columbia, conferences, staff-training activities, or administrative functions. A copy of the determination memorandum can be sent to the Bureau of Auditing with a request to keep on file otherwise a copy should be included with each voucher that seeks payment for travel activities falling within any of these five categories.

In approving any travel as being mission-critical, each agency head or his or her designee must identify in writing how the travel is consistent with the agency head's determination memorandum and state that he or she has considered the use of teleconferencing and other forms of electronic communication as an alternative to the travel. This section does not apply to travel for law enforcement purposes, military purposes, emergency management activities, or public health activities.

In addition, each travel voucher or Purchasing Card 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 \$150. For clarification,

- an agency is deemed to have sponsored a meeting, conference or convention if they contributed money for the meeting, conference, or convention. Money provided for a traveler's registration fee or for an Agency's membership fee to the organization hosting the conference or convention is not deemed as sponsorship.

- an agency is deemed to have organized a meeting, conference or convention if they are involved in selecting the location or planning the activities to be conducted.
- for purposes of this section, a meeting does not include travel activities for conducting an audit, examination, inspection, investigation, or travel activities related to a litigation or emergency response.

To minimize the impact to employees, managers need to verify compliance with lodging rate restrictions before authorizing the employee to incur travel expenses. An employee will be required to expend his or her own funds for any daily room rate including associated taxes that exceed the \$150 per day restriction.

The lodging restrictions do not apply to travel activities for conducting business external to the agency including but not limited to audit, investigation, litigation or examination. However, where daily room rate for these activities exceed \$150 travelers are reminded that the most economical use is required in all situations. Travelers should be prepared to justify costs that appear excessive, pursuant to the Reference Guide for State Expenditures (http://www.myfloridacfo.com/Division/AA/Manuals/Auditing/Reference_Guide_For_State_Expenditures.pdf).

MEMORANDUM

DATE: June 6, 2017

TO: Department of Financial Services
Bureau of Accounting and Auditing

FROM: Cissy Proctor, Executive Director

RE: Determination of Mission Critical Travel (MCT) – *Memo #DEO MCT 2017-18*

Activities as outlined below may be deemed mission critical travel for the Department of Economic Opportunity for Fiscal Year 2017-18:

Section 1. Foreign Travel

Foreign Travel is defined as any travel outside of the fifty states of the United States and the District of Columbia. On a case-by-case basis, only the Executive Director may approve a request for foreign travel.

Section 2. Conference and Convention Travel

Travel to a conference or convention may be approved under this memorandum if it meets one of the below mission critical conditions.

- A. Department attendance is for a Department presentation at the conference.
- B. Department attendance is required to allow input into the formulation of rules, regulations or policy proposals relevant to Department functional activities.
- C. Department attendance is required due to agency membership as part of a national or regional governmental or professional organization.
- D. Department attendance is required by a federal cognizant agency for grants that are administered by the Department.

Section 3. Out of State Travel

Travel to the District of Columbia or any state other than Florida may be approved under this memorandum if it is for one of the below mission critical purposes.

- A. To represent the Department at a national or regional governmental or professional function that relates to the Department's responsibilities as the administrative agency for Federal Workforce and Reemployment Assistance Programs as provided in Chapters 414, 443 and 445, Florida Statutes.
- B. To represent the Department at a national or regional governmental or professional function that relates to the Department's responsibilities to facilitate economic development, recruit

new businesses and promote expansion of existing businesses in this state as provided in Chapters 20 and 288, Florida Statutes.

- C. To represent the Department at a national or regional governmental or professional function that relates to the Department's responsibilities to administer state and federal grants programs and provide community development and project planning to maintain viable communities, revitalize existing communities and expand economic development and employment opportunities under Chapters 20, 163, 189, 288 and 380, Florida Statutes.
- D. To receive job specific training, education or instruction that relates to programs administered by the Department.

Section 4. In State Travel

Travel within Florida may be approved under this memorandum if it is for one of the below mission critical purposes.

- A. For any of the purposes outlined in Section 3 above.
- B. To conduct staff training, site visits, monitoring/auditing or other internal administrative functions.
- C. To provide technical planning and assistance to local governments and employers.
- D. To collaborate with DEO partner entities, including CareerSource Florida, Local Workforce Development Boards, Enterprise Florida, VISIT FLORIDA, Space Florida, The Defense Support Task Force, Florida Sports Foundation and the Institute for Commercialization of Public Research.
- E. To conduct external audits, investigations, litigation and examinations.
- F. In response to an emergency declared by the Governor.

Only on a case-by-case basis, activities not specifically addressed by this memo may be deemed mission critical by the Executive Director.

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY

By: 
Cissy Proctor, Executive Director

Date: June 6, 2017

2017-18 Specifically Requested Travel Activities

The below travel activities are requested to be approved under this memorandum:

1. Alien Labor Certification Program (ALC) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
2. Align 2017 Conference
3. American Planning Association - Florida Chapter Annual Conference and National Conference
4. Analyst Resource Center (ARC) Consortium - Policy Committee Presentations
5. Apalachicola Bay Fishery Disaster Recovery Project - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
6. Apprenticeship USA Grant – Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings.
7. CareerSource Florida Board of Directors, Executive Committee, and Strategic Policy Council Meetings
8. Coastal Resiliency Initiative - Technical Assistance, Meetings, Conferences, Site Visits, Audit and Monitoring Activities, Staff Training(all travel to be reimbursed by DEP Grant).
9. Combined Wage Claims (CWC) - Annual Conference
10. Community Development Block Grant (CDBG) and CDBG-DR - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, Meetings and Workshops
11. Community Service Block Grant (CSBG) - Technical Assistance, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
12. Competitive Florida Partnership - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
13. Complete Florida Plus Program/Florida Virtual Campus, Executive Advisory Council
14. Contact Center Leadership - Site Visits and Quarterly Calibration Meeting
15. Council for Community and Economic Research (C2ER) Annual Conference and Labor Market Information (LMI) Institute Forum, and Data Advisory Council Meetings
16. Council on Homelessness Board Meetings
17. Current Employment Statistics (CES) National Conference
18. Data validation training provided by USDOL
19. Defense Support Task Force - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
20. Dev Com Annual Security Conference
21. Disability Employment Initiative National Meeting
22. Disaster Recovery Technology Infrastructure/Software – Maintenance, Service and Installation
23. Disaster Unemployment Assistance - Annual Conference
24. Dislocated Worker Program - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings

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850.245.7105 | www.FloridaJobs.org
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25. Displaced Homemaker - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
26. Emergency Management – Statewide Emergency Response
27. Enhancing Economic Security: Assisting TANF Customers in Developing and Following a Roadmap to Self-Sufficiency Roundtable
28. Enterprise Florida - Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, Governor’s Conference on Tourism, and Meetings
29. Executive Cybersecurity Program
30. Facilities – Agency Site Visits
31. Family Café - Annual Statewide Jointly Held Event with CSF, LWDBs
32. Federal Bonding Program Presentations
33. Federal Unemployment Insurance/ State Reemployment Assistance Program - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, Employer/Community Town Hall, and Meetings
34. Field audit and collections training provided by Department of Revenue
35. Florida Alliance for Assistive Service and Technology - Meetings
36. Florida Association of Community Action (FACA) Conference and meetings
37. Florida Association of Counties Annual Conference
38. Florida Concrete Masonry Education Council Meeting
39. Florida Council on the Social Status of Black Men and Boys Meeting
40. Florida Developmental Disabilities Council - Employment and Transportation Task Force Meetings
41. Florida Economic Development Conference
42. Florida Sports Foundation: Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
43. Florida Workforce Development Association - Workforce Information Technology Group Subcommittee
44. Florida's Areas of Critical State Concern - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
45. Gartner Group Management Conferences
46. Genesys G-Force Conference
47. GeoSol Annual Conference, Local Training, and Deliverable Review Meetings
48. Independent Living Services Advisory Council Meeting
49. Indian River Lagoon Council Management Board Meetings
50. Institute for the Commercialization of Public Research: Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
51. International Customer Management Institute (ICMI) Conference
52. Interview new employees
53. Introduction of CareerSource Florida to the Federal Reserve Bank of Atlanta
54. Learning Solutions 2016 Conference
55. Local Area Unemployment Statistics (LAUS) National Conference, Model Training, and Coordination Meetings
56. Local Employment Dynamics (LED) Partnership Annual Workshop, LED Steering Committee, and Coordination Meetings

57. Local Government Comprehensive Plans - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
58. Local Initiatives: Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
59. Local Workforce Development Boards (LWDBs) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, Performance Presentations, and Meetings
60. Low Income Home Energy Assistance Program (LIHEAP) - Technical Assistance, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
61. Migrant and Seasonal Farm Workers Program (MSFW) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
62. Military Family Employment Advocacy Program (MFEAP) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
63. MLB Spring Training Facilities Program: Site Visits, Audit and Monitoring Activities, *annual Governor's Baseball Dinner*
64. Mobile One Stop Activation
65. National Association for State Community Service Programs (NASCSP) National Conference and Committee Meetings
66. National Association of State Workforce Agencies (NASWA) National Conference and Committee Meetings
67. National Association of Unemployment Insurance Appeals Professionals (NAUIAP)
68. National Labor Exchange Steering Committee Meeting
69. National Veterans Training Institute - Federally Required Training
70. Occupational Employment Statistics (OES) National Conference and Policy Council
71. Office of Film and Entertainment - International and State Film Industry Conferences and Meetings
72. Procurement – Certified Minority Business Enterprise and Office of Supplier Diversity Training and Meetings
73. Program to Measure Insured Unemployment Statistics (PROMIS) Training
74. Projections Managing Partnership (PMP) Summit and Projections Suite Training
75. Property Inventory and Property Inspections
76. Quarterly Census of Employment and Wages (QCEW) National Conference, Policy Council, and Coordination Meetings
77. Reemployment Assistance - Regional Site Visits and Meetings
78. Reemployment Assistance Appeals Referees and Adjudicators - Training and Meetings
79. Regional Rural Development Grant Program - Technical Assistance, Site Visits, Training, Audit and Monitoring Activities, and Meetings
80. RESEA - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
81. Rural Economic Development Summit
82. Rural Infrastructure Fund - Technical Assistance, Examination, Site Visits, Audit and Monitoring Activities, Meetings and Workshops conducted by DEO
83. Scripps Florida Research Institute/Scripps Florida Funding Corporation: Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings

84. Seaports/Florida Ports Council: Board Meetings, Site Visits, Events, Audit and Monitoring Activities, and Meetings
85. Sector Strategies Institute - Annual Conference and Meetings
86. Small Business Programs – Staff Training, Meetings, Promotional Events, Site Visits, Auditing, and Monitoring Activities
87. Space Florida - Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
88. Supplemental Nutrition Assistance Program (SNAP) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
89. Technology Infrastructure – Maintenance, Service, Upgrades and Installation
90. Trade Adjustment Assistance (TAA) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
91. Travel associated with technical assistance requests from local governments to implement the requirements of Section 163, F.S.
92. Travel associated with the Bureau of Community Planning and Growth role on multiagency committees, task forces, etc.
93. U.S. Bureau of Labor Statistics, Labor Market Information Directors’ National Conference, and Coordination Meetings
94. U.S. Census State Data Center (SDC) Annual Training Conference
95. UI-ICON Programmer Application Modernization and Support Training
96. USDOE Sponsored Conferences, Meetings, and Training Sessions
97. USDOL Sponsored Conferences, Meetings, and Training Sessions
98. USHHS Sponsored Conferences, Meetings, and Training Sessions
99. Veterans Programs and Regional Veterans Program Coordinators - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
100. VISIT FLORIDA- Board Meetings, Promotional Events, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
101. Wagner-Peyser - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
102. Weatherization Assistance Program (WAP) - Technical Assistance, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
103. Welfare Transition - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
104. Workforce Innovation and Opportunity Act (WIOA) - Technical Assistance, Examination, Site Visits, Staff Training, Audit and Monitoring Activities, and Meetings
105. Workforce Opportunity Tax Credit Information/Technical Assistance Sessions for Conditional Certifications
106. Workforce Professional Development Summit