


MEMORANDUM

DATE: July 1, 2019

TO: Department of Financial Services
Bureau of Accounting and Auditing

FROM: Ken Lawson
Executive Director 

RE: Determination of Mission Critical Travel (MCT) – Memo #DEO MCT 2019-20

Activities as outlined below may be deemed mission critical travel for the Department of Economic Opportunity for Fiscal Year 2019-20:

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 grant programs 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 grant 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.
