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Disbursement Handbook

for Employees and Managers

Aiming for Tomorrow's Standards Today!

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Emergency Disbursement Guidance

Class C Travel

Although not authorized for normal business, Class C meal allowances **can** be paid during emergencies if an executive order has been issued and the Secretary issues a supplemental order suspending the travel statute. Class C travel is a short day trip in which the traveler is not away from his/her official headquarters overnight.

Meals will be paid according to the current rates and established time schedules. For example, breakfast allowance ($6.00) may be claimed if travel occurs before 6am and extends beyond 8am. These meals reimbursements will be reported as taxable income and will be reflected in your gross income on your W2. Standard travel policies will apply to all other travel related expenses.

Class C travel must be submitted on a separate travel reimbursement voucher and not combined with any regular travel. Employees and/or managers must also provide the appropriate emergency project numbers. Once the travel reimbursement voucher has been approved by the authorized official, it should be sent to the District Financial Services Office or the Disbursement Operations Office as appropriate. The travel will then be audited according to the standard procedures and forwarded to the Central Office Payroll Office (Mail Station 42). The Payroll Office staff will then process the vouchers and submit them to the Bureau of State Payrolls for payment. Upon approval, the payroll staff will send confirmation to the employee and the appropriate manager.

Travel advances are not authorized for Class C travel.

(Revised on 09/15/08)

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Emergency Cardholders and Limits

Any purchasing card can be used for purchases in response to an emergency, however, charges will not be allowed at restricted vendors (i.e. restaurants).
A purchasing card may be assigned the “emergency designation” if the cardholder’s job responsibilities require them to obtain food or other exceptional purchases during a declared emergency. P-Cards with the emergency designation function the same as all other p-cards with the following exceptions:

- Emergency cards are allowed to be used at restricted vendors
- Cardholder single transaction limits may exceed the Category Two threshold ($35,000)

The number of emergency cardholders should be limited in order to decrease the risk and exposure of the Department associated with the lack of restrictions on these cards.

The guidelines below are to ensure the department is protected as well as prepared for an emergency:

- Each District is allowed up to 15 emergency cardholders. The District or Assistant Secretary (including the Turnpike Executive Director) will determine the appropriate offices/employees that will be assigned this role.
- Within the 15 emergency cardholders, each District is allowed up to 5 cardholders with single transaction limits greater than $35,000. The maximum single transaction limit allowed is $99,999 – no more than two of the 5 emergency cardholders with limits greater than $35,000 should be allowed the maximum limit for each District.

In the event of a catastrophic event, the number of emergency cardholders may be increased as approved by the Comptroller (Central Office). These requests or any other requests to change the list of authorized emergency cardholders should be sent to FDOT-PCARDPROGRAMADMINISTRATOR@dot.state.fl.us. The current authorized list of emergency cardholders is located on the DOO Purchasing Card SharePoint page. For additional guidance or clarification, please contact the Purchasing Card Program Administrator.

(Revised on 12/16/15)

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Emergency Travel during Personal Time

When an employee who is away from official headquarters on personal time is required to travel due to a business related emergency situation, travel expenses may be reimbursed if approved by the Secretary.

Travel expenses may be reimbursed as follows:

- The traveler will be reimbursed to travel from his actual point of origin to the point of destination. The destination could be the employee's headquarters.
- If personal circumstances require the traveler to return to the actual point of origin rather than staying at his official headquarters after the emergency situation has ended, the traveler may be reimbursed travel expenses to return.
- If the traveler is able to return to or remain at official headquarters, the traveler may be reimbursed any additional cost incurred due to the emergency travel beyond what would have been incurred for personal travel. Documentation must be submitted with the Travel Form showing the additional cost to return to headquarters.
- Unrecoverable costs incurred by the traveler and associated with personal plans that the traveler is unable to carry out due to an emergency return may be reimbursed.

An explanation of the circumstances and any supporting documentation must be submitted with the Travel Form.

An explanation of the emergency situation must be submitted with the Travel Form.

(Posted on 06/22/11)

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Food Purchases

Food may be purchased for DOT employees during a governor declared emergency if the travel statute has been suspended and if it is essential to the DOT's emergency relief efforts. In order to purchase food, the Secretary must issue an Emergency Order including specific intent to allow the purchase of food.

Management must clearly indicate the specific situation/circumstances that require the purchase of food in support of DOT's emergency relief efforts. Common situations where food could be purchased are:

- to feed employees that are required to remain in the EOCs (Emergency Operations Centers) with 24 hour operations,
- to feed employees who are required to remain at an emergency relief work site in an impacted area due to the emergency's workload requirements, or
- to feed employees when no food is available in the vicinity of the emergency relief work site, or
- excessive travel time for meal breaks in the area affected caused by the emergency would interfere with providing needed emergency relief support efforts

The meal allowance rates established in 112.061, F.S. ($6 for breakfast, $11 for lunch, and $19 for dinner) should be the basis of the cost of meals per individual employee. Further explanation/justification should be provided anytime the meal allowance is exceeded.

Bulk food can be purchased from grocery/convenience stores. These items are commonly used to prepare bag lunches. MREs (Meals Ready to Eat) can also be purchased. Food cannot be stockpiled in anticipation of future emergencies.

Food prepared at a restaurant can be purchased if it is the most appropriate way to provide a meal. However, tips/gratuities for meals cannot be paid by the Department. If meals are delivered and/or served by the restaurant, then the applicable service fees can be paid as long as the justification supports the need.

In general, food should be purchased directly using the P-Card. All receipts and justification must be included in the P-Card payment record. If the P-Card is neither accepted nor available, then management may authorize an employee to use his personal funds for the purchase and request reimbursement using an IRV (Individual Reimbursement Voucher for Expenses Other than Travel), DOT Form# 350-030-01.

All receipts and justification must be included in the payment request.

Management is responsible for reporting all employees who receive meals. The name of each employee who received the meal(s), the type of meal provided (breakfast, lunch, and/or dinner), and the date the meal was provided must also be included in the payment request or P-Card payment record. A list where the meal recipient prints their name and signs for the meal is preferred. If the circumstance makes it impractical to acquire the names of each employee who received the meal, then the circumstances, number of meals provided, and the groups or intended groups that the meals were provided to must be documented.

The meal provider should advise employees that the travel meal allowance cannot be claimed for any meal(s) provided by the Department. The list where the meal recipient prints and signs for the meal should include a statement informing the meal recipient that they are not authorized to claim the meal allowance on their travel reimbursement request.

(Revised on 10/23/15)

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Laundry, Dry Cleaning and Pressing Services

If the travel statute has been suspended due to a Governor's Declared Emergency, laundry, dry cleaning and pressing services are reimbursable, regardless of the length of the temporary duty that is related to DOT's emergency relief efforts (normally not reimbursable unless travel extends beyond seven continuous days).

Receipts must be attached to the travel reimbursement request.

(Posted on 04/25/06)

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Lodging-Direct Payment for a Block of Rooms

During an emergency, the direct purchase of a block of rooms from a hotel may be necessary to ensure adequate and reasonable lodging for employees. The State purchasing card may be used to reserve and pay for the rooms.

During the emergency, a listing should be maintained listing the traveler's name, social security number, and room cost for each room used per day. Vacant rooms or other

usage type rooms should also be included on the list with justification for their non-use.

Every attempt should be made to ensure that unused rooms that we are charged for are kept to a minimum.

The cardholder's social security number should be used as the sub-vendor for the P-Card transaction. The detailed listing of travelers that used the rooms must be maintained with the P-Card Monthly Paid Transaction Report. Also after the emergency, any required receipts along with a copy of the travel vouchers must be included with the P-Card Monthly Paid Transaction Report

(Posted on 09/19/05)

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Payment Submittal

While emergency situations may require expeditious processing of payments all auditing standards and accountability must remain intact. During emergencies, many of the formal procurement requirements may be waived in order to speed up the delivery of goods and/or services and establishment of a contractual agreement. However, the normal requirements for contractual agreements, receiving goods/services, invoicing, and approvals must be followed during the submittal and audit of a payment request. This requirement includes all payment types such as written agreements ("H" and other contract types), direct orders, travel reimbursements, and individual reimbursement vouchers.

(Posted on 06/28/06)

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Personal Items and Toiletries

Personal items and toiletries such as clothing, toothpaste, etc. are not normally authorized purchases. When traveling, the employee should pack accordingly for the length of the trip and/or purchase personal items if forgotten at home or needed during the trip. The Department should not reimburse or purchase these items.

Some items may be purchased for safety reasons when employees are required to perform duties that require specific personal items or toiletries to safely perform a work task. For Example: An employee must swim through flood waters contaminated with sewage to perform official emergency related duties and DOT has procured a portable shower for them to clean the sewage from their bodies immediately after completing the

official work task. In this case soap, shampoo, towels etc. would be considered necessary for the safety and health of the employee while performing official duties.

(Posted on 08/09/05)

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Purchases for Anticipated Emergencies

The Department does not have authority to purchase goods and/or stockpile items such as tents, sleeping bags, bottled water, and MREs (Meals Ready to Eat) in the anticipation that a natural disaster may occur and the items may be needed.

(Posted on 08/14/06)

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Travel Revolving Fund

Authority and Use

The Department is authorized to use the Travel Revolving Fund to issue advances for DOT employees for declared emergencies issued by the Governor. The Travel Revolving Fund should only be used when time will not permit the FSO (Financial Services Office) to process a travel advance using the normal FLAIR process and/or management has communicated in writing a critical need.

The purchase of items (i.e. generators, bulk food, etc.) to support an emergency must be paid for by the P-Card or other procurement methods. The P-Card can also be used to cover as many travel expenses (i.e. lodging, rental car, etc.) as possible to minimize the risk associated with advancing cash from the Travel Revolving Fund.

District Accounts

Each District has a Wells Fargo checking account that contains a balance (currently $10,000.00) from the Travel Revolving Fund. The authorized contact persons for each FSO and Turnpike may request additional funds by contacting the Central Office General Payments Manager. The request for additional funds can be done by e-mail or telephone.

The Central Office General Payments Manager will deposit funds into the Wells Fargo Bank Disaster Checking Account. The authorized contact persons for each FSO and the Turnpike will be notified when a deposit is made in their Disaster account.

Withdrawing Cash from Emergency Accounts

Funds can be withdrawn by cashing a check from the Disaster Checking Account. For all cash withdrawn, documentation of the withdrawal must be submitted to the DOO (Disbursement Operations Office) at MS-42 upon returning to the office.

Cashing a check from the Disaster Checking Account requires the signature of two persons listed on the Well Fargo Bank Signature form. Each FSO and Turnpike must ensure that they have an adequate number of authorized persons available to sign checks. They must also ensure that the Wells Fargo signature form on file with DOO is kept current.

Securing Cash on Hand

Each DOT location receiving cash from the Travel Revolving Fund is responsible for ensuring that cash is secured. All cash on hand must be placed in a secure location such as a safe, cash box with lock, file cabinet with lock, etc.

Distributing Cash to Travelers

Cash advances should only be disbursed to authorized DOT travelers who are being deployed to provide emergency assistance. A determination should be made if security personnel will be needed at the time of distributing cash.

The Multiple Cash Advance Distribution Form can be used to issue cash advances to multiple travelers during emergencies only. The Travel Advance Form (300-000-03) can also be used for individual cash advances.

As a best practice, cash should be counted out to the traveler at the time it is being given and in return, the traveler will acknowledge the receipt of the cash by signing the form. The signed advance form must be forwarded to DOO immediately. All unsigned forms will be returned to the appropriate FSO and the accountability for the cash will remain with the FSO until the form is completed and resubmitted.

The FSO is accountable for the cash received from DOO, and should be the primary distributor of cash to travelers unless otherwise directed by management. An intermediary may be designated for the sole purpose of disbursing cash. He must be highly reliable and must sign for the cash by completing an Intermediary Cash Advance Form. The intermediary will be responsible for distributing the cash to travelers and obtaining signatures on the travel advance form. Once it is completed, the form and any funds that have not been disbursed to travelers must be returned to the FSO immediately (by the following business day).

In cases when a deployed traveler needs additional cash, a cash advance can be received from another district's account. **Under no circumstances should a traveler give cash to another traveler.**

In all instances, the FSO/Turnpike must account for cash disbursed to a traveler/intermediary by obtaining the required signatures and forwarding the original forms to DOO. A copy of the forms should be maintained for FSO records.

Settling the Travel Revolving Fund Advances

DOO will be responsible for settling all travel advances issued through the Travel Revolving Fund. The FSO should screen the Travel Reimbursement Voucher and all supporting documents (i.e. travel related receipts) for accuracy before forwarding to DOO for processing.

Upon the traveler's return to headquarters, the Travel Reimbursement Voucher must be completed in a timely fashion in order to begin the settling process. Once completed, the net amount due will determine whether a reimbursement is due to the traveler or a refund is due to the Department. The net amount due is the difference between the reimbursement summary total and the travel (cash) advance amount on the Travel Reimbursement Form.

If the net amount results in a reimbursement to the traveler, then DOO will issue a check to the traveler within normal processing times.

If the net amount results in a refund to the Department, then the traveler must return the net amount due to the FSO/DOO.

In the event the employee does not travel, the completion of the Travel Reimbursement Voucher is not necessary. Upon the notification of cancelled travel, the employee will need to return the full advance to the FSO/DOO.

Travelers may refund the Department with cash or a check (personal check, cashier's check, or money order) made payable to FDOT Travel Revolving Fund. The amount of funds returned by the traveler must be documented. It is suggested that the FSO/DOO document the receipt of funds by using a standard, three-part receipt book so that the FSO, DOO, and the traveler can be provided a copy of the receipt. The receipt books may be purchased at an office supply store such as Office Depot.

The receipt must include four pieces of information: District Office, employee name, type of funds received (cash, check, etc.) and the amount refunded to the Department. The receipt must also be signed by both the FSO and the traveler returning the funds. Only after the signatures are obtained can the returned funds be maintained as cash on hand. The DOO copy of the three-part receipt and any checks refunding the Department must be attached to the completed Travel Reimbursement Voucher, and the entire package must be forwarded to DOO immediately.

When the required documentation is received by DOO, the traveler's cash account will be adjusted so that he is no longer liable for the initial amount of cash advanced.

Depositing Cash on Hand into Disaster Checking Accounts

If the FSO/DOO decides to deposit cash on hand into the Disaster Checking Account, the deposit slip(s) must be forwarded to DOO immediately after the deposit.

Reporting District Account Balances

Each district must reconcile funds issued from the Travel Revolving Fund by performing a manual count of cash on hand, recording the activity of the Disaster Checking, and reporting this information to DOO each week. This information must be reported using the spreadsheet provided by DOO. The sum of disaster accounts, cash on hand, and advances issued must reflect the total amount disbursed by DOO.

The information on this spreadsheet must be updated and reported until all the funds from the district accounts have been returned to the Travel Revolving Fund.

Accounting for Lost Funds

All funds issued through the Travel Revolving Fund must be accounted for. If your weekly reconciliation indicates a shortage of funds, action should be taken immediately to research the issue and report the discrepancy to DOO. In cases where fraud or theft is suspected, the incident should be reported to the proper authority (i.e. the local police, the Inspector General's Office, etc.).

The incident must be a documented accident or mishap, not a case of Departmental negligence. Any loss over $25.00 requires a police report before funds can be restored to the Travel Revolving Fund in accordance to Comptroller's Memorandum No. 02 (2002-03).

All documentation supporting the loss of funds must be submitted to the DOO Deputy Comptroller at MS-42.

Drawing-down the District Accounts

The Central Office General Payments Manager will coordinate with the authorized emergency contact persons for each Financial Services Office when all funds should be returned to the Travel Revolving Fund. Any cash on hand should be deposited back into the Disaster Checking account only. Copies of the deposit slips and a check from the Disaster Checking Account made payable to the FDOT Travel Revolving Fund must be sent to DOO.

(Revised on 7/24/13)

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Vaccinations for Deployment

Vaccinations are not normally authorized expenditures.

Management may recommend that an employee receive vaccinations prior to deployment (responding to a governor declared emergency) due to potential exposure to communicable, infectious diseases. If you need vaccinations for an emergency, then a written statement from management must be included with the payment package stating

the specific business reason why each specific vaccination is necessary for emergency deployment.

[See "Requirements for Certain Purchases - Vaccinations"]

(Posted on 02/16/07)

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Warrant Distribution to Affected Offices

The Central Office Quality Assurance Section is responsible for facilitating the distribution of employee and vendor warrants. In the event there is a natural disaster that may prevent the delivery of employee and vendor warrants to a district location, the DOO Quality Assurance Section will notify the Director of Administration/Financial Services Manager of the applicable district(s) to determine one of the following options:

- deliver warrants to the scheduled location,
- suspend delivery for that day, or
- deliver to an alternate location.

If a decision to deliver the warrants has been made, DOO will communicate with the Central Office Mailroom and verify that the delivery can be made as proposed. An e-mail will be sent to the Director of Administration/Financial Services Manager of the applicable district to confirm the established arrangement or to discuss another option.

(Revised on 6/18/13)

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Water

Water may be purchased as needed to support ongoing emergency relief efforts during a Governor's Declared Emergency. Include justification that explains the need and use of the water with your payment records.

However, purchasing water and stockpiling it for use during future/possible emergency relief efforts can only be made after the Governor has made an Emergency Declaration and if there is an immediate threat, such as a hurricane landfall in your area within 24 hours.

After the emergency, any unused water should be maintained for use during future emergencies, either in your district or in another district that is facing a pending emergency.

(Posted on 09/14/06)

Guidelines for Hosting/Attending Meetings

Registration Fees

FDOT is not authorized to charge meeting attendees a registration fee per FAC 69I-42.004(5). All expenses related to such meetings must be processed as a regular contractual service and as such, meet all normal procurement and disbursement requirements before they can be procured. Examples would be engaging an instructor to perform training, printing or producing training materials or handouts, renting the meeting space, etc.

Indirectly charging attendees a registration fee is also not authorized. An example would be if attendees were *required* to pay a fee to an FDOT employee or other third party, who in turn would pay for the item or service. However, consolidation and collection of funds for the convenience of attendees who wish to *voluntarily* participate in optional activities, by an FDOT employee or other third party would not be considered an indirect registration fee.

Meals, Food or Beverages

Expenditures from state funds for meals and refreshments including coffee and doughnuts, is prohibited unless expressly identified and supported by specific statutory authority. Coffee, tea, soft drinks and minor food items like pastries or cookies may be provided by the facility as a complimentary item with the room.

If a consultant, contractor, vendor or similar third party is offering to provide free meals, food or beverages for the meeting, the offer should be declined due to potential Departmental ethics violations. An association, versus a vendor, sponsoring breaks or meals may be acceptable, however, to ensure that acceptance of an offer would not be in violation of the Department's ethics policy, contact the DOT Ethics Officer prior to planning the event.

Green Facilities

Meeting, conferences and/or trainings hosted by DOT (Department of Transportation) should be held at DOT facilities whenever possible. If DOT facilities are not available, public facilities, such as university or community college conference rooms, community centers or public libraries, *which are available at no cost*, should be considered. Meetings, conferences and/or trainings not using DOT or no-cost public facilities must be held at a commercial lodging or conference center that has received the "Green Lodging" designation from DEP (Department of Environmental Protection). A list of Green Lodging hotels can be found on the DEP website at:
http://www.dep.state.fl.us/mainpage/programs/green_lodging.htm

If a DOT facility, no-cost public facility or Green Lodging hotel is not selected, you must obtain prior written approval from the Secretary or an Assistant Secretary to use another facility. The request must include:

1. The name and location of the facility selected.

2. The date and title of the event.
3. The name and location of designated properties in the Florida Green Lodging Program that were considered, and why they were not used
5. Why a particular area of the state was selected.
6. Confirming that the facility used was made aware of the Executive Order and directed to the Florida Green Lodging Program website.

Once approved, a copy of the request (with information listed above) and approval must be sent to the Office of the Assistant Secretary for Finance and Administration for reporting purposes. In addition, the original must be attached to the payment request forwarded to Disbursement Operations Office or applicable District Financial Services Office, or retained with the P-card charge documentation, as appropriate.

See also "Training Costs"
[Ref: Subsection 286.29(2), F.S.]

(Revised on 10/22/14)

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Another Entity's Meetings

Registration Fees

Reimbursement or direct payment of registration fees are authorized in connection with attendance at conferences and conventions per FS 112.061(8) (a)5 and the Conferences and Conventions section of DFS's *Reference Guide for State Expenditures*.

All the following requirements must be met:

- The main purpose of the meeting is directly related to FDOT's statutory duties and responsibilities.
- The duties and responsibilities of the attendee are related to the objectives of the convention or conference.
- The activity provides a direct benefit supporting the work and public purpose of the attendee.
- The payment voucher must include a statement of the benefits to the state and include a copy of those pages of the agenda that itemizes the registration fee and any meals or lodging included in the registration.

Meals, Food and Beverages

If a meal is included in the registration fee, the meal allowance must be deducted from the reimbursement claim, even if the traveler decides for personal reasons not to eat the meal per FS 112.061(8)(a)5 and FS 112.061(11)(b)1.

A continental breakfast is considered a meal and must be deducted if included in a registration fee per Attorney General Opinion 081-53.

If there is no registration fee or the fee is waived, you still must submit the detailed agenda and deduct any meals that were provided during the conference/meeting.

Actual expenses for banquets or other meal functions that are not part of the registration fee may be reimbursed if participation in the event will directly enhance the public purpose of the agency per FS 112.061(8)(a)5. Detailed justification must be submitted with the reimbursement claim. [See "Requirements for Certain Purchases - Events (Banquets and Other Social Activities)" for guidance on meals that are not included in a registration fee.]

FDOT Serving as Host

FDOT employees may serve in an administrative support capacity and contribute to another entity's meeting by hosting their meeting, such as with some AASHTO sub-committee meetings and conferences. Employees functioning in this capacity must not obligate the Department for anything that doesn't comply with the conditions referenced above concerning another entity's meetings. The following additional guidance will assist in keeping actions for the other entity separated from official FDOT obligations or personal obligations:

- Any funds collected should be maintained in a bank account under the tax number for the association or conference. This will prevent any personal tax liabilities from being created via interest earnings in the account or other issues.
- The employee should sign no contract with the meeting facility obligating the Department for any cost associated with the meeting.
- The other entity's bylaws or policies should stipulate what should be done with any funds remaining after the end of the meeting.
- Detailed records and receipts should be maintained on all revenue expenditures so that a proper audit can be done.

(Revised on 4/13/12)

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Joint Meetings

From a payment authorization perspective, there is no such thing as a joint meeting. FDOT must either own the meeting or be participating in another entity's meeting. Thus, the above requirements must be applied accordingly. However, FDOT may participate/contribute in another entity's meeting as long as each item or service procured can stand as being directly related to the statutory duties of FDOT and meet all normal FDOT procurement and disbursement requirements.

(Posted on 04/04/05)

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Invoice Processing

When there is a documented benefit or requirement to pay for goods or services before they are received, an advance payment approval is required prior to payment. Operational advances are for goods or services that directly benefit the Department. Advances to governmental entities and not-for-profit organizations provide initial funding for program start-ups or contracted services. **ALL** advances should be requested in sufficient time to be approved prior to the acquisition of goods or the beginning of the service period.

Operational Advances (Section 215.422(14), F.S.)

The Department of Financial Services (DFS) is granted authority under Section 215.422(14), F.S. to adopt rules to authorize advance payments. These rules and requirements are established in the DFS Reference Guide for State Expenditures.

All advance payments authorized under this statute must meet **one** of the following requirements:

- The goods and services are essential to the operation of the Department and are available only if paid in advance.
- Payment results in a cost savings to the State.
- Authorized under Section 288.706, F.S. (Florida Minority Business Loan Mobilization Program)

Advance payments can only be approved on a per year basis. For example, a three year agreement from January 1, 2012 thru December 31, 2015 would require advance payment approval for the next 12 month period before January 1st for each of the three years. All requests should be submitted for approval before the service period begins. An explanation or justification is required by DFS for requests submitted after the beginning of the service period.

Exception: The DFS Reference Guide for State Expenditure authorizes contracts for an annual amount of $1,800.00 or less to be paid in advance. These contracts can be paid without advance approval and are not required to meet the specific documentation requirements of *Rule 69I-40.120(3), F.A.C.*

Note: Payments for mitigation credits, insurance premiums, and construction, environmental or electrical permits do not require advance payment approval.

Approval for advance payments under Section 215.422(14), F.S. will come from an authorized official, or DFS depending on the specific details of the payment.

Authorized Official Approval

An authorized official has authority to approve advance payments for maintenance agreements, software license agreements, subscriptions, registrations and memberships when **all** of the following apply:

- The annual amount is less than the Category II threshold ($35,000.00).
- The cost is a fixed amount.
- Advance payment is required or there is a cost savings to the state.

DFS Approval

Advance payment requests that cannot be approved by an authorized official require the approval of the Department of Financial Services. These payments include:

- Maintenance and software agreements, subscriptions, registrations, and memberships over the Category II threshold.
- Commodity purchases of any amount.

All requests that require approval from DFS will need to be submitted to the Disbursements Quality Assurance inbox at dooqas@dot.state.fl.us and must include the following:

1. A copy of the contract, agreement or purchase requisition.
2. An invoice or quote containing:
   a) Beginning and ending service dates.
   b) Statement that advance payment is required or proof of the cost savings to the state.
3. A funds approval.
4. Single source justification, if needed.

When all of the required documentation and justifications have been received the Deputy Comptroller will forward the request to DFS for approval. The requester will be notified of the approval or denial by e-mail.

Advances to Governmental Entities & Not-for-Profit Organizations (Section 216.181(16), F.S.)

Section 216.181(16), F.S., provides for advances for program startup or advances for contracted services to governmental entities and not-for-profit organizations if the specific appropriation is allowed to be advanced as provided in the General Appropriations, **and;** the agency is specifically authorized by Statute or General Appropriations Act to make advance payments to governmental entities and not-for-profit organizations not to exceed the expected cash needs of the contractor/recipient within the initial three months.

The **DOT Comptroller** has been granted authority to authorize advance payments to other government agencies under Section 334.044(29), F.S., if one of the following criteria is met:

- The contract/project manager provides documentation to show that the amount requested for advance payment does not exceed the expected cash needs of the initial three month period, or;
- The advance is for the alternative pay option allowed for under the Local Agency Program and DOT Procedure 350-020-301, Financial Provisions for All Department Funded Agreements.

If the advance meets the above criteria for approval by the DOT Comptroller then the request must include the following:

- Request for Advance Payment to Government Agency Form 350-000-10. This form should only be used for advances pursuant to 216.181(16)(b), F.S.

- Documentation to support the calculation of the expected cash needs and adequate justification to support the advance.
- The agreement which addresses the advance and provides for its accounting and return if it is not accounted for or spent appropriately.

These requests should be submitted directly to the DOT Comptroller for approval. Upon approval, the DOT Comptroller will return the approval to the requestor and inform the Disbursements Quality Assurance Section (QAS) at dooqas@dot.state.fl.us.

If the contract/project manager wants to advance funds that exceed the initial three months expected cash needs, then a waiver must be requested from DFS. The request for waiver must be submitted to the DOT Comptroller and include, in addition to the items listed above:

- The Appropriation line item number.
- Justification for advancing funds beyond the three months' expected cash needs

Upon approval, the DOT Comptroller will forward the waiver request to the Disbursements Quality Assurance Section at dooqas@dot.state.fl.us. QAS will then submit the request to DFS for approval. The requester will be notified of the approval or denial by e-mail.

Note: If the request does meet the criteria for 216.181(16), F.S. and is rejected by the DOT Comptroller, the advance request will **not** be submitted under the requirements of 215.422(14) F.S.

(Revised on 11/24/15)

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Approving Goods or Services Received

Upon receipt of goods or services, the Department has five (5) **working days** to approve and inspect the goods or services, unless the bid specifications, purchase order, or contract specifies otherwise.

All purchases for contractual services, as defined by the Department of Financial Services' Reference Guide for State Expenditures, will require the below certification statement acknowledging that services were satisfactorily received (usually classified under the 13xxxx or 242xxx object code series).

"I certify that I, _____, am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements."

The "contract manager" should be the individual within the department who is responsible for ensuring the goods or services have been adequately received.

Contract Payments

Use of the Contract Summary Form No. 350-060-02 accomplishes the contractual service certification requirement with the signature of the Contract Manager in the Contract Manager Certification section.

My Florida Marketplace Payments

Approvals for commodity purchases must be indicated in the receipts tab which should reflect the actual date the goods were received. Approvals for contractual services must be indicated with the certification statement shown above. Please see the below options for how this requirement can be met:

- The certification statement must be in the comment field of the IR (Invoice Reconciliation). (Note: If the contract manager is not in the approval flow they still have the ability to log into MFMP and place the certification statement in the comment field for the IR)

---- OR ----

- The SIGNED certification statement must be put directly on the invoice.

---- OR ----

- A completed, signed Contract Summary Form No. 350-060-02 must be attached to the Invoice Reconciliation. Note: If a two-party written agreement is in MFMP, then the agreement must be recorded in FACTS and the Contract Summary Form must be completed and attached to the IR. In order for the contract to be in FACTS and to complete the Contract Summary Form, your two-party written agreement must have a five digit DOT contract number.

P-Card Purchases

Receipts for commodities must be signed and dated by the cardholder. Receipts for services made with a Purchasing Card require the statement to be put on the receipt. The statement may be handwritten, stamped or attached by a label. In most cases the contract manager should be the cardholder. Please refer to Section 2.1 of DOT Procedure 350-030-010, Purchasing Card, for more information.

[Ref: CFO Memorandum No.7 (2011-2012), Section 215.422, F.S.]

(Revised on 3/4/13)

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Authorization and Signature Requirements

All payment requests submitted to a disbursement office must be signed by an authorized official. This signature acknowledges that goods and/or services were received, inspected, and approved, and the invoice to be paid is correct and complies with the provisions of the procurement document.

Automated System Requirements

Payment requests submitted electronically through CITS, MFMP, and the FLAIR Purchasing Card module must be approved in the appropriate system. System access is granted according to each respective system's authorization or approval requirements.

The Payment Document Authorization Form is not required as the approval process is handled internally within each system.

Manual Payment Requirements

An authorized official must have ***Form 350-000-05, Payment Document Authorization Form***, approved by the Secretary, Assistant Secretary, District Secretary, Director, or their delegate on file with the appropriate disbursement office. The form must indicate the organization level(s) and payment type(s) for which the authorized official is approved to expend funds (see form for instructions). If payment responsibilities for the authorized official are added or removed, a new form must be completed, approved, and submitted to the appropriate disbursement office. The new form will supersede any previous authorizations on file. Upon termination of an authorized official's responsibility to expend Department funds, the appropriate disbursement office must be notified immediately in writing to void or cancel the form.

Delegation of Payment Authority

An authorized official may delegate payment authority upon his or her absence with a letter of signature delegation or by email meeting the following requirements:

- The delegation letter must be signed by the authorized official or the email must come directly from the authorized official;
- The individual(s) who is delegated authority must be specified (these individuals cannot further delegate this authority and are the only ones who may sign on behalf of the authorized official);
- The delegation letter or email must indicate a specific time period for which the delegation is in effect. A delegation can be granted for the specific period of time the authorized official is away from the office or it may be granted based on a calendar or fiscal year (maximum) basis.

The individual delegated signature authority must sign the transmittal document with his or her own signature and indicate the authorized official for whom he or she is signing. The delegation letter or a copy of the email must accompany **each** payment submitted by the person who is delegated signature authority.

(Revised on 8/23/13)

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Classification of Expenditures

Category

The category is a dual-purpose code which either defines a revenue source or further defines the appropriations made to a budget entity (major expenditure classification). The appropriate category must be used considering the following factors:

- Type of purchase
- Amount of purchase
- The office making the purchase
- Intended use of the purchase

For specific category definitions and examples, please refer to the "Definitions of Appropriation Categories" document located on the DOO SharePoint site.

Object Codes

Object codes are six digit codes used to identify the type of service, material, or other charge received or rendered. The appropriate object code is dependent upon the type of purchase that is being made. These codes are defined by the Department of Financial Services and they may not be added to, changed, or deleted. These state standard codes are used by all state agencies. The complete object code list including definitions is available on the "FLAIR Codes" page of the Disbursement Operations SharePoint site.

[Ref: DOT Budget Handbook, DFS Reference Guide for State Expenditures]

(Revised on 1/11/2015)

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Confidential Information

When submitting a payment request to your DOO/FSO, only include the necessary documentation (i.e. invoice, receipts, etc.) needed to make a proper payment. Any information that may be deemed confidential must be redacted (removed or marked through) prior to submitting the payment request. This also includes redacting confidential information before scanning or attaching documents into electronic systems such as MFMP (My Florida Marketplace), CITS (Consultant Invoice Transmittal System), or any other disbursement related system. In addition, supporting documentation for the P-Card Monthly Paid Transaction Report should not include unnecessary confidential information and/or the confidential information should be redacted if copies are requested for other purposes such as a public records request.

However, there are instances in which specific information is required in order to make payment and properly support the expenditure of State funds. Any payment request submitted to your DOO/FSO that contains confidential information should be marked "confidential" and hand delivered or placed in a sealed envelope when mailed.

Below is a list of items that require confidential handling/filing within the payment process.

ADA (Americans with Disabilities Act)

For guidance see, "Requirements for Certain Purchases – Personal Accommodations" and DOT Procedure # 275-000-001, ADA Request for Recommendation for Payment of Reasonable Accommodation.

Confidential Informant or Source

Information concerning a confidential informant or source is exempt from public disclosure. Ensure that any related payment request does not include information that may reveal the identity of the informant or source.

[Ref: Section, 119.071 (2)(f), F.S.]

Criminal Intelligence and Investigative Information

Criminal intelligence and investigative information are exempt from public disclosure. Any related payment request must exclude criminal investigative information or any other information that can be used to trace the identity of the persons involved. For example, if a DOT Law Enforcement Officer is requesting reimbursement for fuel expenses incurred while performing covert/undercover activities, then the license plate number of the vehicle used should not be included with the payment request. Providing a statement that a DOT vehicle was used would be a sufficient justification.

[Ref: Section, 119.071 (2)(c)1, and Section, 119.071(4)(c), FS]

Human Resource Employees

The home addresses, telephone numbers, social security numbers, photographs, and any information that may reveal the identity of a current or former human resource employee is to be maintained confidentially. Any such information must not be included or written on any documents maintained in the official payment records.

[Ref: 119.071(4)(d)(2), F.S.]

Law Enforcement and Protected Personnel

Confidential information regarding law enforcement officers, judges, and other protected classes must not be disclosed. With exception of employee reimbursements, which require a social security number, any payment request/P-Card transaction that is related to a protected class/individual must not include protected information (i.e. home address, telephone number, covert (undercover) events/activities, etc.)

[Ref: Section, 119.071(4)(d)(1), F.S.]

Medical Records & Services

Medical information related to employee drug testing and other medical related services must not be disclosed. This information is protected by HIPAA (Health Insurance Portability and Accountability Act) and is considered confidential.

Any documents that include the medical information of an employee must be redacted prior to submitting the payment request to your DOO/FSO. A statement explaining the reason for the payment (such as an agency required exam) must be attached to the P-Card's Monthly Transaction Report or included with the payment request sent to your DOO/FSO.

Records and Documents for Legal Proceedings

Payments made as a result of a legal conclusion should be supported by the final documents that state the obligation and payment requirements of the Department. Documents that have been prepared by an attorney representing the Department in preparation for a legal proceeding is exempt from public record disclosure and should not be attached as supporting documentation.

[Ref: Section 119.071 (1)(d)1, F.S.]

Security Plans, Schematics, Building Blueprints & Designs

Documents that include items such as photographs, diagrams, surveys, mobilization plans, etc. that may relate to the physical security of a facility should not be provided with a payment request. While these documents may be required contractually for other Departmental needs, the payment request should only include the necessary information to support the actual charges to be paid.

[Ref: Section 119.071 (3)(a)1, 2, F.S.]

SSN (Social Security Number)
Payment documents such as travel reimbursement expenses and IRVs that are submitted to DOO/FSO should only include the payee's People First ID number. Individuals, such as a contractor or volunteer, (who have not previously registered in My Florida Market Place) must provide a current W-9 form or substitute W-9 form to the Department if using a social security number to register as a vendor. Payments to these individuals cannot be processed without a W-9 form.

Any social security number appearing on a payment document must be redacted. Social Security Numbers cannot be disclosed through a public records request unless the Office of General Counsel approves the request.

(Posted on 07/02/2014)

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Contract Payments

DFS (Department of Financial Services) classifies any purchase other than a commodity as a contractual service, including services acquired with grant or pass-through funds. Procurement of services requires a contract/agreement clearly stating all provisions and conditions including but not limited to:

- A detailed description/scope of the service ;
- Method of payment or compensation for fees, services, and/or expenses;
- Specified units of deliverables;
- A defined service period.
- Defined financial consequences

The Department uses many different contractual documents to acquire services, such as JPAs (joint participation agreements), LAP (local area program) agreements, leases, etc. Department contracts are identified by a classification number known as a contract number. The different classifications of contracts are defined in DOT Procedure 350-020-200, Contract Funds Management Funds Approval.

Certain actions are required during the contract approval phase to ensure payments can be made timely:

- Sufficient funds must be encumbered in the FLAIR subsidiary (6S) file. The contract must be executed and show a status code of **10** in the CFM System.

Contact the Financial Management Office, Contract Funds Management Section if the 6s file or CFM is incorrect or a change is required.

- Certain contractual agreements greater or equal to the Category II threshold (currently $35,000) require funds approval in accordance with ***Section 339.135, F.S.***, and DOT Procedure 350-020-200, Contract Funds Management Funds Approval, DOT Procedure 350-020-300, Locally Funded Agreements (Non-PTO) Financial Provisions, and DOT Procedure 350-020-301, Financial Provision for Joint Participation Agreements (Non-PTO).
- Contracts greater than or equal to the Category II threshold should have proof of the method of procurement (bid tab, request for proposal [RFP], invitation to bid [ITB], sole source and/or single source) in the contract manager's file.
- All contracts, Letters of Authorization (LOA), and Task Work Orders (TWO) must have a maximum limiting amount or budgetary ceiling unless otherwise approved by the DOT Comptroller.
- Time periods for all LOA's and TWO's must fall within the specific time frame of the master agreement.

General Invoice Submittal Requirements

The following minimum requirements must be met prior to submitting an invoice or construction estimate for payment to the Disbursement Operations Office or the appropriate District Financial Services Office:

- DOT Form 350-060-02, Summary of Contractual Services Agreement/Purchase Order Receiving Report and Invoice Transmittal – Contracts is required to be completed and printed from the FACTS system for **each** contract invoice to comply with CFO Memorandum No. 1 (2010-11).

  Changes to the "Contractual Information – Pre-populated from CFM/FACTS" or "Amendments/Renewals/Extensions" sections of the form **are not allowed** to be handwritten and must be done in the FDOT FACTS system. Handwritten changes can be made to the "Contract Information and Contract Manager Certification" section of the form and must be supported by the contract manager's initials. Substantive changes may potentially require a newly completed form printed from the FDOT FACTS system.

  The DOO/FSO may only make limited handwritten changes to the "Authorized Official Certification", "Section 215.422 F.S. Requirements" and "Comptroller Use Only" sections of the form. Substantive changes could also require a newly completed form printed from the FDOT FACTS system.

  Exceptions to fully completing DOT Form 350-060-02 have been granted to the following invoice types ONLY:
    - Maintenance invoices processed through SiteManager require the "Contractual Information – Pre-populated from CFM/FACTS", "Amendments/Renewals/Extensions", and "Contract Information and Contract Manager Certification" sections of DOT Form 350-060-02 and the appropriate SiteManager forms to be submitted.

- Right of Way invoices require the "Contractual Information – Pre-populated from CFM/FACTS", "Amendments/Renewals/Extensions", and "Contract Information and Contract Manager Certification" sections of DOT Form 350-060-02 and DOT Form 575-090-14, Right of Way Contract Invoice Transmittal/Receiving Report.
- Construction invoices not processed through EED require the "Contractual Information – Pre-populated from CFM/FACTS", "Amendments/Renewals/Extensions", and "Contract Information and Contract Manager Certification" sections of DOT Form 350-060-02 and appropriate SiteManager forms to be submitted.
- CITS invoices do not require DOT Form 350-060-02.

- Determine that invoiced services received were performed within the contract time period. Any services performed outside the contract time period **cannot** be paid from the contract. This situation could result in a settlement agreement. See "Invoice Processing – Settlement Agreements" topic for more information.
- Verify that the vendor name on the invoice(s) agree with the vendor name stated in the following; contract, DOT Form 350-060-02, FLAIR encumbrance subsidiary ledger file (6S) and FLAIR vendor statewide file (VS).
- Verify that the vendor's remittance address on the invoice agrees with the vendor's remittance address in the FLAIR vendor statewide file (VS). Also verify that the vendor's W-9 indicator is notated with a "Y". If there is no "Y" direct the vendor to the State of Florida – Vendor Website.
- Ensure invoice(s) are in compliance with the method of compensation, specific deliverables, units, rates, and date(s) of service stated in the contract. In addition, the invoice(s) must clearly conform to all items listed in the "Invoice Processing - Information Needed on Invoices" topic.
- If the contract specifies a progress report or other written document to substantiate the deliverables or amount being paid, include a copy of the document with your invoice transmission.

Invoice Requirements for Compensation Types

All Department contracts are categorized into one of the compensation types as defined by the DFS FACTS Manual and must meet specific invoice requirements as follows:

Fixed Price – Lump Sum
A contract where the amount of payment does not depend on the amount of resources or time expended, including: a single amount paid at the completion of the contract; payment based a percent completion of services/tasks; or at completion of defined tasks or milestones.

Invoices must conform to the method of compensation in the contract. If invoices are for the completion of tasks then the specific tasks being billed must be clearly identified on the invoice. Percent complete invoices require a percentage for the task or total contract amount as described in the method of compensation. The percentage should be based on the actual amount complete as determined by the contract manager.

Fixed Fee / Unit Rate
Fixed Fee and Unit Rate contracts establish a constant price for units of deliverables that is determined by the provisions of the contract.

Invoices must show units of service and applicable unit rates with calculated extensions that equal the total invoice amount.

Cost Reimbursement
Cost Reimbursement contracts provide for payment of allowable costs as specifically defined in the contract.

Invoices must include detailed supporting documentation for all **incurred** costs. Section 287.0585 F.S. infers costs do not have to be **paid** to be invoiced, so proof of payment is not required. The documentation must also clearly reflect the dates of service.

Note: Contracts paid using grant funding can only be reimbursed for costs that have been previously **paid** by the recipient/sub-recipient. Supporting documentation must clearly show that the funds have been expended. If you have questions or concerns regarding grants, contact the Statewide Grant Coordinator.

Listed below are some common types of expenses and examples of the minimum documentation requirements:

- Salaries: A payroll register or similar documentation must be provided. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable as long as it shows the dates worked.

- Fringe Benefits: Fringe Benefits must be supported by documentation showing the amount paid on behalf of the employee, (i.e. insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount should be shown.

- Travel: Reimbursement for travel must be in accordance with Section 112.061, F.S. which includes submission of the claim on DOT Form 300-000-06, Contractor Travel Form. This requirement applies to both prime and sub-contractors traveling on behalf of the Department. *Exceptions*:

    - If travel is to be reimbursed at the federal rates then the contractor travel form is not required but the payment request must include a written approval from DFS waiving Section 112.061 F.S. in lieu of the ruling or law that requires/allows federal rate reimbursement.

    - Universities located in the state of Florida must submit travel using a department travel form unless the university can provide proof that the

Department of Financial Services has approved an alternate travel form or other type of documentation.

Universities located in the state of Florida can also substitute actual charges for fuel and maintenance on motor pool vehicles if all three of the following are met: the vehicle is 100% dedicated to the services identified in the agreement, for the life of the vehicle and agreement, and specifics of allowances are dictated in the agreement. See also "Travel – Consultant/Vendor Travel" topic in this handbook.

- Other direct costs: Reimbursement will be made based on invoices or receipts that show the costs were incurred.

- In-house charges: Charges which may be of an internal nature (e.g., postage, copies, parts, etc.) may be reimbursed based on a usage log or some other record which shows the number of units and the rate being charged. According to the Department of Financial Services these rates must be reasonable.

- Indirect costs: Indirect costs will be paid based on a specific rate (as determined by the contract) and the calculation should be shown.

Alternative documentation may be submitted for contracts between state agencies or universities to substantiate the reimbursement request. Documentation may be in the form of FLAIR reports, voucher schedules, or other detailed accounting reports. Supporting receipts must be provided for travel reimbursements and direct expenses.

Cost Reimbursement Plus

Cost Reimbursement Plus contracts allow for a combination of cost reimbursement and other types of compensation. Although they are rarely utilized, the most common are:

- Cost Reimbursement Plus Fixed Fee(s), including Fixed Price Components -

  Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a profit or fixed award for meeting or exceeding performance targets, including any cost savings.
- Cost Reimbursement Plus Percentage of Cost - Contracts pay a fee that rises as the contractor's costs rise. Because this contract type provides no incentive for the contractor to control costs it is rarely utilized.

- Cost Reimbursement Plus Incentive Fee - Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a flexible award for meeting or exceeding performance targets, including any cost savings.

- Cost Reimbursement Plus Award Fee - Contracts having a larger estimated contract cost and an accurate estimate of the final cost cannot be determined but assures the vendor a fixed award for meeting or exceeding performance targets, including any cost savings.

All compensation types included on the invoice must adhere to the same documentation requirements for each type as outlined above.

Advance Funded
Advance Funded contracts allow the Department to compensate the vendor prior to receiving the goods or services from the vendor. These contracts must follow the provisions of the Advance Payment Topic.

The invoice must follow the method of compensation in the contract.

(Revised on 07/17/14)

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Credits

Credits that appear on disbursement invoices cannot be applied to the current balance due without justification. It is the responsibility of the cost center to get justification for the use of a credit or to ensure the credit is removed from the invoice, if appropriate.

If justification for the credit is not included with the invoice, the Financial Services Office (FSO) will request it from the cost center. If justification is provided that allows the use of a credit then the FSO will attach the justification and apply the credit to the balance due. The entire credit amount must be applied to the current balance owed to the vendor. If the FSO does not have a current invoice for that vendor, the credit shall be applied on the next available invoice.

If the justification is not readily available the FSO will note that the cost center has been contacted and continue processing the payment without applying the credit.

[Ref: Section 10, Constitution of the State of Florida]

(Revised on 9/6/13)

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Discounts on Invoices

If the terms of an invoice provide a discount for payment in less than 30 days, the Department shall preferentially process it and use all diligence to obtain the savings in accordance with the terms of the invoice. The transmittal document must be clearly marked "**discount invoice**" when submitting the payment request to a disbursement office.

[Section 215.422(4), F.S. and Rule 69I-24.003(8), F.A.C]

(Posted on 05/16/11)

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Interest Penalty Payments

The Department will owe an interest penalty if an invoice is not paid within 40 calendar days after the date the invoice is received or the date the goods and services are received, inspected, and approved, whichever date is later. The interest penalty is determined using a report provided by the Department of Financial Services and applies to all agreements and payment types except P-Card. Interest penalties less than $1.00 will not be paid, unless requested by the vendor.

The Disbursement Operations Office will pay interest penalties from the same category as the original payment using current year funds. If budget is not available, the cost center will be contacted to determine another appropriate category.

The Comptroller is notified of any interest penalties $100 and above.

[Ref: Section 215.422 F.S.]

(Revised on 02/27/14)

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Invoices

Vendors should submit invoices correctly according to the terms and conditions of the purchase order, contract, or other written agreement. Invoices must include the following information to be processed for payment.

- The invoice must be a legible, original invoice that states the vendor's name and address. If a copy of the invoice is used it must comply with the invoice copy requirements.
- The invoice must also include a clear description of the items or services purchased.
- The quantity and unit cost must be included on commodity invoices. A description of the services provided and the service dates must be included on service invoices.
- Numerical descriptions, acronyms and abbreviations are not acceptable, unless they are clearly identified in the purchase order or contract.

For additional information regarding invoice requirements, refer to the DFS Reference Guide for State Expenditures.

Changes or Corrections to an Invoice

If the invoice submitted does not meet the applicable requirements and the vendor is unable to provide a new invoice, changes or corrections can be made to the original invoice received. DOT should make minimal changes to a vendor's invoice. It is recommended that information pertinent to the invoice be acquired from the vendor through email. This information can also be obtained through a telephone conversation as

a last resort. Any changes made to an invoice should be clearly supported with the documentation of the telephone call or email.

Changes and corrections must be made directly on the invoice. A single line should be drawn through the incorrect information and the correct information notated along with the date and the initials of the person making the modifications. All original invoice information should be visible after changes and corrections are made. The agency **cannot** make any change to an invoice that would increase the amount originally billed.

Copies of Invoices

An electronic version or copy of an invoice may be used if an original is not available or the vendor submits the invoice electronically. The cost center should verify that the invoice has not been paid (check Payment History in FIDO or Vendor History (VH) in FLAIR either by vendor name or federal identification number) before submitting it to the appropriate DOO/FSO (Financial Services Office). The DOO/FSO is ultimately responsible for ensuring that the payment is not a duplicate. See also "Invoice Processing – Past Due Balances on Invoices".

Disputed Items on an Invoice

If you dispute an item on an invoice, contact the vendor, advise them of the dispute, and discuss the desired method to resolve the outstanding invoice. The vendor can either send a new invoice or the disputed item(s) can be lined off the invoice. You may want to insist that the vendor submit a new invoice if there are multiple disputed items that would make payment from an adjusted invoice too complex to properly follow. Create a memo documenting your telephone conversation with the vendor. Include the name, position and phone number of the vendor representative, your name, position and phone number, the date and time of the telephone call, as well as a short description of the conversation.

Prompt Payment Compliance

The clock is still ticking for compliance with prompt payment procedures, rules and statutes (FS 215.422) until the invoice is paid or voided. If the vendor will send a new (corrected) invoice, mark the original invoice "VOID" and attach a copy of the memo to the invoice. The date the new invoice is received should then be used in determining the prompt payment dates. If the vendor refuses to send a new invoice or authorize the invoice to be adjusted, you must line-out the disputed items and submit the undisputed items for payment. The date the invoice was received is still used in determining the prompt payment dates, just the same as an invoice without any disputed items.

Adjusting the Invoice

To line-out the disputed items from the invoice, a single solid line should be drawn through the disputed items. Make sure that the lined-out items are still legible, so others will be able to determine what was adjusted. Record your initials and date of the adjustment beside the lined-out items on the invoice. Also, a copy of the memo documenting the conversation with the vendor should be attached to the invoice.

Subsequent Payment of Disputed Items

If the disputed items are later resolved in the favor of the vendor, payment can be made from a new invoice or using a copy of the original lined-out invoice. If a new invoice is received, the date the new invoice is received would be used in determining the prompt payment date. If a copy of the original lined-out invoice is used, the date the original lined-out invoice was received should be used as the prompt payment date. The invoice from the original payment and the invoice used for the subsequent payment of the disputed item should be annotated with the Statewide Document Number and payment date of each other for cross-referencing purposes.

Statements as Invoices

A statement or summary invoice cannot be submitted for payment unless it meets the invoice requirements stated above. If a vendor uses a statement/summary as an invoicing mechanism, a note must be included stating that the statement/summary is intended as an invoice and that no individual account invoices will be submitted for payment. If the required invoice information is not included on the statement/summary, the payment will not be processed.

See also "Invoice Processing - Credits", "Invoice Processing - Discounts on Invoices", "Invoice Processing – Invoice Submittal", and "Invoice Processing – Past Due Balances"

(Published on 08/02/16)

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Invoice Received Date

The date an invoice is first received at the location designated by the Department must be notated on the invoice. If the Department fails to designate a specific location at the time the order was placed or contract made, the Department is deemed to have received the invoice on the date the invoice is received by the Department at any location. If the Department has failed to notate the invoice with the actual date of receipt, the Department is deemed to have received the invoice as of the vendor's invoice date.

In the case of travel and other reimbursements to state officers and employees, receipt means the date a properly completed reimbursement form is received by the authorized official. When the payee and authorized official are one and the same, receipt means the date a properly completed reimbursement form is received by the appropriate disbursement office.

Corrected Invoice

When an invoice is returned to the vendor for corrections, or additional documentation is needed to process the invoice, the original invoice received date is no longer effective. Upon receipt, the corrected invoice or additional documentation should be notated with the new received date. When corrections are made to an invoice according to information received from the vendor over the telephone, the date of the conversation will be used as the invoice received date. The date of the conversation and the name of the person contacted **must** be documented and submitted with the payment. When additional

documentation or a corrected invoice is provided by fax or email, the date of the fax or email will be used as the new invoice received date.

For example, an invoice was submitted by a vendor to the appropriate cost center for payment on 1/1/2011. The invoice is stamped received by the cost center on 1/1/2011. The cost center then submits the invoice for payment to the Financial Services Office on 1/3/2011. It is then discovered that the invoice is missing timesheets that are required in order to support the payment. The cost center is immediately notified who in return notifies the vendor. The vendor emails the required timesheets to the cost center on 1/5/2011. The date that the vendor emailed the timesheets to the cost center, 1/5/2011, is now the new received date.

[Ref: Section 215.422(1), F.S. and F.A.C. 69I-24.002(15)]

(Published on 05/16/11)

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Invoice Submittal – General Requirements

An invoice must be submitted to the appropriate Financial Services Office for payment within five calendar days from the latter of the receipt of an invoice or the receipt, inspection, and approval of the goods or services, unless there is a bona fide dispute. The vendor must be contacted regarding disputed invoices within this five day period. If only a portion of the invoice amount is disputed, the remaining undisputed amount should be approved for payment with a statement of the dispute attached to the invoice.

Payment requests must include the appropriate documentation in order to be processed for payment. These requests must include the following:

- Original transmittal document (i.e. Receiving Report and Invoice Transmittal forms)
- Any supporting documentation or justification (i.e. contract amendments, detailed billing for consultants, travel forms, agenda, registration applications, receipts) Contract Payment-General Invoice Submittal Requirements

All invoices must be submitted via email.

Email Requirements

All Districts and Central Office have email addresses established for invoices submissions. Invoices must be submitted to the appropriate inbox:

Office	Email Address	Payment Type(s)
CO Contract Payments	contractpaymentsection@dot.state.fl.us	Contracts
CO General Payments	general.payments@dot.state.fl.us	Travel, MFMP, Utilities, IRVs
District 1	D1Invoices@dot.state.fl.us	All Payment Types

District 2	D2Invoices@dot.state.fl.us	All Payment Types
District 3	D3Invoices@dot.state.fl.us	All Payment Types
District 4	D4Invoices@dot.state.fl.us	All Payment Types
District 5	D5Invoices@dot.state.fl.us	All Payment Types
District 6	D6Invoices@dot.state.fl.us	All Payment Types
District 7	D7Invoices@dot.state.fl.us	All Payment Types

The subject line of the email should follow the standard format below:

Payment Type	Format	Example
Contract Invoice	Contract Number space followed by Invoice Number	DNU83 0325A3
Utility Invoice	Vendor Name space followed by Account Number	Duke Energy 56001 93043
Travel Reimbursement	Traveler's last name space followed by the dates of travel	Helm 0301-0304
MFMP Invoice	Requisition or PO Number space followed by Invoice Number	PO982390 2125

Scanning Requirements

The scanned submittals must meet the following requirements:

- A minimum of 300 dots per inch (dpi) scanning density is required for scanned images
- Images must be in PDF format
- Images must be legible and pages should be rotated so that the language and/or image can be read or viewed from left to right
- Blank pages must be removed

[Ref: DFS Reference Guide for State Expenditures, F.A.C 69I-40, "Invoice Processing – Timely Voucher Submittal"]

(Updated on 04/11/16)

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Past Due Balances on Invoices

Past due balances included on current invoices cannot be paid without an invoice to support the request for payment. Unless you believe that the payment crossed in the mail, a copy of the invoice supporting the past due balance should be requested from the vendor. Once the copy of the invoice is received from the vendor, follow the guidance under "Invoices - Copy of Invoices" in this handbook to check for previous payment and to appropriately annotate the invoice copy. If unpaid, you should research the invoice to determine if payment is due the vendor or if the vendor is carrying the balance in error. Depending on the results of your research, the vendor should receive payment or clear the balance from their accounts receivable.

(Posted on 05/31/05)

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Purchases Made with Personal Funds

Small dollar items that could not be purchased under the normal methods of procurement may be purchased using personal funds. An original, detailed receipt for the purchase must be submitted with ***Form 350-030-01, Individual Reimbursement Voucher*** along with a justification explaining why there was no other payment method available and what the purchase is to be used for. This form is used for expenditures made on behalf of the Department from the personal funds of a Department employee. The IRV form must be signed by the payee and authorized official to be processed for payment.

(Published on 06/22/11)

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Refunds

If it appears that an over payment has been made to a vendor/employee, coordinate with your DOO/FSO to ensure that a refund is actually due to the Department. In cases when your DOO/FSO discovers an over payment, you will be notified so that you can update your records.

The DOO/FSO is responsible for verifying the payment records, informing you of the action that will be taken, and contacting the vendor/employee to notify them of the overpayment. With the exception of refunds to the Travel Revolving Fund (as described below), the DOO/FSO will advise the vendor/employee to send the refund directly to the GAO (General Accounting Office) - Cashier's Office MS- 42B, 605 Suwannee Street, Tallahassee, FL 32399.

Exception: Refunds due to the Travel Revolving Fund should be sent to the Disbursement Operations Office - General Payment Section, MS-42. The refund will either be deposited into the Travel Revolving Fund or the State Transportation Trust Fund, depending on the circumstances. This decision will be made by the DOO General Payment Supervisor in conjunction with the Cashier's Office.

(Posted on 03/21/12)

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Rounding on Invoices

Invoices may be rounded to the hundredths decimal place ($0.XX) on either the result of a calculation (item rate multiplied by number of units) or the total invoice amount. Rounding cannot be done on the item rate listed in the procurement document before the calculation. The maximum amount an item/total may be rounded up is one cent.

Generally accepted mathematical standards must be used when rounding. For example:

- 5 items at $1.225 each equals $6.125. The result of the calculation $6.125 can be rounded **up** to $6.13.
- 6 items at $1.224 each equals $7.344. The result $7.344 can be rounded **down** to $7.34.

The DOO/FSO is ultimately responsible for ensuring that the rounding is calculated correctly. If there is a rounding error in favor of the department, the invoice will need to be reduced before processing. For errors in favor of the vendor, the cost center or vendor will need to be contacted in order to determine if the vendor wishes to resubmit the invoice with the corrected increased amount or have it processed "as is". The results of the communication (verbal or electronic) should be documented or attached to the invoice and must include the names of the vendor contact and DOT employee, and the date.

The only exception at this time is based on CFO Memo No. 3 (2005-06) which requires that travelers must round down to the nearest cent when calculating the allowable amount for mileage. For example, 15 miles at $0.445 per mile equals $6.675 and would be rounded **down** to $6.67.

(Updated on 2/28/11)

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Rush Payments

You can request a payment to be rushed (placed ahead of others) if there is a business reason to do so. The Department will rush a payment **only** if there is an extraordinary circumstance that we do not expect to be repeated (such as a vendor requesting a rush payment because the company needs the money in order to process their payroll).

If you determine that a payment should be rushed, then ensure that "RUSH" is clearly notated on the payment request before submitting it to your DOO/FSO. The specific justification stating the extraordinary circumstance must also be included.

Keep in mind that the normal requirements for contractual agreements, receiving goods/services, invoicing, and approvals **must** be followed during the submittal and audit of a payment request, regardless of the circumstances that require the expeditious processing (see Emergency Disbursement Guidance – Payment Submittal). The Department of Financial Services has 10 days to authorize payments and issue warrants. However, the DOO/FSO will attempt to have DFS expedite the payment.

(Posted on 09/11/06)

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Settlement Agreements

A settlement is an agreement obligating the Department to expend state funds to discharge a debt due a person, entity, or group of persons when the amount owed

pursuant to a contract, purchase order, or other form of indebtedness is in dispute. A variety of situations could cause the need for a settlement agreement:

- There is no contract.
- Contract executed after services rendered.
- Services rendered after expiration of contract.
- The provider provided additional services not included in the contract.
- To settle a lawsuit.

District legal offices and Central Office, Office of the General Counsel are responsible for processing settlements for payment. The Central Office, Office of the General Counsel is also responsible for the final execution of settlement agreements. The district legal office will forward the settlement, executed by the vendor, to the Central Office, Office of the General Counsel along with the following:

- Invoice transmittal form;
- encumbrance sheet;
- description letter; and
- supporting documentation

The Central Office, Office of the General Counsel will forward the agreement to the OOC, Contract Funds Coordinator who will encumber funds and place the agreement in a pending status ("10"). When the settlement agreement is properly executed by all parties it will be forwarded to the Central Office, Disbursement Operations Office for payment.

Disbursement Operations Office (DOO) is responsible for processing settlements for payment. All settlement agreements require the following to be submitted for payment to the Department of Financial Services:

- A description letter.
  - Must be addressed to the Bureau Chief of the Bureau of Auditing.
  - A description with appropriate supporting documentation of the transactions or events that created the claim against the agency, such as the untimely execution of contracts, renewals, amendments, exceptional purchase(s), single source, copy of the contract, all supplementals, etc.
  - The dates of service covered by the settlement.
  - An explanation of the means used to determine the settlement amount.
  - A brief explanation of why the settlement is in the best interest of the State.
  - Name, phone and e-mail address of contact person if the Bureau of Auditing reviewer has any questions.
- An executed settlement agreement.
  - Signature of the agency head or designee on the settlement agreement. If signature authority is delegated by the Secretary, the letter of delegation must be submitted with the payment request.
  - The service period that is being settled.

    - A provision legally releasing the State from further claims arising from the dispute. See "DFS – Guidelines for Settlement Agreements" for acceptable release language.
    - A statement that settlements are contingent upon the approval of the Chief Financial Officer.
- Completed Form 350-060-16, Receiving Report and Invoice Transmittal – Other Than Contracts.
- Copies of all related agreements.
- Any additional documentation requested by the State Chief Financial Officer.
- For settlements that are the result of a lawsuit, copies of notices in accordance with Section 45.062, F.S. are required.

In addition to the requirements listed above, settlement agreements against contracts, purchase orders, and leases must include the following documentation:

- Copy of the original agreement, renewal, amendment, exceptional purchase, single source, supplemental, IRR, etc.
- Invoice(s) and all supporting documentation accounting for all dates of the settlement period. Invoices for dates outside of the settlement period should not be submitted.

[Ref: Section 17.03, F.S.]

(Posted on 06/28/11)

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Statewide Vendor File Updates

The FLAIR Statewide Vendor File (SWVF) is the State's central repository of vendor information and is used for disbursement (payment) transactions and reports for the public. The Vendor Management Section (VMS) at DFS is responsible for the data integrity of SWVF and routinely reviews records in the file. It is critical that the data in the Statewide Vendor File is accurate.

Most vendors are registered in MFMP (MyFlorida MarketPlace) which sends vendor data to SWVF. MFMP vendors must update their own records in the MFMP system. These vendors are identified by an "M" in the VEI field (VEI = M) on the VS (Vendor Statewide) screen in FLAIR.

The following guidance pertains to vendors not required to be registered in MFMP. Generally non-MFMP vendors are payees for right of way transactions, travelers (commissioners or volunteers), applicants for refunds, and P-Card vendors.

Adding a New Vendor

Requests to add a vendor to FLAIR must be emailed to **FDOT VENDOR ADD** and include the following information.

- Tax Identification Number (TIN) – a W9 is required for all social security numbers
- Vendor Name

- Phone Number
- Address
- City, State, and Zip Code

If a vendor needs to be added for **travel reimbursements (commissioners) or refunds**, the request must also include Form No. 300-300-01 Travel Form or Form No. 350-080-14 Application for Refund of a Deposited Receipt.

Requests to add Right of Way (ROW) vendors must include a copy of Form No. 575-030-27, Request for Taxpayer Identification Number.

Vendor Updates
If you require a change to an existing FLAIR record (VEI=F), please email the Statewide Vendor File Update Request Form to **FDOT VENDOR ADD**.

If you need a paper warrant for an EFT vendor, please send the request along with supporting documentation to **FDOT VENDOR ADD**.

The process for liens and levies has not changed. You will continue to submit those requests directly to Statewide Vendor File at statewidevendorfile@myfloridacfo.com.

DFS has also provided new tools for searching for vendors that are registered through MFMP:

- RDS Access is required in order to display full tax identification number (TIN) https://flair.dbf.state.fl.us/iwapps/swvfsrch.shtml

- No RDS Access required, but TIN is partially masked http://flair.dbf.state.fl.us/iwpapps/swvfsrch.shtml

(Revised on 6/17/14)

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Taxpayer Identification Numbers for Paying Individuals

If the Department must pay an individual (such as an employee, contractor, or volunteer) directly, then the payee must provide either an SSN (Social Security Number) or an ITIN (Individual Taxpayer Identification Number). An ITIN is issued by the IRS (Internal Revenue Service) to individuals who do not have, and are not eligible to obtain, an SSN. Payments to individuals cannot be processed without a valid SSN or ITIN.

Common payment types that require either an SSN or an ITIN are travel reimbursements, employee reimbursements, and costs associated with ROW (Right of Way) land acquisitions.

(Posted on 07/06/06)

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Timely Voucher Submittal

A voucher authorizing payment of an invoice by the Department must be filed with the State Chief Financial Officer no later than twenty (20) calendar days after the latter of the goods/services received date, the goods/services approved date or the invoice received date. The date determined to initiate the 20-day period is referred to as the "transaction" or "TR" date.

[See "Invoice Processing – Invoice Received Date"]

[Ref: 215.422(1), F.S.]

(Posted on 06/22/11)

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Utility Invoices

Utilities are services such as telephone, electrical, water, sewer, and waste removal that are regulated by the Public Service Commission and cannot be procured using a competitive bid or a state contract. Funds for utility payments are not required to be encumbered even if the annual expenditure exceeds $35,000. However, if an encumbrance is desired contact the Financial Management Office Contract Funds Management Section for assistance. MFMP (MyFlorida Marketplace) should not be used to pay for utility services.

Utility invoices may be processed for payment using *Form 350-060-16, Receiving Report and Invoice Transmittal – Other Than Contracts (RRIT)*. Multiple invoices may be submitted on the same RRIT if they are from the same utility provider (must have identical FLAIR vendor numbers). Utility invoices may also be paid with a State of Florida Purchasing Card using the provider's on-line or telephone payment system, if the provider does **not** charge a service fee for paying with a credit card. If agreed upon, some vendors may bill multiple accounts on one invoice. These are considered summary invoices and still must include a detail of all charges for each account listed.

The authorized official, cardholder, or other designated person is responsible for ensuring that invoices are valid and that usage and charges are appropriate and accurate.

Allowable charges on a utility invoice include but are not limited to:

- Base rate (for current period only)
- Customer charges
- Gross receipts tax
- Franchise fee
- County and City tax
- Tele tax
- First time installation fees
- Demand charges
- Universal charges

Unallowable charges on a utility invoice include but are not limited to:

- Previous balances
- State sales tax
- Federal tax
- Late fees
- Reconnect fees
- Deposits for services (unless vendor refuses to waive the fee – justification must be included)
- Service fees for using credit cards as payment

For guidance on other questionable charges, please contact your Financial Services Office.

[Ref: DFS Reference Guide for State Expenditures, Invoice Processing – Credits, Invoice Processing – Past Due Balances on Invoices]

(Revised on 12/20/12)

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Payroll

Compensation for Extra Hours Worked

Employees may be directed to work over their contracted hours due to natural disasters and other extraordinary events or other events critical to the mission of the agency. The Department has established policies to address compensation of excluded employees for these extra hours worked. The Secretary, Assistant Secretary or District Secretary must approve the extra pay compensation for Excluded CS (Career Service) employees and Excluded SES (Select Exempt Service) employees below the bureau chief level. SES employees at or above the bureau chief (or comparable) level are not eligible to be compensated for extra hours worked.

Key things to Remember: The criteria for payment of extra hours for Excluded CS and Excluded SES employees for emergency assistance and relief work are:

Employees **must work** 80 hours (coded to type 1000) in order to be eligible to receive payment for any extra hours worked. When recording hours on a daily basis, employees will initially have to code all emergency hours worked as regular work (type 1000) under the appropriate project number(s) for that event. When the pay period ends, any hours that exceed 80 and are charged to emergency projects must be changed to hours type 1016 (for excluded CS employees) or 1017 (for excluded SES employees) to receive payment.

Employees must code extra hours worked to the financial project numbers for the specific event **only**.

A list of approved employees must be sent to the Central Payroll Office from each District Director of Transportation Support or Central Office Director. This list must be specific to a single event.

The list is used to validate the information reported on the People First timesheet. If an employee who claims extra hours is not on the list, the Central Office Payroll Staff will contact the appropriate director to verify if the employee should be included. Payments will be made in a lump sum on the first or second supplemental payroll following the pay period the hours are worked and the timesheet is approved. Any inquiries regarding payment status may be sent to the email address Payroll.Accounting@dot.state.fl.us. Any questions regarding the 1016/1017 process should be directed to the Central Office Payroll.

Time Reporting for Excluded CS Employees
In these examples, the employee is scheduled to work 5 days a week, 8 hours a day.
Standard reporting of extra hours worked.

1) The employee works 85 hours in a pay period. The employee will record the 5 hours in excess of 80 to hours type 1016 (resulting in payment of 5 hours at straight time). 80 hours will be recorded as hours type 1000.

A common issue is the reporting of time during a pay period that contains a holiday.

2) The employee works 75 hours in a pay period that includes a holiday. Since the employee did not work 80 hours, no time should be recorded as hours type 1016. 75 hours will be recorded as hours type 1000. The employee will be credited with 3 hours Special Compensatory Leave for the time worked in excess of the scheduled workweek (75 - 72 = 3).

3) The employee works 85 hours in a pay period that includes a holiday. The employee will record the 5 hours in excess of 80 to hours type 1016 (resulting in payment of 5 hours at straight time). 80 hours will be recorded to hours type 1000. The employee will be credited with 8 hours Special Compensatory Leave for the time worked in excess of the scheduled work week and not recorded to hours type 1016 (80 - 72 = 8).

Time Reporting for Excluded SES Employees
The standard reporting process is the same as for Excluded CS employees. Reporting time during a pay period containing a holiday is the same with two exceptions: employee will use code 1017 and does not earn Special Comp.

(Posted on 8/6/10)

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Correcting Timesheets in People First (Unsubmit/Resubmit)

When a timesheet needs to be corrected, employees or supervisors **must** notify their Payroll Office to have the timesheet un-submitted. Effective July 9, 2010, the People First Service Center will no longer provide this service. The notification can be by phone or email (email preferred) and should include the employees' name, People First ID number, pay period to be un-submitted, and the reason for the request. Employees should notify *their supervisor about the correction immediately.*

Once the timesheet has been un-submitted, the employee will need to resubmit the timesheet for their supervisor to review and approve. The un-submitted time will be highlighted and will remain viewable until the timesheet has been re-approved. Employees can access their timesheet history by clicking *Timesheet Summary* located on the *Employee Timesheet → Details* screen in People First.

Payroll will monitor the un-submit/resubmit process to ensure that any pay or leave adjustments are processed through the People First system. If the system does not make the appropriate adjustment, Payroll will take the appropriate action and notify the employee/supervisor.

(Posted on 8/6/10)

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Garnishment - Involuntary Reduction of Pay

A payroll garnishment is an involuntary reduction of pay such as child support, IRS levy, or other indebtedness due to nonpayment of debt and is processed through BOSP (Bureau of State Payrolls) a division within DFS (Department of Financial Services).

All legal documents or writs (a written order issued by the court), from the State of Florida Courts, are served to the head of the agency. The clerk of the court then notifies the attorney for the employee (debtor). If the employee works for more than one agency, each agency must be served. The agency will respond to the 0610 Debt Garnishment for Federal Wage Debt. All others types of writs (IRS Levies, Student Loans, Court Ordered Child Support, etc.) are sent directly to BOSP to process. [Ref Chapter 77.041, F.S.]

The Agency Legal Department prepares and files a response to the court (within 20 days) showing employee's disposable income available (as calculated by BOSP are earnings remaining after deduction of amounts required by law to withheld, such as Federal Income Tax, Federal Social Security Tax and State and Local Taxes). Any income is subject to garnishment unless a payment schedule has been established; however, Garnishment should not exceed 25% of disposable income. [Ref, Chapter 73, F.S.]

Then the agency legal department contacts the employee about the garnishment using the Calculation Worksheet sent by BOSP to inform the employee by certified letter that this garnishment will be immediately withheld from their payroll. They will send any follow-up information, correspondence, or interoffice memorandum to BOSP. If employee terminates employment, notification must be made to BOSP immediately by letter or fax. If employee transfers to another agency, the court must serve a Writ to that agency.

The agency legal department maintains all copies of all notices, correspondence, or interoffice memorandum concerning any ongoing wage garnishment case.

There are four different deduction codes used on the warrant:

0225 Levy IRS (Internal Revenue Service) or payroll deduction agreement – notification of delinquent federal taxes by a DOT employee are sent to DOFFS (Dept of Financial Services). Employees with questions may call the IRS office with any questions or access their website at www.irs.gov.

0333 Federal Student Loan – Debt incurred but not paid by employee while attending school.

0600 Court Ordered Support, Child Support, Alimony, Arrearage or Chapter 13- Child Support and Alimony are due to court actions in divorce proceedings; Arrearage or Chapter 13 is any kind of debt on account not paid by employee

0610 Debt Garnishment, writ of garnishment order for Federal Wage- US Wage Garnishment when employee has been over paid

If you see any of these deductions coded on your pay statement and you do not understand why, contact the payroll office for information (any inquiries should include employee's name, social security number and case number).

[Ref F.S. 77.0305 and 213.67]

(Posted on 12/4/06)

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Late OPS Timesheet Processing -- Impact on Paydate

Unlike the normal payroll process, OPS (Other Personnel Services) employees will be paid for hours worked only after the timesheet is approved in People First. If an OPS fails to submit their timesheet or the supervisor fails to approve the timesheet by the pay period cutoff, they will be paid on the next scheduled bi-weekly or supplemental payroll from the date the supervisor approved the timesheet (See the BOSP Payroll Schedule on the DOO SharePoint Site for cutoff dates). This will usually delay their pay by a week.

An "On Demand" or manual warrant will pay an OPS employee within 3-5 business days, a couple days sooner than the above normal process, but will only be issued when the original non-payment was due to a system error. If circumstances mitigate this policy, an Assistant/District Secretary may approve an "On-Demand" or manual payment.

Training videos on timesheet processing are available on the Department of Management Services People First Website at http://dms.myflorida.com/human_resource_support/people_first.

(Posted on 10/20/06)

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Overpayment Collections for Other State Agencies

If an employee has been overpaid while working for another state agency, DOT will assist the other agency in recovering the amount owed. Collections are normally made by deducting the amount owed from the employee's paycheck. The overpayment may be recovered over several pay periods to ensure that the repayment collection does not cause the employee's gross wages to fall below the minimum wage rate as required by the Federal Fair Labor Standards Act. The salary refund deduction will appear on the employee's earnings statement as Code 200 in the "Deductions" section.

(Revised on 1/14/11)

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Sick Leave Donations

Employees are able to donate or receive personal sick leave credits in accordance with the Personal Sick Leave Transfer Plan Guidelines**.**

Donating Sick Leave

In order to be eligible to donate your sick leave to an approved employee, you must have a minimum balance of 80 hours in your sick leave after your donated hours have been deducted. Note* If you are a terminating employee, contact your Personnel Office for instructions. You must complete a **State of Florida Interagency Sick Leave Transfer Request to Donate Form (go to DMS website, click on State Employees, click on Human Resource Management, click on Human Resource Programs & Information,**

click on Forms). Send the form directly to your Payroll Office. Your sick leave balance in People First will be reduced by the number of hours indicated on your form. Any donations not used will be returned to your sick leave balance when the receiving employee returns to work or terminates.

Receiving Donated Sick Leave

You can request sick leave donations by contacting your Personnel Office. If you are eligible to receive donations, the Personnel Office will notify you and your Payroll Office by email. Payroll will establish a file and spreadsheet to track the leave donations and usage**.**

Complete your timesheet in the People First system as usual. Your leave balances can be viewed on your Leave Balance Overview Screen. Remember, you **must** use all personal leave before donated leave can be coded on your timesheet. If you are unavailable, your supervisor/manager may process the timesheet in your absence. The timesheet **must** be submitted and approved by the cut off dates published in the BOSP *Payroll Schedule with People First Cutoff Dates*.

You or your supervisor/manager **must** notify Payroll by email when you return to work or terminate. This notification is very important for returning any unused donations to the donating employees in a timely manner.

(Revised on 3/4/13)

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Sick Leave Pool

Employees are able to donate or receive sick leave hours through a managed sick leave pool. See the Central Office Sick Leave Pool (Procedure #250-010-100) or your applicable District guidelines for details on becoming a member of a sick leave pool or to learn how the sick leave pool is administered.

Payroll will reduce your sick leave balance by 8 hours when you first join the sick leave pool and thereafter reduce your sick leave balance an additional 8 hours every time the sick leave pool is depleted.

Payroll will increase a sick leave pool recipient's sick leave balance by the number of hours approved by the sick leave pool committee. Any accrued annual leave or other type of personal leave should be used/coded on each timesheet before sick leave is used.

The employee or supervisor must notify Payroll when the recipient returns to work or is terminated. After ensuring that all personal leave was used first, any remaining unused sick pool leave will be returned to the sick leave pool by Payroll.

(Posted on 05/01/06)

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Following an office closure due to a declared emergency, certain **essential employees** (refer to definition below) who worked during the closure are eligible to accrue special compensatory leave. The essential employee shall be credited special compensatory leave on an hour for hour basis for the hours he remains on duty, not to exceed the number of hours that would have been in his normal schedule for that particular day. Only Career Service employees and SES employees below the bureau chief level are eligible to accrue this leave. **These essential employees will use Hours Type 1006 (OFC Closure Essential SVC) on their timesheet to record hours worked during the office closure.**

The following steps will be taken when an office closure occurs:

1. The District Payroll Offices will send an email to their respective Director of Transportation Support requesting a list of authorized essential employees who worked during the closure. The Central Payroll Office will request the same information from all Central Office Directors.
2. The Payroll Offices will ensure all employees utilizing the Hours Type 1006 (in People First) are authorized to do so according to these lists.
3. The People First system will credit the employee with special compensatory leave based on the hours coded on the timesheets as Type 1006. Payroll offices should ensure that this leave accrued appropriately.
4. If the system does not credit the employee correctly, a manual leave adjustment may be required.

An **essential employee** is defined as "an employee whose presence is necessary to perform or support the State's emergency relief or continuance of operations during a declared state of emergency; or an employee whose assigned duties and responsibilities must be accomplished despite the declaration of a state of emergency". The agency is responsible for determining who is considered an essential employee for the purposes of providing disaster related services and/or accomplishing normal duties and responsibilities that must continue despite the state of emergency. Consequently, an employee who reports to work during a state of emergency in order to perform normally assigned duties, even when such duties comprise the essential job functions of that employee's position, will not necessarily be deemed an essential employee, unless the supervisor or higher manager has specifically instructed that employee to report to work for the express purpose of supporting emergency relief or ensuring that certain critical duties and responsibilities are not disrupted.

(Posted on 8/6/10)

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Vehicle Fringe Benefits

Employees who are authorized or required to commute between work and home in a state provided vehicle must report vehicle fringe benefits. They will need to complete the Reporting Vehicle Fringe Benefits Form (# 350-040-03) to report their vehicle usage. The completed form should be submitted to the FDOT Office of Comptroller – Payroll Section, MS 42, by the 10th of the month following the commuting trips. Vehicle fringe benefits are included in the gross income (reported in Box 1) of the employee's W-2 and will be reflected on the employee's earnings statement as non cash earnings.

See the Reporting Vehicle Fringe Benefits Procedure (#350-040-001) for details and requirements.

(Revised on 1/14/11)

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W-2 Distribution & Duplicate Requests

Original W-2

W-2s (Withholding Tax Statements) printed at BOSP (Bureau of State Payrolls) and are ready for employees by the last week of January. The W-2 includes all information for the previous year. For example: Each payment date in 2006 is included in 2006 earnings.

When printed, Central Office Distribution Section, DOO, receives all the W-2s for DOT. The Cost Center and Organization Code are used to find the appropriate address to overnight these documents to the Districts for final distribution to employees. At the District level, distribution varies due to the needs of the employees. Typically, distribution is through interoffice mail for current employees and US Mail for separated employees.

The home addresses are printed on the W-2s (using the mailing address submitted by employees through People First). Any updates on address changes are loaded the day before the W-2s are processed and printed. So be sure to keep your information up to date in the People First system.

Duplicate W-2

A duplicate copy of your W-2 may be requested by contacting Central Office Payroll. Send a request by email to Payroll.Accounting@dot.state.fl.us and include: your full name, current home/mailing address, social security number and W-2 Year needed (the system will only retrieve current or previous two years). Also, include the mailing address where you would like the W-2 sent. (Should you need a copy of a W-2 older than three years, email request to jeffrey.stewart@myfloridacfo.com at BOSP.)

Payroll will process the request through the Bureau of State Payroll system. BOSP responds to requests on a first-come-first-serve basis (approx. turn-around-time is one week but may be longer during tax season) and sends the W-2 copy to Central Office DOO mail distribution center.

When received, the distribution clerk will send the copy to your residential address (as submitted by employee in People First under personal information mailing address) or to

your District Office (as indicated on your email request). Central Office employees may pickup in person at the DOO distribution mail center.

If you have any questions or concerns, contact Central Office payroll by emailing mailto:Payroll.Accounting@dot.state.fl.usor call 850-414-4831.

(Posted on 12/4/06)

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Purchasing-Card

Please refer to DOT Procedure #350-030-010, Purchasing Card for general guidance.

Convenience Fee/Surcharge

A credit card surcharge or convenience fee is defined as an amount imposed at the time of purchase or lease that increases the amount paid simply because a person or entity chose to make payment by credit card instead of by check, cash or similar means. Florida law prohibits vendors in the State of Florida from imposing convenience fees and/or surcharges pursuant to Section 501.0117(1), Florida Statute.

In-State Vendors
If a cardholder encounters an in-state vendor attempting to impose a convenience fee/surcharge, the cardholder should dispute the charge with the vendor, using this reference from Chief Financial Officer Memorandum No. 02 (2014):

Section 501.0117(1), Florida Statute, prohibits the imposition of surcharges/convenience fees by sellers or lessors in credit card transactions for purchases and leases. Florida law also provides that any person who violates this provision is guilty of a second degree misdemeanor.

If a cardholder is unsuccessful in having the convenience fee/surcharge removed, the Purchasing Card Program Administrator should be contacted for assistance.

Local/County Governments

Local/County Governments are allowed to charge convenience fees/surcharges for accepting payment by use of credit cards, bank debit cards and electronic funds transfer pursuant to Section 215.322(5) Florida Statute. In these situations, payment by warrant is recommended to avoid convenience/surcharge fees.

Out- of-State Vendors
Out- of- state vendors that charge a service fee should be notified that Florida law prohibits the imposition of fees and provided with Section 501.0117(1) Florida Statute. If the vendor does not agree to rescind the fee, the Department should consider purchasing the item or services from a vendor that does not impose convenience fees/surcharges. If absolutely necessary, the fee can be paid.

Third Party Vendors
Third party vendors (such as PayPal or Square) are defined as individuals or organizations other than the principals involved in business transactions. These vendors may be used when there are no other options for payment. Contact your Purchasing Card Administrator if you have any questions.

(Posted on 10/3/14)

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Emergency Cards

Please see the "Emergency Cardholders and Limits" topic in this handbook.

(Posted on 11/13/15)

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Requirements for Certain Purchases

Air Conditioning Units

Fixed position air conditioning units may be purchased as part of an official construction or renovation project for a State owned facility, as long as the purchase is made from the FCO appropriation. If under the dollar limit, latter replacement of these air conditioning units may use expense dollars and must state that the air conditioning unit was originally purchased with State funds.

Since portable (freestanding or window) air conditioning units are normally considered a personal convenience item for an employee, they are normally not authorized to be purchased. If you feel the temperature in your work area is not adequate, have your building manager/landlord test the temperature of the area in question. The building manager/landlord may be required to bring the temperature to an adequate level.

Examples of when a portable air conditioning unit would be an allowable purchase; cooling a work area that is in a remote location or detached from a main building such as a toll booth or a portable out building, a window unit to provide extra cooling for a computer or sensitive equipment room, etc.

All purchases must include an appropriate justification/explanation for the purchase.

(Posted on 09/01/04)

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Air Purifiers

Since air purifiers and filtration systems are generally considered personal convenience items for an employee, they are normally not authorized to be purchased. If you feel there is a problem with the air quality in your work area, have your building manager/landlord test the air quality/circulation levels of the area in question. The building manager/landlord may be required to bring the quality/circulation to an adequate level.

If you personally require an air purifier, then you must meet the specific ADA (Americans with Disability Act) requirements. (See “Requirements for Certain Purchases - Personal Accommodations”.) If the requirements are met, then the ADA approval must be included in the payment record.

(Posted on 12/01/05)

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Alternate Seating

Alternate seating, such as standing desks and exercise balls, are permitted in the workplace, however, state funds may not be used to purchase them as the items are considered a personal preference. The only exception would be if the alternate seating qualifies as a reasonable accommodation for an employee and it is approved prior to purchase by the EOO (Equal Opportunity Office). [See topic – Reasonable Accommodations/ADA (Americans with Disabilities Act) Payments]

(Posted on 08/02/16)

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Award / Recognition Items

Awards for Employee Recognition

Awards for employees, such as certificates, plaques and other recognition items (including gift cards) may **only** be purchased as outlined in DOT Procedure 250-000-007, Employee Recognition Program. The P-Card may be used to pay for program awards.

Gift cards for employees are taxable and subject to all income tax withholdings, social security and Medicare taxes. The Committee Chairs must report all cash equivalent awards by email to awardsreport@dot.state.fl.us or uploaded to the SharePoint Site on or before the 10th of the month following the award presentation. The email must contain the date the award was presented, first and last name of the recipient, the recipient's People First ID, amount of the award, and award description. (Gift cards are recognized as income in the tax year received). Central Office Payroll Accounting will access the site each month after the 10th and report the amount of the award to the Bureau of State Payrolls to increase the employee's income in the tax year in which the award was received**. All applicable taxes will be paid by the Department.**

Note: Award Coordinators should report gift cards received in December on or before December 20th. Awards reported after December 20th will require the issuance of an amended W-2 Form to reflect the income in the appropriate tax year. Employees should be advised not to file tax returns until the corrected W-2c is received.

Awards for Volunteers

Awards can be purchased for volunteers in recognition of their contributions and/or services to the Department. For the definition of a volunteer, see 110.501, F.S. Awards can be items such as plaques, certificates, etc. and cannot exceed $100 in cost. In addition to the cost of the item, the Department can pay the applicable taxes (such as state and county sales taxes). Monetary awards cannot be given.

(Revised on 6/3/14)

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Bar Dues and Educational Courses for Attorneys

The 2016-2017 General Appropriations Act (Section 8(4a)(3)) authorizes payment for bar dues and educational courses for attorneys employed by the State as legal staff. Payment of bar dues to other states would require specific justification stating the reasons the attorney needs them to perform their official FDOT duties.

The request to pay for bar dues must be approved by the Central Office General Counsel's Office. In addition, bar dues must be approved by the Department's Director of Administration as a membership due, per FDOT Procedure 010-000-001, Membership Dues. The approved payment requests and any necessary documentation must be forwarded to the appropriate FSO/DOO or included in the P-Card records. (See "Requirements for Certain Purchases - Membership Dues")

Note: This authorization is reviewed and updated annually by the Florida Legislature.

(Revised on 6/29/16)

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Bottled Water

Bottled water or water delivery services can be purchased if a Director level manager determines that the water at the work location is not drinkable (Note: A certification from the health department on the quality of the water is not required). The Director's approval and detailed justification/explanation must be included with each purchase. These purchases should be classified using the 499090 object code.

For additional guidance, see this related topic:
"Emergency Disbursement Guidance – Water"

(Revised on 8/23/13)

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Briefcases

An inexpensive briefcase may be purchased if the duties and responsibilities of an employee's position require a briefcase. The appropriate justification (that explains the need for the briefcase) should be included with the purchase.

(Posted on 07/12/04)

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Business Cards

Business cards may be purchased from PRIDE for employees who need them to carry out their official duties and responsibilities. Business cards can be purchased from another

source if there is a cost savings compared to PRIDE. Also, offices may print cards by using inexpensive office supplies and printers rather than purchasing from Pride if this method is more efficient. Be prepared to justify your decision.

Please contact PRIDE for question regarding the order form or to inquire about available quantities, prices and layouts.

(Revised on 03/25/14)

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Calendars/Day Planners

The purchase of a calendar or day planner is not allowed unless there is a specific business reason/justification that has been approved by an Assistant or District Secretary. Calendar applications already available to the Department (such as Outlook) should be used.

(Posted on 11/21/11)

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Cameras

Cameras are authorized to be purchased if there is a specific business reason. Purchase approvals for cameras under $500 may be delegated by an Assistant Secretary or District Secretary to the Director level. All purchases of cameras must include the specific business reason as justification for the purchase.

(Posted on 08/02/16)

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Cellular Telephone Charges

It is the policy of FDOT that state owned or leased cellular telephones should only be used for conducting official state business except for personal use in emergencies. (See Information Technology Resource User's Manual). When choosing a cellular plan the most economical option should be selected considering the specific usage requirements of the cellular telephone user.

Employees are required to report and pay for all personal usage as described below. Be advised that as an internal control mechanism, the OIG may perform audits of the cell phone usage to ensure that employees are appropriately reporting and paying for personal use.

Text Messaging

Text messaging is prohibited as a means of conducting state business. All department issued cell phones should have the texting functionality disabled. If an employee is aware of a department owned phone where the texting function has not been disabled a manager must be notified to have the issue resolved.

Any employee that receives a text message concerning state business should notify the sender that the Department does not conduct state business via text message. Text messages received by an employee concerning state business, regardless of whether on a personal device or department issued phone, are public records and must be retained.

Any questions regarding responsibilities under the public records law should be directed to the Office of General Counsel.

Reviewing the Bill and Charges

Ensure that the carrier is not charging the department for federal communication tax on communication services; the department is exempt. If a carrier is charging these taxes, contact the carrier and inform them of the Department's exemption status. A copy of the tax exempt certificate is available on the Disbursement Operation's website. Charges for Universal Service Support (also known as Universal Community Charges or Federal Universal Service Fees) may be paid from state funds. These are NOT taxes; therefore the State of Florida is not exempt.

For individual cellular phone accounts, the cost center manager is responsible for authorizing payment for monthly cellular telephones service fees and reasonably assuring that calls are appropriate and necessary for official state business or personal emergencies. Invoices that contain fees that appear excessive (such as roaming charges) should include business justification.

For centralized accounts, each district should establish a process to authorize payment for monthly cellular telephones service fees and reasonably assure that calls are appropriate and necessary for official state business or personal emergencies.

Personal Calls Made on State Owned Cellular Phones

In the event that personal calls are made or received, the employee making and/or receiving the personal call is responsible for paying for the call. In addition, you are responsible for paying a $3.00 processing fee, per invoice, for personal calls made. The employee should submit a personal check or money order made payable to the Florida Department of Transportation to the Cashier's Office at MS 42-B in accordance with Section 2.1 of the Cashier's Office Procedure 350-080-300, Recording, Transmitting, and Depositing Receipts and Refunding Moneys. Include your contact information (name, telephone number, etc.), the accounting information used to pay the original invoice, and any documentation that may explain the reason for the refund.

Note: If personal calls equal less than $1.00 (per invoice) you are not required to reimburse the Department.

If the cellular plan is based on actual usage, the employee would pay the charge and any applicable taxes.

If the plan is based on a specific number of minutes allowed for a specified fee and the minutes allowed are **not exceeded**, the employee would pay the prorated per minute rate. Divide the monthly plan fee (excluding any taxes and miscellaneous charges) by the number of planned minutes allowed to determine the prorated per minute rate. For

example, if a plan has a monthly plan fee of $30 for 200 minutes, the employee would pay 15 cents ($30/200) for **every minute** of personal usage on the state cellular telephone.

When the plan usage allowed **is exceeded**, the employee would pay the excess rate of personal usage on the state owned cell phone.

Personal Phones Used for State Business

Reimbursement to employees for occasional use of personal cellular telephones to conduct official state business can be made.

If the business call made on the employee's personal cellular telephone does not result in additional charges to the employee, reimbursement for the business call is not allowable. However, if the state business call results in additional charges, the employee may be reimbursed up to the per-minute rate charged, plus applicable taxes, for the excess minutes incurred as a result of usage for official state business.

Employees will be required to provide a statement certifying that the calls were necessary and were for official state business. No payment will be made for any portion of the employee's personal monthly charges, taxes on the basic monthly fee, or charges related to obtaining documentation listing individual telephone calls.

Submit an IRV to the appropriate FSO/DOO with a copy of the cellular bill and a statement that the calls where necessary for official state business.

(Revised on 10/31/13)

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Certificates for Training

Preprinted certificates or special paper used to create certificates can be purchased to document department provided training as long the cost is reasonable and you have a valid business purpose. An example of a valid business purpose would be to document the training in an employee's training records and/or provide employees with a document to prove that training was completed. An example of an inappropriate purpose would be to provide a certificate to give the employee a feeling of accomplishment. Object code 3808xx - Office Supplies - Training should be used. The business purpose/justification must be included with the payment request or P-Card records.

Certificates can be procured and printed by a vendor if the unit cost is comparable to preprinted/created certificates. However, you must use object code series 23xxxx- Printing and Reproduction for the purchase of printed certificates.

(Posted on 09/28/06)

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Computers/Computer Related Items

Computers or computer related items may be purchased if approved by an Assistant Secretary or District Secretary with proper business justification. Purchase approvals for computers and computer related items under $500 may be delegated by an Assistant Secretary or District Secretary to the Director level. Computer related items include, but are not limited to: monitors, speakers and keyboards. For additional information see Chapter 7 "Acquiring Information Technology Resources" of the *Information Technology Resource User's Manual* (325-000-002).

(Posted on 08/02/16)

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Contest or Award Participation Fees

The Department of Financial Services requires a reference to where participation is specifically authorized by law before they will approve using State funds to pay for contest or award participation fees. At this time we know of no contest or award fees that are specifically authorized by law.

(Posted on 05/31/06)

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Court Reporter Services

Employees using court reporter services must utilize the Office of Attorney General court reporter contract in accordance with Section 287.059(14), F.S. Exceptions to using the contracted court reporter include:

1. The contracted court reporter is unavailable. A justification must be submitted with the payment request.
2. A judge issues a court order assigning a specific court reporter. The court order must accompany the payment request.
3. A defendant requests his or her own court reporter. The Department will only pay for the transcript fees and/or court reporter fees with a court order stating that the Department will be responsible to pay such fees.

The Department may not expend public funds for court reporter services in excess of the current state contract fee schedule unless a statement of waiver signed by the agency head or designee is submitted to the Attorney General for approval. The waiver must demonstrate the necessity for such action in accordance with the provisions in Section 287.059(15) F.S. Approval from the Attorney General must be submitted with the payment request.

(Posted on 04/12/11)

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Desktop Printers

The general use of desktop printers is being phased out. Discretion should be used when utilizing existing desktop printers or when approving the purchase of a desktop printer. Use of desktop printers should be limited to low volume printing for confidential information such as personnel records, contract negotiations, and information exempt from public record requests. These printers may also be used for an employee with an approved accommodation under the Americans with Disabilities Act.

[Ref: Toner, Personal Accommodations/ADA (Americans with Disabilities Act) Payments]

(Posted on 4/26/12)

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E-Readers

Electronic reading devices (E-Readers), such as Nook and Kindle, are currently being piloted by District Seven. Detailed business justification must be included with the payment documentation for these purchases. Only purchases for the District 7 pilot program are allowed at this time.

See "Requirements for Certain Purchases – Mobile Devices" for information regarding the purchase of these devices statewide.

(Revised on 3/25/14)

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Events (Banquets and Other Social Activities)

When there is a cost to attend a "stand alone" event, such as a banquet, award ceremony, and reception, then a justification stating the specific business reason that you must participate is required. The business reason should **directly** enhance the public purpose of the agency [Ref: Subsection 112.061(8)(a)5, F.S.].

An example of an appropriate business reason to participate in an event would be to accept an award on behalf of the Department or to be a speaker at the event.

An example of an inappropriate business reason would be to state that you must go as a representative of the Department or because your supervisor required you to attend.

You must submit your justification(s) for each event to the appropriate Assistant/District Secretary for their approval **prior** to attending. The approval can be notated on the Travel Authorization Form (if traveling), in email, or in a separate memo. The approval must be attached to the payment request when submitted to the DOO/FSO for reimbursement.

You must obtain a receipt for the cost of the event. If the P-Card is used to pay for the event and/or an additional cost, the receipt(s) must be filed with the Monthly Paid Transaction Report.

If you paid the cost for the event out of pocket the receipt(s) should be attached to your Travel Form 300-000-01 (if traveling) or an IRV (Individual Reimbursement Form) when submitted to the DOO/FSO for reimbursement.

If you are traveling and a meal was provided at the event, you must deduct the meal allowance from your reimbursement request, the same as for a meal included in a registration fee.

Ethical Conflict

If an FDOT vendor provides a sponsorship for the event that results in the cost to participate to be less than normal, to avoid an ethical conflict you should ask if you can pay the additional cost. For example: You initially pay $10.00 to participate in an event, but the cost would have been $15.00 without the vendor's sponsorship. You should ask if you can pay the additional $5.00. Also, include a detailed explanation/justification of the official business reason to attend the event/meal **and** add the statement "In accordance with DOT's ethics policy, I paid for the (name of event) on (date) that was provided by (vendor name), a vendor/lobbyist that does business with DOT" on your reimbursement form.

For additional guidance, see these related topics:
"Travel – Meals Included in Registration Fees"
"Travel – Registration Fees"

(Updated on 12/20/07)

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Extended Warranties

Extended warranties are allowed for items other than vehicles. The purchase of an extended warranty must be determined to be cost-effective and include justification. Extended warranties are considered advance payments and may require approval from the Department of Financial Services. See "Invoice Processing – Advance Payments" in the E&M Handbook for more information on advance payments.

[Ref: Topic, Requirements for Certain Purchases – Vehicle Extended Warranty]

(Posted on 04/27/12)

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Fans

Since fans are normally considered a personal convenience item for an employee, they are normally not authorized to be purchased. If you feel the temperature or air circulation in your work area is not adequate, have your building manager/landlord test the temperature or air circulation levels of the area in question. The building manager/landlord may be required to bring the temperature or air circulation to an adequate level.

Examples of when a fan would be an allowable purchase; exhausting fumes from lab sample testing in a materials lab or exhausting hot air in a two sided, non-A/C, covered outdoor work bay that would otherwise become too hot for employees to work in or would accumulate potentially hazardous vehicle exhaust fumes.

All purchases must include an appropriate justification/explanation for the purchase.

(Posted on 09/01/04)

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Federal Excise Tax

As a governmental entity the Department is exempt from paying federal excise tax on purchases unless the purchase is for resale to the public. In addition, the exemption can only be used for direct purchases made on behalf of the Department. Indirect purchases that employees request reimbursement for may not be eligible for federal tax exemption.

When purchasing an item or service (such as communication service, bulk fuel, etc.) that is subject to federal excise tax, inform the vendor that you are purchasing on behalf of a government entity that is exempt from the federal excise tax. The vendor should provide you their standard Federal Excise Tax Certificate form to complete. If the vendor does not provide a form, then the generic exemption forms available on the DOO website may be used. The vendor's or the Departments form can be completed by the cost center manager or other departmental representative. Your signature on the form represents that the purchase is made for official State of Florida government business. Be sure that the DOT Federal Identification Number (F593-02-4028) is included on the form before providing the completed form to the vendor to be maintained for future purchases.

If federal excise tax is charged in error, contact the vendor to have the bill adjusted and submit a Federal Excise Tax Certificate form, if requested.

[Ref: 69I-40.002(12), FAC]

(Posted on 02/19/07)

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First Aid Kits

First aid kits can be purchased for use in emergency situations that occur in the workplace or at a worksite. Some kits may contain items such as Tylenol or other pain medications, which can only be used during an emergency.

Pain medications and other consumable items such as wound dressings, disposable gloves, etc. can be purchased **only** to replenish first aid kits when the items have been used up during on-the-job emergency situations. These items **cannot** be used for personal

accommodations such as a headache or pre-existing injury. Use of any item for personal accommodation is considered a misuse of government property.

(Posted on 08/18/06)

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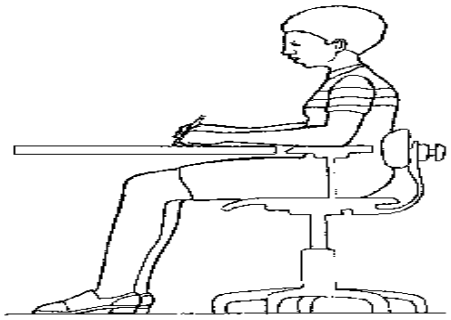
Footrests

A footrest may be an appropriate purchase when the job duties require an employee to sit at a desk for extended periods of time and a footrest is necessary to provide the employee with an ergonomically appropriate seating position. A combination of chair and desk adjustments should be made to position the work at elbow height with the feet resting comfortably on the floor, as shown in the picture below. If the desk (work surface) is too high and cannot be lowered, then raise the height of the chair and use a footrest to raise the height of the floor. Include the justification with your payment records.



(Posted on 03/02/06)

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Furniture

When there is a business need for furniture, you must follow the process outlined below.

1. Check surplus to determine if item is available.
2. Determine if item is available through PRIDE/RESPECT.
3. If not available through one of the options above, the item must be purchased using a DMS State Contract.

All furniture purchases must have Assistant Secretary or District Secretary approval and include appropriate business justification as needed. Furniture purchases under $500 may be delegated to the Director level. Cost effectiveness and business needs must always be considered before making a furniture purchase. Furniture purchases should be made from PRIDE unless a reasonable determination can be made that the product available from PRIDE does not meet the performance specifications and comparable price and quality requirements of the agency. Contact the DOT Procurement Office for questions regarding these purchases.

You may purchase the furniture listed below for reception or other public areas at or below the following price limits (excluding shipping costs).

Sofas (3 seat)	$1,400
Love Seats (2 seat)	$1,100
Wing Back (or similar chair)	$800
End Tables	$400
Coffee or 48" Conf. Table	$600

You may purchase the following furniture for appropriate areas at or below the following price limits (excluding shipping costs).

Chairs (ergonomic)	$675
Task Lighting	$175 each

If you need to purchase any items that exceed the limits above, please email justification explaining why you are unable to purchase items under the dollar limits to the Disbursement Operations Office, dooqas@dot.state.fl.us. Your request will be reviewed and forwarded to the Department of Financial Services for their **required prior approval**. Therefore, please include justification in enough detail that will satisfy someone that is not familiar with your operations.

(Revised on 08/02/16)

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Gatorade/Electrolyte Mixes

Electrolyte mixes such as Gatorade are prohibited unless the purchase is for employees within the Office of Maintenance working in the field. It is the responsibility of issuing Maintenance personnel to adhere to the rules and guidance, as set forth by the Department of Financial Services, located on the Office of Maintenance SharePoint Site . If there is an employee that has specific medical orders to consume electrolytes during work related activities then they would need to follow the ADA requirements for personal accommodations set forth in the topic "Requirements for Certain Purchases - Personal Accommodations/ADA Payments."

(Revised on 7/08/14)

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Gift Cards

Unless purchased as part of DOT's official Employee Recognition Program (see Procedure 250-000-007), gift cards are not authorized to be purchased.

See also "Requirements for Certain Purchases - Recognition/Award Items."

(Posted on 09/12/05)

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Hand Sanitizer

Since hand sanitizer is considered a personal item for an employee, it is normally not authorized to be purchased. The DOT Safety Office concurs with the Centers for Disease Control's recommendation that washing hands with soap and water is the most effective means of preventing the spreading of germs.

Examples of when hand sanitizer would be an allowable purchase include: crews deployed in an emergency situation where no facilities are available; a maintenance crew that would be handling dead animals on a roadway; or toll collectors who have hand-to-hand transactions with the public and are required to remain at their booths during their shift.

District and Assistant Secretaries may authorize placement of hand sanitizer dispensers at designated locations in their facilities commonly accessed by the public, such as reception desks in lobbies, elevator landings, and cafeterias. Hand sanitizer for these designated locations must be purchased by the facility manager. Any additional locations must be approved by the appropriate District or Assistant Secretary.

All purchases must include an appropriate justification/explanation for the purchase.

(Updated on 10/06/09)

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Ice Machines

Ice machines are authorized to be purchased if there is a specific business reason or need to provide ice, such as providing ice to chill water for maintenance or survey work crews that work outdoors in the heat where dehydration and heat strokes are a concern while they perform their normal duties. All purchases of ice machines must include the specific business reason as justification for the purchase.

(Posted on 08/23/04)

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Insurance

The purchase of insurance is not allowed unless specifically approved by DMS (Department of Management Services). Accordingly, the state does not have authority to reimburse any insurance charges relating to rental vehicles or other equipment. This includes insurance expenses for vendors and grantees. Some examples of unallowable charges may include PAI - Personal Accident Insurance, PEP – Personal Effects Protection, ALI – Additional Liability Insurance, and Travel Insurance. These charges will not be reimbursed if purchased.

[Ref: F.S. 112.061, 287.022, Travel – Consultant/Vendor Travel, Travel – Rental Car, Travel – Travel Insurance]

(Revised on 06/18/14)

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Lamps

Since lamps are normally considered decorative and/or a personal preference type item, they are normally not authorized to be purchased. If you feel the lighting in your work area is not adequate, have your building manager/landlord test the lighting levels of the area in question. The building manager/landlord may be required to bring the level of lighting up to an adequate level. There are two situations where the purchase of a lamp may be authorized:

1) An inexpensive lamp is required in a public area without adequate lighting for the public to read and/or complete forms.

2) A draftsman's type lamp is required for reviewing small finely detailed plans or drawings.

One of the above statements must be included as justification for the purchase.

(Posted on 06/29/04)

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Legal Advertisements

A legal advertisement is a legal notice that can be published in a variety of publications such as a newspaper, the Florida Administrative Weekly, or online. A few examples of legal advertisements are a notice of a proposed rule, a notice of a meeting/workshop hearing or a notice of a petition/deposition regarding rule validity. A legal advertisement or public notice published by a newspaper must be supported by proof of publication made by uniform affidavit and must be submitted with the payment request.

Collection notices and advertising for job openings are not considered legal advertisements.

[Ref: Chapter 50 F.S., Section 117.021 F.S.]

(Revised on 8/2/13)

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License Fees

Unless specifically authorized by law, the following items related to professional and occupational licenses will not be paid [Ref: DFS Reference Guide for State Expenditures - Membership Dues/License Fees]:

1. Florida or other Bar dues (authorized in the fiscal year 2007 appropriations act for attorneys employed by the State as legal staff)
2. Professional license fees
3. Occupational license fees
4. Driver license fees
5. Other fees for licenses required for an individual to perform his or her official duties
6. Tuition for fees designed to help an individual pass the examination for any of the above licenses, unless the training is directly related to the person's current official duties
7. Tuition or fees for continuing education classes for the sole purpose of maintaining any of the above licenses
8. Examination fees for professional, occupational or other licenses required for a person to perform his or her official duties

A reference to the specific law and the justification stating the official business need for the license, tuition or examination fee must be submitted with the payment request or maintained with the Monthly Paid Transaction Report for P-Card purchases.

If the P-Card is not accepted, then the vendor's license form should be completed by the cost center and signed by the authorized official. The completed form must be submitted with justification and reference to the specific law to FSO/DOO for payment processing. The following accounting information must also be written on the license form or included:

- Vendor's F.E.ID (Federal Identification Number)
- Org code
- EO (expansion option)
- Object code
- Category (and category year, if applicable)
- Work activity code
- Project ID
- Federal billing indicator (Participating=0, Non-Participating=1)

See also "Requirements for Certain Purchases - Pesticide Applicator License."

(Posted on 09/12/05)

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Loading Zone Permits

Loading zone permits can be purchased for vehicles authorized to be used by employees to perform courier and delivery services for the Department. A justification stating the official business reason for the loading zone permit must be submitted with the payment request or maintained with the Monthly Paid Transaction Report for P-Card purchases. If the P-Card is not accepted, then the vendor's loading zone application should be completed by the cost center and signed by the authorized official. The completed application must be sent to your DOO/FSO for payment processing along with the justification and the following information for payment processing:

- Vendor's F.E.ID (Federal Identification Number)
- Org code
- EO (expansion option)
- Object code
- Category (and category year, if applicable)
- Work activity code
- Project ID
- Federal billing indicator (Participating=0, Non-Participating=1)

DMS Parking Facilities

Loading zone permits needed for deliveries to state buildings within the Tallahassee Capital Complex must be obtained from DMS (Department of Management Services). The loading zone application and further instructions are available on their website. When completing the application be sure to include your organizational code and remit/e-mail address for billing requirements. DMS will send you an invoice for the cost of the loading zone permit.

(Posted on 11/06/06)

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Membership Dues

If approved by the Director of the Office of Administration in accordance with FDOT procedure 010-000-001, membership dues can be paid (normally paid with a P-Card). The invoice and the following items must be included with the payment record:

- the approval from the Director of the Office of Administration,
- a statement that the membership is essential to the statutory duties and responsibilities of the Department, and
- a statement that the records of the organization, as they pertain to FDOT, shall be public records pursuant to Section 119.01(3), F.S.

Advance payment approval is not required for membership dues that are being paid within a few days of the due date or effective date.

If the P-Card is not accepted, then the vendor's membership form/invoice must be completed by the cost center and signed by the authorized official. The completed form must be submitted to the FSO/DOO for payment processing along with the required documentation to be maintained with the payment record. The following accounting information must be written on the membership form/invoice or included:

- Vendor's F.E.ID (Federal Identification Number)
- Org code
- EO (expansion option)
- Object code
- Category (and category year, if applicable)
- Work activity code
- Project ID
- Federal billing indicator (Participating=0, Non-Participating=1)

[Ref: FDOT Procedure 010-000-001, Membership Dues; 216.345, F.S.; and DFS "Reference Guide for State Expenditures – Membership Dues/License Fees"]

(Posted on 3/25/14)

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Mobile Devices

The Department can purchase the following mobile devices with the required review and approval as outlined below. These devices must be maintained in accordance with the practices and responsibilities outlined in the Information Technology Resource User's Manual Chapter 20 - Security and Use of Mobile Information Technology Resources.

Smart Phone/Cell Phones

The Department may purchase smartphones/cell phones for positions that require employees to spend the majority of their time in the field and immediate communication/connectivity is required. Phones may also be purchased for positions involved in emergency responses or requiring critical/timely responses to leadership, other government officials, etc. (See grid below). The Assistant Secretary for Engineering and Operations will determine if the employee meets the position requirements and will approve the purchase of all Department smartphones/cellphones.

Tablets

The purchase of tablets have been preapproved by the Secretary for use by Directors, District/Assistant Secretaries. The Department can purchase tablets for other positions that require the employees to spend the majority of their time in the field (See grid below). Tablets should only be purchased to replace an existing laptop or desktop. The District/Assistant Secretaries will determine if the employee meets the position requirements and will approve the purchase of all Department tablets. For purchases of tablets under $500, the District/Assistant Secretaries may delegate the purchase approval to the Director level.

Floater Tablets

The Department can purchase tablets for offices to be used for field reviews and meetings outside of the office. These are referred to as Floater Tablets and should be managed by the office making the purchase. A tracking log should be maintained to ensure accountability and tablets should be signed out as needed. The purchase of Floater Tablets require the District/Assistant Secretaries approval.

Position Requirements	Device Recommendation
Majority of the work day is in the field and immediate communication/ connectivity is required	Tablet, docking station, data plan, smart phone /cell phone
Majority of the work day is in the field and immediate communication/ connectivity is not required	Tablet, docking station, no data plan
Positions involved in emergency responses, critical/ timely responses to leadership, government officials, etc.	Desktop or laptop, and smart phone

Accessories

The purchase of accessories for mobile devices may be allowable with proper business justification. Accessories are not considered part of the functional unit and do not increase the value of a device when determining if an item should be capitalized.

(Posted on 08/02/16)

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Microwaves

A microwave is authorized to be purchased if there is a specific business reason to heat an item, such as thawing a lab sample for testing.

Microwaves may also be purchased to heat food and beverages for employees when the worksite is isolated and the employees may not leave the worksite for extended periods of time for public safety type issues, such as emergency control centers and bridge tender worksites.

Microwaves may also be purchased for break rooms as part of an official construction or renovation project for a State owned facility, as long as the purchase is made from the FCO appropriation. Latter replacement of these microwaves may use expense dollars and must state that the microwave was originally purchased with State funds.

All purchases of microwaves must include justification related to one of the three reasons above.

(Posted on 07/19/04)

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Moving Expenses

Employee moving expenses are considered perquisites (see topic – Perquisites) and require the approval of the agency head or head designee. The approval of the expenses must be acquired prior to the move. Allowable moving expenses include the costs associated with the move of household goods with the use of a common carrier, a state-owned vehicle or a rental truck/trailer. **Moving expenses cannot be paid using a P-Card.**

Moving expense payment requests should include:

- An invoice;
- Purchase order;
- Agency head/designee approval;
- Statement explaining why the moving expense is in the best interest of the state.
- Sufficient information to permit a determination of the proper taxation and reporting of the payment, including the locations of former and new principal places of work and residence, and the distance between them.

The following moving expense items are not allowed:

- Packing, loading transporting and unloading of household goods in excess of 15,000 pounds
- Storage and unpacking
- Additional insurance beyond the normal liability of the common carrier
- Cleaning of any old or new residence in connection with an authorized move

For guidance, contact the Human Resources Office.

(Revised on 7/29/13)

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Notary Public Stamp

A notary commission and seal may be purchased if there is a need to notarize documents for official FDOT business purposes within the office. An FDOT notary may also purchase the errors and omissions insurance policy. Prior approval is required for the purchase of notary insurance. A business justification must be submitted. Send all requests to the Disbursements Operations Office (DOO) at dooqas@dot.state.fl.us. The requests will then be forwarded to the General Counsel's office for final approval. No other supplemental insurance policy may be purchased.

(Posted on 08/02/16)

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PE Seals

The Department can purchase a PE Seal only if the duties of a position require an employee to seal documents for the Department. A statement explaining that the employee's duties require him to seal documents for the Department must be included with the purchasing/payment records.

(Posted on 06/09/05)

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Parking Fees

See "Travel-Parking Fees"

(Posted on 08/03/09)

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Perquisites

A perquisite is an item or service provided by an employer that provides a benefit in the form of additional compensation or a reduction of the personal expenses for the receiving employee. DMS (Department of Management Services) has identified certain items that agencies may provide as perquisites on the Approved Perquisite Categories list. Perquisite items that have been approved by the Department may be purchased directly by the Department or a monetary allowance may be given to employees to purchase the item themselves. All positions receiving perquisites must be designated as eligible for perquisites in People First. Contact your Personnel Office for guidance on designating positions and for processing monetary allowances. The Personnel Officer approves, under delegation from the Secretary, all requests for items on the DMS Approved Perquisite Categories list, which includes uniforms, allowances for shoes and uniform cleaning, by receiving, reviewing and signing the Request for Approval of Perquisites or Sale of Goods and Services.

The most common perquisites provided by the Department are uniforms and safety shoes. Depending on how the item or service is provided to the employee who occupies a position designated eligible for this benefit, will determine if the perquisite is taxable and reportable as income on the employee's W-2 form. If uniforms and/or shoes are purchased or rented directly by the Department and provided to the employee for safety, security, or health purposes and are not suitable for everyday wear, the item is not taxable and will not be reported as income. If a monetary allowance is paid directly to the employee for shoes or uniform cleaning, the amount is taxable and will be reported as income on the employee's W-2 form.

All positions receiving perquisites are reviewed and must have been approved each fiscal year by the DOT Personnel Officer (as delegated by the Secretary). The Personnel Officer provides written evidence of all approved perquisites to DFS (Department of Financial Services) at the beginning of each fiscal year. The approval will be kept on file at DFS so

the Department will not have to submit the approval with each payment processed for perquisites. This approved perquisite list is also available on the Disbursement Operations SharePoint Site

Items purchased under the ADA (Americans with Disabilities Act) as a reasonable accommodation for an employee are generally not considered to be perquisites.

(Posted on 04/29/09)

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Pesticide Applicator License

The Department of Agriculture license fee for a pesticide applicator license can be purchased for an employee to become a "public applicator" as long as their job duties include applying pesticides. However, the State cannot pay for the license if the application of pesticides is a requirement to obtain the position. The difference may be a bit confusing, but the State cannot require an individual to have a pesticide license to be able to obtain the job, and then pay for the license after they are in the position.

[Ref: FS 487.021(55) and FAC 69I-40.002(25)]

(Posted on 06/29/04)

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Photographs of the Agency Head and Other Departmental Officials

Press Inquiries
The Central and District Public Information Offices can spend state funds to provide photographs or digital media of the Agency Head and other Department leaders for press inquiries.

Public Display
Framed photographs of the current Agency Head or current District Secretaries to be used for display in public buildings must be approved by DFS (Department of Financial Services) **prior** to purchase. DFS will review each request on a case by case basis taking into consideration the public purpose and the cost. You can request approval to purchase photographs and/or frames by sending a written statement explaining the public purpose and the cost to the Office of Comptroller DOO (Disbursement Operations Office) at MS 42. DOO will then forward the request to DFS and notify you of their determination.

(Posted on 03/15/07)

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Picnic Tables

The purchase of any picnic table not included in the budget for an FCO (Fixed Capital Outlay) or construction project must be approved by the DFS (Department of Financial

Services) prior to purchase. You can request approval to purchase a picnic table by sending an email to the Office of Comptroller DOO Quality Assurance Section at dooqas@dot.state.fl.us. The request must include a written justification along with the cost of the item(s) to be purchased.

DOO will log the request and then forward it to DFS. If DFS approves the purchase DOO will send the approval to you to include with the invoice payment package or the P-Card Monthly Paid Transaction report along with the original receipt. If DFS does not approve the purchase DOO will notify you by email.

(Revised on 2/6/13)

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Plants – Indoor (Live and Artificial)

Unless specifically authorized by law, live and artificial indoor plants are considered decorative items and cannot be purchased. [Ref: DFS Reference Guide for State Expenditures – Prohibited Expenditures] The Department of Financial Services requires a reference to where the purchase is specifically authorized by law before they will approve using State funds to pay for live and artificial indoor plants. At this time we know of no specific authorization, by law, authorizing the purchase of live and artificial indoor plants.

(Posted on 07/19/06)

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Postage

Postage for official business is authorized to be purchased. If an invoice/receipt is not obtained from the Post Office, an invoice can be created on Department letterhead stating the U.S. Postal Service address and the amount of postage. The invoice/letter must also contain the following information, as applicable:

- Metered Postage – include the postage meter number
- Stamps – include the quantity and denomination
- Bulk Mail Permits – include the permit number

(Posted on 08/23/04)

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Posters

Posters can be purchased for training and motivational purposes only; they cannot be purchased for decoration. They must be hung in public areas and cannot be used for private offices. For example, motivational posters can be purchased for a training room/conference room.

If the poster needs to be framed, the framing should be done as economically as possible. Keep in mind the intent of the poster is for training and not for decoration.
A statement that the poster is for training and that it is hung in a public area must be included with the payment request.

(Posted on 01/31/05)

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Promotional Items

The department may purchase promotional items as part of public information and education campaigns for the promotion of scenic highways, traffic and train safety awareness, alternatives to single-occupant vehicle travel, and commercial motor vehicle safety. Promotional items cannot be purchased unless there specific authority for the agency to procure the item. Payment for these authorized promotional expenses must cite the authority from FS 334.044 (5).

The department is also authorized to purchase promotional items to advertise the Rail Program, [Ref: FS 341.302(17) (c)] and the advantages of using the Turnpike systems. [Ref: FS 338.161 and FS 338.2216]

Procedures for the purchase of promotional items are detailed in the "Commodities & Contractual Services Procurement Manual" located on the Procurement Office Website

Any other program must have specific statutory authority before promotional items can be purchased.

(Revised on 03/15/12)

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Reasonable Accommodations / ADA (Americans with Disabilities Act) Payments

A reasonable accommodation is when an item is purchased to satisfy a need generated by the specific condition of an employee, rather than the need of the Department. In other words, if the specific employee was not in that specific personal condition, the item would not be needed by DOT.

You cannot purchase any item as a reasonable accommodation unless the employee meets the conditions of the ADA and prior approval is obtained by the EOO (Equal Opportunity Office). For guidance, see DOT Procedure 275-000-001, ADA Request for Recommendation for Payment of Reasonable Accommodation. If the request for reasonable accommodation is approved, the EOO will provide you an approval letter.

Since ADA related payments are considered confidential, the payment guidance described below must be followed:

Payment by P-Card

Processing the Payment

A copy of the EOO approval letter must be provided to the cardholder or delegate before payment can be made using the P-Card.

When processing the charge in FLAIR, ensure that description fields do not include information that may identify the employee approved for ADA accommodation and/or their medical condition.

Filing the Payment Documents with the Personnel Office

The cardholder or delegate must forward the original payment documents (the invoice and any other supporting documents) to the EOO to be included in the employee confidential files. When forwarding the documents be sure to include a memo addressed to the EOO Manager and place the package in a sealed envelope marked "confidential".

The memo (click here for a sample) must include the following statements:

(1) the payment records are being maintained by the Equal Opportunity Office due to confidentiality requirements and
(2) the documents can only be reviewed with the proper authorization (i.e. court order or subpoena)

Maintaining the Official Payment Records

You will need to identify the ADA item on the P-Card's Monthly Paid Transaction Report and attach a copy of the memo that is addressed to the EOO Manager. The memo listing the required statements should be the **only** document related to the ADA purchase that is maintained with the Monthly Paid Transaction Report.

In accordance with the DFS (Department of Financial Services) Reference Guide for State Expenditures – "Americans with Disabilities Act", all related payment records must be maintained by the agency for seven years. These records will be maintained in the confidential file by the EOO.

Payment by your DOO/FSO

Include a copy of the EOO approval letter when submitting the payment request to your DOO/FSO for processing. Your DOO/FSO will follow the same guidance and requirements as stated in the sections above to ensure that:

1. Confidentiality is maintained when processing the payment.
2. The payment documents are appropriately forwarded to the EOO.
3. The DOO/FSO official payment records are properly maintained.

(Posted on 12/24/14)

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Refrigerators

A refrigerator is authorized to be purchased if there is a specific business reason to keep items refrigerated, such as to store lab samples for testing.

Refrigerators may also be purchased to refrigerate food and beverages for employees when the worksite is isolated and the employees may not leave the worksite for extended periods of time for public safety type issues, such as emergency control centers and bridge tender worksites.

Refrigerators may also be purchased for break rooms as part of an official construction or renovation project for a State owned facility, as long as the purchase is made from the FCO appropriation. Latter replacement of these refrigerators may use expense dollars and must state that the refrigerator was originally purchased with State funds.

All purchases of refrigerators must include justification related to one of the three reasons above.

(Posted on 07/12/04)

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Registration Fees

Registration fees can be paid for by the Department for an employee to attend a conference (also defined as a convention, seminar, workshop, symposium, or exposition) that is directly related to departmental business or training courses that directly relate to the employee's current job duties. Registration fees for training courses must be approved by a District or Assistant Secretary (see "Requirements for Certain Purchases – Training Costs").

If the conference or training course involves travel then the travel must be approved by the Secretary as mission critical (see "Travel – Mission Critical Travel Requirements").

The payment documentation for conference registration fees must include a copy of the registration form, the agenda pages that itemize the fees and justification explaining the benefit to the Department for attending the conference that requires the registration fee. Meals that are included in a registration fee paid with State funds cannot be claimed by the employee [see "Travel - Meals Included in Registration Fees"].

The payment documentation for training course registration fees must include a justification relating the training to the employee's current job duties and an approval from the appropriate District or Assistant Secretary.

All registration fees (including fees that involve travel) must use object code 461601.

Note: The Department does **not** have the authority to charge or collect registration fees from participants attending any Department meetings [see "Guidelines for Hosting/Attending Meetings – FDOT Meetings"].

Conferences with Optional Functions/Fees

For a particular conference, more than one registration fee may be offered. You must select the appropriate fee(s) that covers the function, activities, etc. that are directly related to Departmental business.

No special approvals are required if optional functions result in no additional cost.

If you choose a higher optional registration fee that includes alternate/additional functions that are **within** the main official business purpose of the conference, then no special approval is required. An example of this would be if you were registering for a Road and Bridge Conference and the host offered an additional Road and Bridge workshop the day before the main conference started for an additional $100 in registration fees.

If you choose a higher optional registration fee for an event(s) such as a banquet, reception, or awards ceremony, the higher cost will not be reimbursed unless there is an official business need to attend the event(s). If this is the case, you must state your specific business reason for **each** event and obtain prior approval from your Assistant/District Secretary to attend **each** event. See "Requirements for Certain Purchases - Events (Banquets and Other Social Activities)" for the approval requirements and further guidance.

Payment by FDOT

Registrations fees should be paid with the P-Card and all receipts and documentation must be maintained with the Monthly Paid Transaction Report. If the P-Card transaction is for a registration fee for multiple employees, then documentation that lists the names of each attendee must be provided and included in the payment record. If the employee is traveling, the registration fee information must be listed on page 2c of the Travel form [see "P-Card – Travel P-Card Charges & Receipts"]

If the P-Card is not accepted, then the vendor's registration form/invoice must be completed by the cost center and signed by the authorized official. The completed form must be submitted to the FSO/DOO for payment processing along with the required documentation to be maintained with the payment record. The following accounting information must be written on the registration form/invoice or included:

- Vendor's F.E.ID (Federal Identification Number)
- Org code
- EO (expansion option)
- Object code
- Category (and category year, if applicable)
- Work activity code
- Project ID
- Federal billing indicator (Participating=0/Non-participating=1)

Payment by Employee

In some instances the P-Card may not be accepted and you may have to pay a registration fee "out-of-pocket". If you are traveling the registration fee should be claimed on the Travel Form as an incidental expense. If you are not traveling, you can be reimbursed by completing an IRV (Individual Reimbursement Voucher). When requesting

reimbursement, the IRV must include a statement explaining why no other payment method was used as well as a statement that no travel cost were incurred.

If the vendor requires payment for a registration fee in advance, please see the requirements set forth in the topic, "Invoice Processing – Advance Payments."

For additional guidance, see these related topics:
"Requirements for Certain Purchases –Events (Banquets and Other Social Activities)"
"Requirements for Certain Purchases – Tuition"
"Travel – Meals Included in Registration Fees"
"Travel – Mission Critical Travel Requirements"

(Updated on 4/16/12)

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Renovations to Leased Buildings

Renovations or modifications to a leased/rented building are allowable if there is a business need. A statement of the business reason for the renovation must accompany the payment request. Any renovations made for decorative or cosmetic reasons are not appropriate. An example of an appropriate renovation would be constructing a room or closet to secure special equipment.

The Department can execute a contractual agreement directly with the landlord or building owner to do the renovations. According to the Department of Management

Services a separate contract should be executed instead of amending the original lease agreement. Another method is to obtain written approval or authorization from the landlord/owner to renovate and issue a contractual agreement directly to a contractor.

Renovations to leased buildings costing $100,000 or more are classified as leasehold improvements and must be recorded as such in FLAIR. Contact the General Accounting Office Property Section for information on the accounting requirements for leasehold improvements.

(Posted on 06/22/06)

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Safety Shoes

Items that are required by the department for safety, security or health purposes, such as uniforms, safety equipment, special footwear, protective clothing, etc. can be purchased by the State. If the agency purchases these items directly (by P-Card, PO, etc.) the items will be considered non-reportable/nontaxable events for federal tax purposes.

The items can either be purchased singularly or in bulk for distribution on an as needed basis. When submitting the payment request, ensure to indicate that the purchase is for

safety reasons. Also, indicate who will be in receipt of the equipment. If the purchase was made in bulk, it must be stated on the payment request.

When items that were purchased in bulk are distributed, the cost center must maintain a list of the employees who are receiving the items.

(Posted on 10/22/05)

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Shirts/Clothing (other than uniforms and safety)

Purchasing shirts or other articles of clothing for other than safety gear and official uniform programs is not allowable. If you feel you have business needs outside these perimeters, send an email to the Office of Comptroller DOO Quality Assurance Section at dooqas@dot.state.fl.us. Clothing provided to employees by an employer could be considered a perquisite and may need to be reported as income for IRS tax purposes. [Ref: Requirements for Certain Purchases – Perquisites]

(Posted on 08/02/16)

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Space Heaters

Since space heaters are normally considered a personal convenience item for an employee, they are normally not authorized to be purchased. If you feel the temperature in your work area is not adequate, have your building manager/landlord test the temperature of the area in question. The building manager/landlord may be required to bring the temperature to an adequate level. An example of when a space heater would be an allowable purchase; heating a work area in a two sided, non-A/C, covered outdoor work bay that would otherwise become too cold for employees to work in.

All purchases must include an appropriate justification/explanation for the purchase.

(Posted on 09/01/04)

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State Seals

State Seals may be purchased only if artwork was approved in the budget for the construction of the original building. The Department of Management Services maintains the documentation stating the specific budget allowances of each construction project for the State of Florida. A copy of this documentation must be submitted with the payment request along with a justification/explanation stating the reason for the purchase.

If the purchase is allowable, then the State Seals must be displayed in an area for public viewing (i.e. lobby) and cannot be used for decoration in a private office. [Ref: 255.043,

Florida Statute; and DFS' "Reference Guide for State Expenditures – Artwork in State Building"]

(Posted on 05/25/05)

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Statutes Florida

The Florida Statutes are available online at the Florida Senate website. Employees are encouraged to use the website in lieu of purchasing hard bound copies. If hardbound copies are required, they must be justified and approved by an Assistant Secretary or District Secretary. Purchases should be made by warrant, journal transfer or the P-Card. If payment is made by warrant or journal transfer a discount is offered and the State Agency discount form should be used.

A discount is not offered for orders placed with the P-Card and the standard order form should be used.

Submit the appropriate form, justification, and approval to the appropriate FSO/DOO for payment processing.

(Revised on 3/9/12)

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Surplus Property (Sale of)

The Department of Financial Services has approved the use of the P-Card to pay for fees associated with the sale of surplus property through websites such as eBay. However, you must receive prior approval from your Director of Administration for each item that you propose to sell on-line. See Support Services Procedure 350-090-005, Surplus Property Disposal, for information concerning the proper disposal of surplus property.

(Posted on 5/31/06)

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Toner

Toner can be purchased for DOT owned or leased equipment with approval by the Cost Center Manager or Authorized Official. Discretion should be used when purchasing toner for small, desktop printers. For cost effective reasons more efficient equipment should be used for high volume print jobs.

[Ref: Requirements for Certain Purchases – Desktop Printers]

(Posted on 4/26/12)

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Training Costs

Training related items such as books, course materials, instructor fees/costs, and registration fees for training courses, require approval by a District or Assistant Secretary. If the training is for a specific employee(s) justification is also required which relates the training to the employee's current job duties.

If the training course involves travel then the travel must be approved by the Secretary as mission critical (see "Travel – Mission Critical Travel Requirements"). For trainings hosted by FDOT, see "FDOT Meetings" for guidance.

Purchase of items for prizes or to promote training is not allowed unless specifically authorized by Florida Statute.

(Updated on 2/10/15)

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Tuition

DOT Procedure 250-050-005 Tuition Payment for Educational Courses outlines the specific requirements for the Department to pay tuition costs for an employee. The course(s) taken must be directly related to the employee's current job position. The Department cannot pay for classes/courses that will primarily benefit the employee. (For example, a class that will prepare an employee for a promotion cannot be paid with state funds.)

There are three situations in which tuition can be paid or reimbursed by the Department:

- management/supervisor requires an employee to take a course
- a course is provided for a group of employees and
- employee elects to take a course and management/supervisor approves reimbursement

A statement that the course is directly related to the employee's current job position must be submitted with the payment request or attached to the P-Card Monthly Paid Transaction Report in all three situations described below.

Courses that are required by management

The P-Card should be used to pay for courses required by management. The tuition receipt must be maintained with the Monthly Paid Transaction Report. If the institution will not accept the P-Card an MFMP (MyFloridaMarketPlace) Direct Order may be used.

The Department can also pay for the required lab fees, course books and materials, and any other cost that is directly related to the course.

Management must provide a justification for the course. The justification along with a copy of the tuition receipt and any other related receipts must be attached to the payment request when submitted to the appropriate DOO/FSO (Disbursement Operations Office/Financial Services Office).

Contracted courses that are provided for a group of employees

The P-Card should be used to pay for contracted courses provided for a group of employees. A copy of the Letter of Agreement Tuition Payment for Educational Courses (Form 250-050-06) and tuition receipt must be maintained with the Monthly Paid Transaction Report. If the contractor will not accept the P-Card an MFMP Direct Order or a written agreement may be used. A copy of the Educational Reimbursement Program Letter of Agreement and tuition receipt must be attached to the payment request when submitted to the appropriate DOO/FSO for payment.

Course books and materials may be included in the contract with the contractor or purchased separately. Any related receipts must be attached to the Monthly Paid Transaction Report if paid by P-Card or submitted to the appropriate DOO/FSO with the payment request.

Courses that an employee elects to take

For an employee to receive reimbursement for tuition an Individual Reimbursement Voucher (Form 350-030-01) should be submitted to the appropriate DOO/FSO. The following must be attached to the payment request when submitted for payment: a grade report showing that a "C" or better was earned or a copy of the official certification of completion, along with the tuition receipt, and the approved Educational Reimbursement Program Letter of Agreement (Form 250-050-05).

Required lab fees, course books and materials, and any other cost that is directly related to the course are not reimbursable for courses that an employee elects to take.

(Posted on 05/01/06)

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Vaccinations

Vaccinations are not normally authorized expenditures.

Motor Carrier Compliance employees in high risk positions, such as those who are likely to be exposed to blood-born pathogens, may be recommended to receive vaccinations (such as Small Pox and Hepatitis B) in accordance with the Motor Carrier Compliance Office Policy Manual, Topic 3-6, Exposure Control Plan. A written statement must be included with the payment package stating that the vaccinations are necessary and in accordance with the Motor Carrier Compliance Office Policy Manual, Topic 3-6, Exposure Control Plan.

[See "Emergency Disbursement Guidance - Vaccinations for Deployment"]

(Posted on 02/16/07)

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Vehicle Extended Warranty

Extended warranties for DOT fleet vehicles should not be purchased. Executive Management determined the warranties are not cost effective based on a study by the DOT Maintenance Office. Also as a result of the study, the Department of Management Services has removed the option for additional/extended warranties from the state contract for vehicles, truck and other mobile equipment.

(Posted on 06/12/06)

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Wellness Classes

Personal wellness is providing employees an active process of becoming aware of and making choices towards a more successful social, occupational, spiritual, physical, intellectual, and/or emotional existence. Some examples are training related to nutrition, exercise, stress, quit smoking, etc. The opinion of Department of Financial Services is that without specific statutory authority or line item appropriation we may not use state funds for personal wellness.

Check with your Personnel office to see if any official programs have been authorized for the Department.

(Posted on 09/01/04)

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Travel

Travelers must choose the most economical air carrier considering factors such as time and productivity of the traveler, cost of transportation, per diem/subsistence costs, cancellation fees and any additional costs (such as baggage fees). Travelers are required to use coach/economy class; any other class must be justified with a business reason. Justification may be required for one-way ticket purchases or any other fees that appear excessive.

Baggage Fees

Baggage fees charged by commercial carriers to transport personal luggage or business materials/equipment can be reimbursed. Receipts for baggage fees are required. Reimbursement for more than one bag requires justification. Travelers should list these charges on the Travel Form under "Incidental Expenses" using object code 261049.

Additional fees, such as overweight baggage, may be charged by the airline but will not be reimbursed unless supported with a business justification.

Flight Cancellations/Delays

If the carrier offers the traveler an airfare voucher due to an overbooked or cancelled flight, the voucher will be retained by the department for use on future state business. Hotel vouchers offered for overbooked or cancelled flights must be used for state business and the traveler will only be reimbursed meals on the day the voucher is used. If the carrier offers a meal voucher, the traveler must deduct the value of the voucher from their meal allowance/per diem.

In the event that the traveler must return to headquarters earlier than authorized due to business reasons, he may choose an alternate mode of transportation to use for the return trip. Justification must be indicated on the travel form.

Optional Fees

Airlines may have optional fees/upgrades that are not included in the base airfare such as preferred seating and priority boarding. These are considered personal preferences for the traveler and will not be reimbursed. Optional fees may appear in "bundle" packages that also include allowable charges. If the allowable charges cannot be separated then the entire cost of the bundle package will not be reimbursed.

Ticket Cancellations/Change Fees

Penalties incurred due to ticket cancellations or flight changes are paid from state funds for the following circumstances only: A) the costs were required to conduct State business, B) death in the traveler's immediate family, or C) the traveler becomes ill.

Travel Agent Fees

Travel agency/agent fees can be reimbursed. Travelers should list these charges on the Travel Form under "Incidental Expenses" using object code 261049.

Lost Airline Tickets

If an airline ticket is lost due to the negligence of the traveler, the agency is not responsible for reimbursement of any additional costs or associated charges to replace the ticket.
See "Travel – Travel Insurance"

(Revised on 4/1/2016)

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Aircraft

Private Aircraft

A traveler who pilots his or her own aircraft for state business may claim the current mileage rate as specified in Section 112.061(7), Florida Statutes, or the most economical commercial direct airfare available for the same trip. Documentation of the cost of the commercial airfare is required to be submitted with the travel forms for reimbursement.

A passenger on a private aircraft may be reimbursed for the actual amount charged and paid up to the amount of the most economical direct commercial airfare available for the trip, even though the owner or pilot of the aircraft is also entitled to transportation expense for the same flight.

The following examples illustrate how pilots and passengers may be reimbursed.

- Example #1 - The chairman takes his private plane and picks up three other commissioners but doesn't charge them anything for the flight. In this case only the chairman would be eligible to claim reimbursement (of either the mileage or the most economical commercial airfare for the same trip for one traveler). The chairman cannot claim reimbursement for what the passengers would have paid. The passengers would not be able to claim anything.
- Example #2 – The chairman takes his private plane, picks up three commissioners, and charges them $250 each. That payment is handled directly between the chairman and the other commissioners. The chairman can then claim either the mileage or the most economical commercial airfare for the same trip (one traveler). The passengers would be able to claim either $250 or the most economical commercial airfare, whichever is less.

If there is no direct commercial airfare available, reimbursement is limited to the mileage rate or the most economical direct commercial airfare closest to the point of origin and the point of destination.

Reimbursement will not be allowed for expenditures related to operation, maintenance, and ownership when a privately owned aircraft is used for state business.

Rental Aircraft

If rented aircraft is used, the pilot may be reimbursed the lesser of the actual cost to rent the aircraft or the most economical commercial direct airfare for the same trip. The most economical direct airfare means a commercial flight between the same points of travel as the rental flight.

If there are additional travelers as passengers, the pilot may be reimbursed the lesser of the actual cost to rent the aircraft or the total airfare that would have been paid by the pilot and the passengers for the most economical commercial direct airfare for the same trip. The pilot and the passengers may claim a pro rata share of the allowable reimbursement.

If there is no direct commercial airfare available, reimbursement is limited to the most economical direct commercial airfare closest to the point of origin and the point of destination or the lesser of the actual cost to rent the aircraft.

[Ref: F.A.C 69I-42.008]

(Revised on 8/23/13)

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Airfare and the State Contract

The State Airfare Contract with AirTran expired on 11/14/04. Until a new State airfare contract is established, travelers should use the air carrier offering the most economical fare available (coach or tourist class).

When determining the most economical airfare, travelers should take into consideration their time and productivity, cost of transportation, per diem/subsistence, and any cancellation fees associated with using the air carrier.

(Posted on 07/21/04)

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Approval Requirements

All Travel Forms must be signed by the traveler in order to be processed for payment. Travel Forms must also be approved by the cost center manager, who has a current, approved **Payment Authorization Form (#350-000-05)** on file with the appropriate disbursement office. Travel Forms may not be approved by employees who are subordinate to the individual traveling (according to the defined organizational unit).

Only those individuals listed below are allowed to approve their own travel authorization and reimbursement of travel expenses, unless otherwise outlined in the *Mission Critical Travel Requirements* topic of this handbook:

- Secretary
- Assistant Secretary (for in-state travel only)
- District Secretary and Turnpike and Rail Executive Directors (for in-state travel only)
- Executive Directors of Commissions affiliated with the Department (including MPOAC Executive Director)

Authorization to Travel

The Authorization Form (page 1) of Travel Form (#300-000-01) must be completed for all travel except for the following:

- Routine Class "C" travel with NO expenses or registration fees (check with your District FSO since some Districts still require authorization for this type of travel);
- Vicinity travel in Washington, D.C for the Legislative Program Administrator position headquartered in Washington, D.C;
- Travel by Commissioners (unless attending a conference or convention);

The Authorization Form must be signed and dated by the cost center manager prior to departure. If verbal approval is given, the cost center manager must sign the Authorization Form upon the traveler's return to headquarters and include an explanation that verbal approval was given prior to departure.

Additional approvals are required for the following travel conditions:

- Non-DOT employee travel must be approved by a senior manager (SMS level or above).
- Lodging less than 50 miles from traveler's official headquarters must be approved by the Secretary;
- Foreign and Out-of-State Travel must be approved by the Secretary;
- Conferences, training, and administrative travel must be approved by the Secretary. [See "Travel – Mission Critical Travel Requirements"]
- Hotel nightly room rate exceeding $150.00 (**only** pertains to travel related to external audit and investigation activities, external litigation activities not planned by the Department and emergency management activities) requires **preapproval** by the Secretary using the Hotel Cost Exemption Request Form.

These approvals should be notated by the appropriate official in the "Other Signature Requirements" section of the Travel Authorization Form prior to departure. It is also acceptable to attach the written approval to the Travel Form. When the Secretary or an Assistant Secretary has approved the Travel Authorization Section of the Travel Form, they are not required to sign the Travel Reimbursement Section unless the traveler reports directly to them.

Reimbursement of Travel Expenses

The Reimbursement of Travel Expenses Section (page 2A) of Travel Form (#300-000-01) must be completed in order to be reimbursed for travel related expenses (see form for instructions). The Travel Form must be signed and dated by the traveler and the appropriate authorized official in order to be processed for payment.

A Travel Form is considered to be an invoice and must be processed in accordance with Section 215.422, Florida Statutes. In order to comply with the statute, cost centers should mark the Travel Form as "Received" immediately upon receipt from the traveler. This can be done by using a date stamp or by clearly notating the date the form was received along with the receiver's signature. The authorized official should approve and submit the Travel Form to the FSO/DOO within five (5) calendar days from the date of receipt.

[See "Travel – Mission Critical Travel Requirements", "Travel – Non-DOT Employee Travel"]

(Revised on 7/18/2016)

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Blocked Rooms

If a manager reserves a block of hotel rooms for a conference, convention, training, etc. a hotel reimbursement rate is established. If a traveler elects to stay in a hotel room with a higher rate, the manager can limit the traveler's hotel reimbursement rate to the established limit.

For example, a block room rate is $70.00 and a traveler opts to pay $85.00 for a room at a different hotel. The manager could limit the traveler's reimbursement to $70.00 per night.

(Posted on 10/22/04)

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Candidates for Executive or Professional Positions

A candidate interviewing for an executive or professional position with DOT may be reimbursed for their travel expenses, in accordance with Subsection 112.061(3)(d) F.S. The hiring manager for the position **must** obtain **prior** written approval from the Secretary or his or her designee before informing a candidate that their travel expenses will be reimbursed. All travel reimbursement requirements remain the same. Be sure to inform the candidate what will and will not be reimbursed. The approval must be attached to the travel reimbursement request. **Note:** If you have any questions regarding whether a position is executive or professional, contact your Personnel Office.

(Posted on 11/06/06)

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Change in Travel for Business Reasons

If a traveler is authorized by management to change their appointment or assignment while on official state business, they may continue to be reimbursed for travel related expenses. Travelers should be prepared to justify any additional expenses incurred as a result of these changes.

If management directs an employee to terminate his travel and return to his headquarters due to a business need, the traveler will be reimbursed for any costs that he could not avoid. A statement explaining the unforeseen costs incurred must be submitted with the Travel Reimbursement Form.

[See also "Travel – Illness or Injury While in Travel Status", "Travel – Personal Leave", "Travel – Weekends or Holidays"]

(Posted on 04/29/11)

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Commissioner Travel

Please refer to the Non-DOT Employee Travel topic for guidance.

(Posted on 04/12/11)

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Consultant/Vendor Travel

Travel expenses for consultants are generally paid through a contract or written agreement. These expenses are paid directly to the vendor and must include DOT Form #300-000-06, Contractor Travel Form, as supporting documentation. Sub-consultants associated with a written agreement must also use this documentation. Direct reimbursement to the consultant traveler or use of a state purchasing card for these travel expenses is prohibited.

Consultants, contractors, or subcontractors that are not affiliated with an executed contract may be reimbursed directly for travel expenses if approved by SMS level management. These individuals must submit their reimbursement request on DOT Form #300-000-01, Travel Form, and include an explanation for the travel and the SMS approval. The state purchasing card may be used in these situations if approved by management.

Reimbursement for these individuals must be in accordance with Section 112.061, F.S. and comply with the same travel rules as DOT employees. Some specific topics relating to consultant travel are discussed below.

Hotel Charges
For contracts executed on or after August 1, 2016, FDOT will only reimburse overnight lodging/hotel room rates up to $150.00 per night (excluding taxes and fees).

Rental Car Charges
Consultants/Vendors contracted to provide services to the department may use the state contract when conducting State business. Written authorization, on department letterhead, must be presented to Enterprise/National before the rental agreement is signed. The Consultant/Vendor Rental Car Authorization must state that the Consultant/Vendor is authorized by the State to travel on state business and to rent a vehicle. Enterprise/National will provide Business Use insurance coverage and include the collision/loss damage waiver. All other insurance purchases will **not** be reimbursed.

Consultants/Vendors may use the state rental car contract; however, they should still use the most economical mode of transportation. Travelers will only be reimbursed for a compact car, unless they include appropriate business related justification for a larger vehicle. Any other vehicle size must be justified. If an upgraded vehicle is used without

sufficient business justification the consultant must provide documentation that confirms the compact rate at the time of travel. If this information is not available the consultant will be reimbursed the lesser of the current compact rate on the day the reimbursement is processed or the consultant/vendor's contracted compact rate.

See "Travel – Rental Car" for additional information.

Insurance Charges
The state does not have authority to reimburse any insurance charges (such as PAI - Personal Accident Insurance, PEP – Personal Effects Protection, ALI – Additional Liability Insurance, or Travel Insurance) relating to rental vehicles or other equipment. This includes CDW (Collision Damage Waiver) coverage for non-DOT employees. These charges purchased at the time of the rental will **not** be reimbursed.

Signature Requirements
The DOT Form #300-000-06, Contractor Travel Form, should be signed by the traveler and included in the documentation for reimbursement. The travel form must also be signed by the consultant's supervisor or an appropriate official from the vendor. If the traveler is the president of the company or "self-employed" no additional signatures are necessary.

DOT Form #300-000-01, Travel Form, must be signed by an appropriate authorized official in order to reimburse the consultant directly. The consultant must also provide their social security number in order for payment to be issued.

[Ref: F.S. 112.061, 287.022, "Requirements for Certain Purchases – Insurance"]

(Revised on 7/18/16)

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Foreign Travel

Due to the rare nature of foreign travel, it is recommended that you contact your Financial Services Office for more information regarding the following requirements.

All foreign travel requires prior approval from the Secretary. Travel costs for authorized travelers should be reimbursed at the current rates as specified by the U.S. Department of State, Office of Allowances' federal publications and must comply with the Office of Allowances' "Standardized Regulations (DSSR)". Please see www.state.gov and the DFS Reference Guide for State Expenditures for more information on foreign rates.

Rates for foreign travel shall not begin until the date and time of arrival in the foreign country from the United States and shall terminate on the date and time of departure from the foreign country to the United States. Travel from headquarters to place of departure and return will be reimbursed as Class A or Class B Travel.

When a traveler goes from one foreign location to another, reimbursement for meals and lodging shall be based on the allowance listed for the referenced location during the meal or lodging period. For example, if the traveler departed Rome at 3:00 pm for London, the Rome allowance for breakfast and lunch would be used and the London allowance for dinner and lodging would be used. Per diem should be reimbursed at the rate for the location in which the majority of the quarter was spent, regardless of which area has a higher reimbursement rate.

The state per diem rate (currently $80) may not be combined with reimbursement of foreign travel costs pursuant to the allowances under the federal guidelines for the same travel day. The two methods of reimbursement (state per diem and foreign allowances) cannot be claimed on the same travel day.

[Ref: F.S. 112.061(8)] (Posted on 05/13/11)

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Hotel/Lodging Costs

A traveler has the option by Florida Statue to be reimbursed the current per diem rate **or** the actual lodging cost plus the meal allowance rates. Travelers must make the most economical lodging arrangements taking into consideration the traveler's time, costs for lodging and transportation and other factors such as season and location. Effective for travel occurring on or after August 1, 2016, FDOT will not pay for overnight lodging/hotel room rates that exceed $150.00 per night (excluding taxes and fees). An employee or authorized traveler will be required to expend his or her own funds for paying the daily room rate in excess of $150.00 plus the applicable percentage of fees (other than flat fees). It is preferred that cardholders use their personal credit cards to pay for the amount in excess of the $150.00 nightly rate. If the hotel will not accept two forms of payment, cardholders can use their P-Cards, as long as the amount is deducted from their travel voucher or otherwise reimbursed to the agency.

Example 1: The hotel nightly room rate is $175.00 and there is a $20.00 per night resort fee. The hotel stay was three nights. The breakdown of charges would be as follows:

$150.00 x 3 = $450.00 paid with state funds
$20.00 x 3 = $60.00 paid with state funds
$25.00 (amount over $150 nightly rate) x 3 = $75.00 paid with personal funds

Example 2: The hotel nightly room rate is $175.00 and there is a 2% per night surcharge. The hotel stay was three nights. The breakdown of charges would be as follows:

$150.00 x 3 = $450.00 paid with state funds
$150.00 x 2% = $3.00 x 3 = $9.00 paid with state funds
$25.00 (amount over $150 nightly rate) x 3 = $75.00 paid with personal funds
$25.00 x 2% = $0.50 x 3 = $1.50 paid with personal funds

Travelers may share a room in order for the cost to be $150.00 or less per traveler. In this case, no one sharing a room may claim per diem in lieu of their share of the cost (see "Hotel Expenses – Shared by Travelers").

An itemized hotel receipt must be submitted when seeking reimbursement. The receipt must include the traveler's name as well as the establishment's name, address, and should include the telephone number. Daily lodging charges and other incidental expenditures appearing on the hotel receipt, such as parking, must be itemized on the Travel Form.

Travelers cannot claim lodging within 50 miles of their headquarters or residence (whichever is nearest to the destination) unless justified and expressly approved in advance by the Secretary.

Cancellations

If a traveler needs to cancel their hotel reservation, they must comply with the timeframe stated in the hotel's cancellation policy. If the traveler fails to cancel their reservation within the hotel's timeframe any related charges/costs will be the responsibility of the traveler. The only situation in which a non-cancellation charge is reimbursable is if the traveler's itinerary changes due to business reasons after the hotel's timeframe has been exceeded. Any itinerary changes must be documented and include times/dates and business reasons.

Complimentary Lodging

If you receive a room or lodging at no cost to yourself, you may be eligible to claim per diem. The most common situation which allows you to claim per diem is staying with a friend or relative. Another situation would be if the hotel does not charge you due to a personal inconvenience such as no hot water in your room.

If your room/lodging is paid directly to the hotel by another entity (government, non-profit or private) then you have been provided lodging based on your status as an employee of the Department. Hotel costs over the $150.00/night rate are allowable if paid for in full or partially by another entity as long as the Department's portion of the nightly rate does not exceed $150.00. In this situation you will only be reimbursed meal allowances. Be aware that rooms received from private companies or organizations may violate the Department's ethics policy. If you have questions concerning ethics, contact the DOT Ethics Officer (General Counsel's Office).

If the state has expended funds which directly or indirectly results in procuring a room/lodging, then you may only claim the appropriate meal allowances. The following scenarios are provided as examples:

> *Scenario 1* - The Department directly purchases a block of 10 rooms and receives an additional room at no charge. The traveler staying in the additional room will be reimbursed meal allowances the same as the other travelers. The direct expenditure for lodging by the Department eliminates the traveler's ability to claim per diem.
>
> *Scenario 2* - Your flight is delayed and the airline provides a room or a voucher for a room. Since the room was provided indirectly as a result of the purchase of an airline ticket by the Department, you will only be reimbursed meal allowances.

Travelers whose lodging expense is included in a registration fee can only claim meals, not per diem, on those days that lodging is included in the registration fee.

[Ref: Section 112.061(6)(a) F.S., "Travel – Registration Fees"]

(Revised on 7/18/16)

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Hotel Expenses – Shared by Travelers

When multiple travelers share the same hotel room, they have the following options for reimbursement:

- Split the hotel bill evenly and each claim that portion on their reimbursement form, **or**
- One traveler pays for the room and claims reimbursement for the entire room charge and meal allowance. The other travelers can only claim meal allowance for that day, **or**
- Both travelers claim per diem for the entire trip (not allowed if hotel is paid by P-Card)

You must reference all other travelers in your party and submit a copy of their travel reimbursement form when submitting your individual travel reimbursement form.

(Revised on 7/18/16)

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Hotel Upgrades

The upgrade of a hotel room can be handled the same as a rental car upgrade while an employee is traveling. For example, if the normal rate for an authorized hotel room is $79 and the traveler elects to upgrade the room at the hotel to a $150 room for personal reasons, the traveler can be reimbursed for the $79. The concept is the same as an upgrade on a rental car. When renting a vehicle from the state rental car provider (Enterprise/National) the rental rate is a pre-established rate, but an employee can elect a higher class of car for personal reasons and pay the difference.

Note: What cannot be done is to establish an arbitrary rate (say $100). The starting rate to upgrade from must be the actual established room rate and documented as such on the reimbursement request.

(Posted on 12/14/04)

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Illness or Injury While In Travel Status

Travelers who become ill or injured while on official business for the State will continue to be reimbursed for travel related expenses until they are able to resume their duties or return to their official headquarters, whichever occurs first.

Payment of subsistence during an illness or injury must be approved by the Secretary. This approval can be done via email and/or attached to the reimbursement request.

[Ref: FS 112.061(3)(g)]

(Posted on 01/31/05)

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Laundry, Dry Cleaning, Pressing Services

When official travel extends beyond seven days, dry cleaning, laundry and pressing services are reimbursable, if needed for travel to complete their official business portion of the trip. Receipts must be attached to the travel reimbursement request.

(Posted on 06/24/05)

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Limousines

A limousine is a luxury passenger vehicle that is hired for a set period of time. Generally, limousines are not used as a mode of transportation by travelers and should not be used instead of a taxi. A traveler may be reimbursed for limousine services, however, a justification and cost analysis is required.

Before making arrangements for a business trip that includes the use of a limousine, it is highly recommended that the traveler provides DOO (Disbursement Operations Office) with a copy of the cost analysis for the limousine services. This will give DOO a chance to confirm or disagree that this is the most economical mode of transportation before the traveler incurs any expenses.

Note: Some taxis may use the word “limousine” in the company name. As long as the vehicle is operating as a taxi (see “Travel – Taxi”) it is not considered a limousine.

Original receipts are required for limousine services. If the original receipt is lost, a statement signed by the traveler certifying the cost is required.

Travelers may be reimbursed for tips up to 15% of the actual cost for limousine services. Any amount exceeding the 15% will not be reimbursed. Receipts for tips are not required.

(Posted on 12/23/10)

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Management Directed Termination of Travel

If management directs an employee to terminate his travel and return to his headquarters

due to a business need, the traveler will be reimbursed for any costs that he could not avoid.

A statement explaining the unforeseen cost incurred must be submitted with the Travel Reimbursement Form.

(Posted on 01/18/05)

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Meal Allowance

The meal allowance is an amount provided for breakfast, lunch, and/or dinner on days when you are claiming actual lodging expenses while traveling. To be eligible for the meal allowance, you must be traveling during specific times as shown in the chart below.

Meal	Allowance	Can only be claimed if…
Breakfast	$6.00	Travel begins before 6:00 a.m., and extends beyond 8:00 a.m.
Lunch	$11.00	Travel begins before 12:00 p.m., and extends beyond 2:00 p.m.
Dinner	$19.00	Travel begins before 6:00 p.m., and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignment

Note: If you claim less than the allowed amount for a particular meal, then you must make a statement that you understand that you are entitled to the full, applicable allowance but have voluntarily chosen to claim a lesser amount [Ref: 69I-42.006(4), FAC]

Travelers cannot be reimbursed meal allowances or per diem while in Class C travel status in accordance with Section 112.061(15) F.S.

The meal allowance must be deducted for any meal made available to you that is included in a registration fee paid by the State. This would also apply to any situation where DOT makes a direct payment that results in a meal being provided to a traveler. Situations that require direct payment are rare and most commonly occur during emergencies or when DOT contracts for training at a facility which provides meals and/or lodging, such as the law enforcement academy.

The meal allowance must also be deducted from the travel reimbursement claim anytime a meal is made available at a business function at no cost to the traveler. For example, if you travel to speak at a function as part of your official duties and are provided a meal where the registration fee has been waived, then you must deduct the meal allowance.

However, meals routinely provided to all patrons of a lodging establishment or airline are not required to be deducted from the travel reimbursement claim. For example, a continental breakfast at the hotel is not required to be deducted from the reimbursement claim because the breakfast is routinely provided to all hotel patrons.

For additional guidance, see the following related topics:

- Requirements for Certain Purchases –Events (Banquets and Other Social Activities)
- Travel – Meals Included in Registration Fee
- Travel – Registration Fees
- Travel – Per Diem
- Travel – Travel Classifications

(Revised on 05/13/11)

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Meals Included in Registration Fees

When a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, even if you decide for personal reasons not to eat the meal. [Ref: Subsection 112.061(8)(a)(5)), FS] As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted if included in a registration fee for a conference. A conference can also be defined as a convention, seminar, workshop, symposium, or exposition.

You must attach a copy of the conference program or agenda pages that itemize any meals or lodging that are included in the registration fee to your travel reimbursement form. [Ref: FAC 69I-42.004(3)] If there is no registration fee or the fee is waived, you still must submit the detailed agenda and deduct any meals that were provided during the conference.

Generally, social events such as receptions are not considered a meal for reimbursement purposes. However, you may be required to provide additional information regarding these events if they could possibly be considered a meal.

If you are not able to attend a meal due to official business reasons, the meal allowance may be reimbursed. However, your travel reimbursement request must include a detailed explanation/justification of the official business reason why you were not able to attend the meal.

Ethical Conflict

The DOT Ethics Policy, Topic No. 001-010-020 prohibits DOT employees from accepting gratuities from a vendor/lobbyist that does business with DOT. This would include a vendor/lobbyist sponsoring a social event/meal at a conference that was included in a registration fee. If you have questions concerning the ethics policy or need assistance in making a determination, contact the Department's Ethics Officer.

This type of ethical conflict would be considered an official business reason to not attend a event/meal that was included in a registration fee and therefore you would be authorized to be paid the meal allowance. Your travel reimbursement form must include the statement "In accordance with DOT's ethics policy, I did not attend the (name of event) on (date) that was provided by (vendor name), a vendor/lobbyist that does business with DOT."

If you have an official business reason to still attend an event/meal that was included in a registration fee, but sponsored by a vendor/lobbyist that does business with DOT, then pay for the event/meal and obtain a receipt. You still must obtain approval from an Assistant/District Secretary before you will be reimbursed for the event/meal. Claim the cost of the event/meal on your Travel Form (as an incidental expense) or IRV (Individual Reimbursement Voucher) form and attach the receipt. Also, include a detailed explanation/justification of the official business reason to attend the event/meal **and** add the statement "In accordance with DOT's ethics policy, I paid for the (name of event) on (date) that was provided by (vendor name), a vendor/lobbyist that does business with DOT" on your travel reimbursement form. See "Requirements for Certain Purchases - Events (Banquets and Other Social Activities)" for the approval requirements and further guidance.

ADA (Americans with Disabilities Act)

You may also get reimbursed for a meal included in the registration fee, if you have an approved accommodation under the ADA. See the Equal Opportunity Office for additional guidance on getting an approved accommodation under ADA. If the requirements are met, then the ADA approval must be attached to the travel reimbursement form.

For guidance on related topics, see:

- Requirements for Certain Purchases –Events (Banquets and Other Social Activities)
- Travel – Meal Allowance
- Travel – Registration Fees

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Mission Critical Travel Requirements

In order to comply with Section 119 of HB 5003 implementing the 2016-2017 General Appropriations Act, all state employee travel reimbursement vouchers must include a statement indicating how the travel is critical to the Department's mission. The mission critical statement must also indicate that the use of teleconferencing or other forms of electronic communication was considered as an alternative to travel and the reason these methods were not feasible. The law also requires the Agency Head (Secretary) to approve travel to foreign countries, other states, conferences, staff-training activities or other administrative functions (Note: the term "administrative functions" in this context refers to activities such as award ceremonies and speaking engagements. It does not include normal/routine work of personnel administering/conducting the daily activities of the Department). This requirement is effective for travel authorized after January 27, 2009 and continues through July 1, 2017.

Mission Critical Statement and Travel Authorization Requirements

The Department should not authorize the expenditure of funds on any non-mission critical items, including travel. Travel resulting in a direct expenditure of state funds, either by reimbursement or the use of a P-Card, will continue to require authorization through the use of the Travel Form 300-000-01, page 1-Authorization to Incur Travel Expenses (Travel

Authorization Form). A Travel Authorization Form is also required if travel costs are paid on behalf of a DOT traveler by another entity (such as AASHTO or the federal government). A mission critical statement must be included in the "Benefits to State" box on the Travel Authorization Form or attached to the Travel Authorization Form and must include how the Department's mission will fail without the requested travel.

Examples of Mission Critical Statements:
"Conducting Disadvantaged Business Enterprise on-site reviews has been determined mission critical in order to comply with the on-site review requirement in 49 Code of Federal Regulations Part 26.83. On-site reviews are conducted for all firms applying for Disadvantaged Business Enterprise certification and firms for whom the Department has identified an issue of concern in meeting eligibility requirements. Teleconferencing and other forms of electronic communication were considered, but these methods were not feasible."

"This Quality Assurance Review is critical to the Department's mission as it ensures compliance with Section 334.048(4), Florida Statutes, by verifying that the district office is in compliance with all applicable laws, rules, and procedures in regards to their disbursement and payroll functions. The review and resulting report also provides useful information for department managers to take corrective action when necessary. The review cannot be conducted via electronic or teleconferencing means as it requires on-site reviews of payment vouchers, control mechanisms, warrant handling and separation of duties."

Requirements for "No Cost" Travel

However, for mission critical travel that does not result in a direct expenditure of funds (commonly referred to as "no cost" travel) a Travel Authorization Form is **not** required. This travel is primarily for day trips (Class C) using state vehicles. **Exception**: Travel paid by another entity (such as AASHTO or the federal government) on behalf of a traveler **always** requires an authorization form and a mission critical statement.

Although the Travel Authorization Form is not required, Districts can establish their own policy for the use of the Authorization Form for "no cost" travel.

If a Travel Authorization Form is required for "no cost" travel, then a mission critical statement should be on or attached to the form. If a travel authorization form is not required at the time of the travel, then the traveler must be able to provide a mission critical statement if requested.

Travel Requiring Approval by the Secretary

Travel to foreign countries, other states, conferences, staff-training activities or other administrative functions (such as award ceremonies and speaking engagements) must be determined to be mission critical and approved by the Secretary of the Department. Statewide meetings of Department personnel in a central location in Florida would not require Secretary approval unless the purpose is to conduct or receive training. The guidelines for requesting the Secretary's approval are below.

The approval from the Secretary must be attached to the Travel Form submitted for reimbursement.

Guidelines for Requesting the Secretary's Approval of Out-of-State/Foreign Travel, Conferences, Training and Administrative Travel

1. Prior to requesting approval from the Secretary, the traveler must request and receive concurrence from the cost center manager (individual authorized to approve expenditures for that cost center) and others as may be required within their district, division and/or cost center.
2. Request for approval should then be made to the Secretary by email
3. Subject Line should state: MISSION CRITICAL APPROVAL - MM/DD/YY – MM/DD/YY *(Date of travel)*
4. Information to be included in the body of the email request (Note: Do not use acronyms):
   a. Traveler (multiple travelers may be listed on one request. Estimated cost related to each traveler must be included)
   b. Out-of state/foreign travel, conference or training description
   c. Benefits to state
   d. Why travel is mission critical (must include how the Department's mission will fail without the travel
   e. A statement regarding the consideration of telecommunications (i.e. videoconference, webinar, etc.) and the reason these alternatives are not feasible *(*See examples below*)
   f. Destination (city, state, county)
   g. Estimated cost of travel and a statement that adequate budget is available for the cost of travel and that the cost does fit in the unit spending plan
5. The email containing the request and approval from the Secretary must be attached to the Travel Form submitted for reimbursement.
   a. Generally, the approval will be returned via email.
   b. If the approval is made on a hard copy of the email, the approval will be scanned and returned to the traveler by email or will be returned via inter-office mail.

Blanket Approvals

The Secretary may issue a "blanket approval" memorandum authorizing travel for a group of specified travelers for activities which have been determined to be mission critical and that the use of teleconferencing or other forms of electronic communication was considered, but was not feasible. The request must follow the same format as outlined in the Guidelines for Requesting Secretary Approval shown above and it must identify the specific travelers and their estimated costs. The blanket approval memorandum must be included with each traveler's Travel Form to meet the mission critical requirements.

Another traveler may be substituted for a listed traveler on a one-for-one basis. The Secretary's approval for the substitution is **not** required as long as there is no additional cost. A statement, memo, or email from an authorized official must be included with the blanket approval identifying the original traveler and the substitute.

**** Examples of Mission Critical Statements used to meet the requirements of items 4.d. above:***

"Our Highway Maintenance crew employees had to attend the herbicide training because it is critical to the Department's mission to provide public safety which is directly tied into curbing the overgrowth of invasive species which could impair both the public's clear vision of the roadway as well as impair the Department's mission of maintaining the clear roadways and roadside canals for drainage. The herbicide training that is necessary for

these employees to conduct routine herbicide training is directly tied to the above statements, thereby affording them the opportunity to gain the knowledge and training to conduct their routine duties to slow and/or discontinue the growth of these weeds/plants. The training is not available through electronic means."

"The Florida Transportation Commission, in implementing one of its core missions outlined in s. 339.135, 4(g) 1, F.S., conducts the annual statewide public hearing on the tentative work program and performs an in-depth evaluation of the tentative work program for compliance with applicable laws and departmental policies. Each district secretary/Turnpike Executive Director is required to be in attendance to present an overview of their respective district work program and answer any questions posed by the Commission or public."

"Advanced Maintenance of Traffic Refresher is needed to comply with the Department's Loss Prevention Manual 500-000-015 training requirements for personnel involved in planning, designing, supervising and maintaining work zone safety in accordance with Department Procedure Topic 625-010-010. Advanced Maintenance of Traffic Refresher would cost the Department $3750.00 if we used the University of Florida Technology Transfer Center. Having Shawn Stewart, a Department of Transportation District 2 employee who is a certified instructor for Advanced Maintenance of Traffic, [do the training] would save the Department approximately $3,457.00."

Mission Critical Travel Requirements Matrix

The following matrix is a compilation of requirements for mission critical travel. The cells marked with an asterisk require a determination to be made by each District regarding the need for the Travel Authorization Form. When the District establishes its requirements, the matrix should be modified and made available to all the District's employees.

The mission critical determination needs to be *made* for ALL purposes. However, a mission critical statement does not have to be *written* unless the Travel Authorization Form is required.

Guidance for registration fees that do not require travel can be found in "Requirements for Certain Purchases – Registration Fees"

Guidance for training costs that do not require travel can be found in "Requirements for Certain Purchases – Training Costs"

Travel Status	Travel Type	Requirement		
		Authorization Form	Written Mission Critical Statement	Secretary Approval
Class A or B	Routine/Normal	✓	✓	
	Out-of-State, Foreign, Conferences, Training, Administrative	✓	✓	✓
Class C – With Costs (rental car, parking, tolls, POV)	Routine/Normal	✓	✓	
	Out-of-State, Conferences, Training, Administrative	✓	✓	✓
Class C - With NO Costs for travel or registration fees	Routine/Normal	*	*	
	Out-of-State, Conferences, Training, Administrative	*	*	
Class C Vicinity - With Costs (POV, Parking, Tolls)	Routine/Normal	*	*	
	Conferences, Training, Administrative	*	✓	✓
Class C Vicinity - With NO Costs for travel or registration fees	Routine/Normal	*	*	
	Conferences, Training, Administrative	*	*	

✓ = Required * = Requirement to be determined by District

Class A: Continuous travel of 24 hours or more away from official headquarters
Class B: Continuous travel of less than 24 hours requiring overnight absence from official headquarters
Class C: Travel for a short day trip not requiring overnight absence from official headquarters

(Revised on 6/29/2016)

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Modes of Transportation

The agency head or authorized official must designate the most economical method of transportation for each trip based on the following conditions:

- The nature of the business.
- The most efficient and economical means of travel (considering time of the traveler, cost of transportation and per diem or subsistence required).
- The number of persons making the trip and the amount of equipment being transported.

Travelers with the same itinerary should share the same mode of transportation (state vehicle, rental car, or POV) unless a statement detailing the circumstances justifying otherwise is submitted with the Travel Form. DOT motor pool vehicles must be used whenever available and meet the requirements of the travel. Justification is required if a DOT motor pool vehicle is not used as the mode of transportation.

Travelers must use the most direct route. Reimbursement of expenses will be based only on charges incurred by a usually traveled route. Any additional expenses incurred when a traveler takes an indirect route for personal convenience must be paid by the traveler.

When operating any motor vehicle on official state business, the traveler is required to have a current and valid operator's license appropriate for that vehicle. Other modes of transportation (i.e. train, bus) may be authorized if justified.

[Ref: FS 112.061(8), "Travel – POV", "Travel – Rental Car", "Travel – State Vehicles"]

(Revised on 4/1/2016)

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Non-DOT Employee Travel

A non-DOT employee may be authorized by the agency to incur and be directly reimbursed travel expenses while conducting business on behalf of the Department. Examples of non-DOT employees include, but are not limited to:

- employees of other State agencies who are reimbursed for travel expenses directly by DOT
- temporary personnel not on contract
- State Commissioners
- expert witnesses not on contract
- private citizens traveling at the request of the Department

This information does not apply to contractors or subcontractors.

Authorization for Travel

In-state travel for non-DOT employees must be approved by the Secretary, an Assistant Secretary, a District Secretary, or a Senior Manager. Out-of-state, foreign travel, and travel to conferences/conventions will require prior approval by the Secretary. State Commissioners can obtain this approval from the appropriate Executive Director. These written approvals should be documented and attached to the Travel Form. State Commissioners traveling on behalf of the Department are only required to complete a Travel Authorization Form when attending a conference or convention. A written mission critical statement is required for all individuals traveling on behalf of the Department.

Reimbursement of Expenses

Authorized non-DOT employees may be reimbursed for travel expenses incurred while conducting Department related business. Travelers should ensure the written authorization and justification to travel is submitted with the Travel Form #300-000-01. Non-DOT travelers must adhere to the same travel rules and guidelines as DOT employees. There are unique travel object codes in place to use for the reimbursement of non-DOT employee travel expenses. The complete object code list can be found on the FLAIR Codes page of the Disbursement Operations Office SharePoint site.

[See "Travel – Approval Requirements", "Travel – Consultant/Vendor Travel", "Travel – Mission Critical Travel Requirements",]

(Revised on 4/1/2016)

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Object Code Determination for In-State, Out-of-State, and Foreign Travel

Travel expenses are classified based on where (state, territory, or country) you are conducting official business. For travel within the State of Florida, use In-State travel object code series 261XXX. For travel to another state or territory of the United States (such as American Samoa, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands, and Wake Island), use Out-of-State travel object code series 262XXX. All travel outside the 50 United States and its territories is considered foreign travel, and object code series 263XXX should be used.

For example, if an employee attends a conference in Fajardo, Puerto Rico, then his travel is considered to be out-of-state. However, if a consultant is traveling from Memphis, Tennessee to Tallahassee, Florida to attend a meeting, then his travel is considered to be in-state. If an employee travels to Vancouver, Canada for a training workshop, then his travel is considered to be foreign.

(Posted on 12/14/06)

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Official Headquarters

Official headquarters is the city or town where your office is located. Official headquarters is used as the point of departure and return to determine the travel expenses you are eligible to claim. When an employee is stationed in the field, the official headquarters will be the city or town nearest to where the majority of their work is performed unless otherwise approved in writing by the Secretary or designee. This approval must be submitted with the travel reimbursement request.

When away from your official headquarters, you are only eligible for per diem, meal allowance, and reimbursement of travel expenses for the first thirty (30) workdays. After the 30th workday, the location in which you are conducting official business will be deemed your official headquarters. You will no longer be eligible for subsistence and the reimbursement of travel expenses unless written approval is received from the Secretary. The written approval from the Secretary must be submitted with the travel reimbursement request.

With the Secretary's written approval you are eligible to be reimbursed the necessary travel expenses for one round trip to your home for each 30-day period. Travel will conclude when you return home and begin when you are returning to your temporary duty location. If you leave your temporary duty location to return home overnight, over a

weekend, or during a holiday, you will not be reimbursed for travel expenses in excess of what would have been incurred had you remained at the assigned location. This same requirement would apply if you chose to return to your official headquarters for personal reasons.

[Ref F.S. 112.061(3), "Travel - Weekends or Holidays"]

(Posted on 05/13/11)

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P-Card Charges and Receipts

When travel expenses (i.e. hotel, rental car, air fare) are paid directly by the P-Card, the purchase information must be listed in the Direct Billing section of the Travel Form (page 2c). A copy of the receipt for each item listed must be attached to the Travel Form when submitted for reimbursement.

The original P-Card receipts along with a copy of the Authorization to Incur Travel Expenses (page 1 of the Travel Form, 300-000-01) must be maintained with the Monthly Paid Transaction Report. This is required even if there is no travel reimbursement due to the traveler.

(Posted on 03/09/05)

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Parking Fees

While in Travel Status

The following parking fees incurred while on official business are reimbursable if the related conditions are met. All parking fees should be recorded on the Travel Form under the column titled Incidental Expenses. Receipts are required for all parking fees in excess of $25.00 for each occurrence. If the original receipt is lost, a statement certifying the cost must be signed by the traveler and submitted with the Travel Reimbursement form.

Airport Parking - The most economical parking option should always be used. If the traveler elects to park in an area other than the most economical, they will only be reimbursed at the lower rate unless appropriate business justification is provided.

Mandatory Parking at Hotels – If a hotel charges a mandatory fee for parking (free self-parking is not available), you must state that the charge was mandatory. The statement "mandatory parking fee" can be written on the hotel receipt or Travel Form as justification for the charge. When requesting reimbursement for mandatory hotel parking, separate the parking fee from the hotel room charge and list the parking fee under Incidental Expenses on the Travel Form.

Mandatory Valet Parking at Hotels & Other Business Locations – If valet parking is mandatory (self-parking is not available), you must state that the charge was mandatory. The statement "mandatory valet parking fee" can be written on the hotel receipt or Travel Form as justification for the charge. Actual tips paid for mandatory valet parking at hotels or other businesses are reimbursable up to $1.00 for each occurrence. Tip overages will not be reimbursed.

Metered Parking - Reimbursement should be listed on the Travel Form under Incidental Expenses as "metered parking".

Other Parking Facilities – Parking charges at facilities such as pay lots and garages will be reimbursed if free parking is not available. For example if a traveler parks in a parking garage in order to attend a work-related seminar, the traveler will be reimbursed for the parking garage charge.

At Local Business Locations

Any parking fees described above incurred while on official business in the vicinity of your headquarters (as defined by each District, the Turnpike Enterprise and Central Office) are reimbursable. Receipts are required for all local business parking fees *with the exception of metered parking*. Use the object code 2610XX for local business parking cost.

In order to be reimbursed for these local business parking charges, the parking receipts must be submitted with the Travel Reimbursement Form. An authorization form is not required for vicinity travel unless specifically required by the District. Please refer to the "Travel - Mission Critical Travel Requirements" topic in this handbook for additional guidance.

(Revised on 4/3/13)

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Per Diem

Per Diem is an amount provided for meals and lodging on days when you choose not to claim or have not incurred actual lodging expenses while traveling. Departure and return times must be conducive to the business need and not be used for personal gain. Per Diem is not intended to be a salary supplement. To be eligible for per diem, travel must be continuous and require an overnight stay away from headquarters.

For travel that extends 24 hours or more (Class A), a travel day will be based on a calendar day beginning at midnight. You may claim per diem based on the quarter (6 hour period) in which you depart for the remainder of that travel day ending at midnight. At midnight of each day, you may choose to continue claiming per diem or change your reimbursement method to claim actual lodging costs plus meal allowance.

For travel that extends less than 24 hours and requires an overnight stay away from headquarters (Class B), you may claim per diem for travel during each six-hour period beginning at the time you depart and ending at the time you return to home/headquarters.

You must travel within the six-hour period to qualify for each quarterly rate. For example, in Class A travel you would have to return **after** 6:00 pm in order to claim all four quarters of that travel day.

Note: If you claim less than the allowed amount for per diem, then you must make a statement that you understand that you are entitled to the full, applicable allowance but have voluntarily chosen to claim a lesser amount [Ref: 69I-42.006(4), FAC]

If you have overnight travel within 50 miles of your headquarters or residence (whichever is nearest to the destination), you cannot claim per diem unless expressly approved and justified in advance by the Secretary.

If you are claiming per diem and have a meal included in a registration fee paid by the State, then you must reduce your per diem claim by the appropriate meal allowance amount for that meal.

For additional guidance, see the following related topics:
"Requirements for Certain Purchases – Social Events (Meals and Other)", "Travel – Travel Classifications", "Travel – Meal Allowance", "Travel – Meals Included in Registration Fee", "Travel – Registration Fees"

(Revised on 4/1/2016)

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Personal Leave

Travelers may choose to take personal leave immediately preceding the start of their official business while in travel status, during official business time, or immediately after the end of their official business while in travel status as long as it is approved by their supervisor. Personal leave time should be recorded appropriately on the employee's timesheet. In all cases, the traveler will only be reimbursed up to the amount as if personal leave was not taken.

Additional justification may be required to verify the impact of the personal leave on travel expenses (rental car, airfare expenses, etc.)

Personal Leave Before/After Official Business

When a traveler takes personal leave before/after official business, they will receive subsistence (meal allowance/per diem) and reimbursement for incurred travel expenses up to the amount as if personal leave was not taken. Travelers cannot claim reimbursement for expenses that did not actually occur (i.e. vicinity mileage). Any additional expenses incurred due to personal leave will be borne by the traveler.

The travel reimbursement form should be constructed to show the times of business travel as if personal leave had not been taken. A statement that travel time was constructed due to personal leave should be included with the justification on the reimbursement request.

Departure and return times must be conducive to the business need and not be used for personal gain.

Personal Leave During Official Business

If there is an interruption in official business due to the traveler taking personal leave, the traveler will not receive subsistence (meal allowance/per diem) or lodging and travel expenses during personal leave time.

On the day personal leave begins and official business resumes, travelers claiming lodging expenses will receive the applicable meal allowances and travelers claiming per diem will receive per diem based on the 6-hour clock. At no time can a traveler receive per diem on the same day that lodging expenses and meal allowances are claimed.

The travel reimbursement request must include a statement that personal leave was taken and indicate the specific date and time the personal leave started and finished.

(Revised on 4/1/2016)

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Personal Upgrades

It is preferred that cardholders use their personal credit cards for personal charges/incidentals. If the vendor will not accept two forms of payment, cardholders can use their P-Cards, as long as the amount is deducted from their travel voucher or otherwise reimbursed to the agency.

Please refer to the following topics for additional guidance: "Travel – Air Carriers/Airlines, Travel – Hotel Upgrades, and Travel – Rental Car"

(Posted on 4/29/13)

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Portage

Portage occurs when an individual carries/ transports your personal baggage and/or department equipment and materials during official travel. Tips paid for portage are reimbursable up to $1.00 per item and should not exceed $5.00 for each occasion. **Tips exceeding $5.00 per occasion require additional justification.**

During a trip, there can be multiple occasions for portage and you may be reimbursed tips paid for portage for each occasion, for example:

1. Baggage/Equipment is carried into the airport from the vehicle.
2. Baggage/Equipment is carried from the airport to the vehicle upon reaching your destination.
3. Baggage/Equipment is carried into the hotel from the vehicle.

The total amount paid for all portage occasions must be listed under Incidental Expenses on the Travel Reimbursement Form. Also, the number of bags or items that you tipped for portage and the number of occasions must be indicated on or attached to the reimbursement form.

[Ref: F.A.C Section 69I-42.010(2)]

(Posted on 1/14/11)

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POV (Privately Owned Vehicle)

The use of a POV (Privately Owned Vehicle) must be approved by the cost center manager certifying that the use of the POV is in the best interest of the state. This mode of transportation must be indicated on the travel authorization and a cost analysis worksheet submitted with the completed Travel Form. When the use of a POV is approved for official business, the only payment a traveler is entitled to is the lesser of the mileage allowance (currently $ .445 per mile) or the comparable rental car rate. If ground transportation is the authorized mode of travel and the traveler elects to use POV at no cost to the state the traveler may be reimbursed for related costs such as parking and tolls.

Rental Car versus POV Cost Comparison Worksheet

The cost analysis worksheet is required to be submitted with the travel reimbursement request and is available on the Travel Section of the Disbursement Operations SharePoint site. Travelers should claim the lesser of the two amounts on the Travel Reimbursement Form. If the POV amount is less, enter the map and vicinity mileage in the mileage columns under the Reimbursement Section of the Travel Form. If the rental car amount is less, enter the total amount in the incidental expenses column. In both cases, object codes 2613xx (in-state mileage) or 2623xx (out-of-state mileage) should be used.

Mileage

When possible, the Department of Transportation Official Highway Mileage should be used to compute the mileage. Vicinity mileage necessary for the conduct of official business is allowable for subsequent trips after arrival at the temporary duty location, but can't be added to the map mileage. Mileage to and from the traveler's hotel and work site and to and from meals cannot be claimed as vicinity mileage. Vicinity mileage must be shown as a separate item in the vicinity miles column of the travel reimbursement form. Justification for vicinity mileage that can be construed as excessive should be included on the travel reimbursement form.

You may also use the map mileage available from other on-line sources such as MapQuest or Yahoo Maps. Include the source of your claimed mileage in the justification or as an attachment to your travel reimbursement form.

When reimbursing actual mileage, the amount must be rounded down. For example, the calculation for a traveler claiming 157 miles would be: 157 x $0.445 = $69.865. The traveler could only be reimbursed a total of $69.86.

Accidents / Incidents to a POV

All expenses related to the operation, maintenance, and ownership of a POV are not reimbursable. [Ref: F.S. 112.061(7)(d)(1)]. This includes traffic violations, vehicle repairs, and damages or loss of personal property related to accidents/incidents, which are the responsibility of the employee and/or his personal automobile insurance coverage.
When situations occur that are beyond your control, you are allowed to change your mode of transportation from POV to another available mode of transportation in order to complete your travel. For example, if an employee is in an auto accident while driving a POV, then he can rent a vehicle from Enterprise/National to cover the remainder of the trip. However, as stated above, you will not be able to claim expenses such as towing, parking, etc. or any additional travel expenses that are related to the recovery of your POV. In addition, if your personal auto insurance coverage provides a rental car, then you cannot be reimbursed for rental car expenses on your Travel Reimbursement Voucher.

Expenses incurred due to the negligence of the traveler will not be reimbursed from state funds. These charges include traffic tickets, parking tickets, or locksmith services.

Multiple Travelers/Complimentary Travel

No traveler shall be allowed reimbursement of 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. In addition, if a state vehicle or complimentary transportation is available, but you choose to use your POV without the appropriate authorization discussed above, you are not authorized reimbursement for mileage or other related costs (such as parking or tolls). Record these types of transportation as “complimentary” on the travel authorization form.

Travel To/From the Airport

Travelers may claim vicinity mileage to and from airports or rental car locations, as authorized.

- If travel occurs more than one hour before or after the traveler’s regular work hours, the point of origin may be the traveler’s residence. In this situation, the miles claimed must be the miles actually driven.
- If travel occurs during the traveler’s normal work hours, the point of origin must be the closer of the traveler’s residence or headquarters.

(Revised on 4/1/2016)

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Registration Fees

For guidance, see these related topics:

Requirements for Certain Purchases – Registration Fees

Travel – Mission Critical Travel Requirements

Reimbursement of Travel Expenses

An individual must be in approved travel status to be eligible to claim reimbursement for travel expenses. The Reimbursement Form (page 2A) of Travel Form 300-000-01 must be completed in order to be reimbursed for travel related expenses. Only business related expenses incurred while in travel status can be reimbursed on this form. These expenses can include:

- Meal allowances
- Lodging expenses and transportation costs (mileage)
- Incidental expenses (i.e. parking, rental car, tolls)

The Travel Form must be signed and dated by the traveler and the appropriate authorized official in order to be processed. The authorized official should approve and submit the Travel Form to the FSO/DOO within five (5) calendar days from the date of receipt. A Travel Form is considered to be an invoice and must be processed in accordance with Section 215.422, Florida Statutes.

Travel with Reimbursable Expenses

When a traveler is due reimbursement of travel expenses, the Reimbursement of Travel Expenses section (page 2A) must be submitted to the FSO/DOO along with the original Authorization Form and any applicable receipts and justifications. In addition, if some of the travel expenses (i.e. hotel, rental car) have been paid by the P-Card, then a copy of the completed Direct Billing section (Page 2C) must also be included along with receipts for each charge.

Travel with P-Card Charges and No Reimbursable Expenses

If no reimbursement is due to the traveler because all travel expenses are paid directly by the P-Card, then the travel reimbursement form does not need to be submitted to the FSO/DOO. The cost center should retain the original Authorization Form and all original P-Card receipts with the Monthly Paid Transaction Report.

[See "P-Card – Travel Charges and Receipts", "Travel – Approval Requirements", "Travel – Mission Critical Travel Requirements"]

(Posted on 07/20/12)

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Rental Car

Rental cars may be authorized for ground transportation. The state contract rental car carrier, currently Enterprise Rent-A-Car and National Car Rental (parent company EAN Services, LLC) must be used by state agency employees, including staff and members of commissions. Other persons authorized to travel by the agency head may also use the state contract. Examples are candidates for executive positions and volunteers. Other

rental car companies may only be used if no vehicles are available from Enterprise/National or there is no Enterprise/National rental car facility within a reasonable distance. Detailed justification must be included with the reimbursement request if Enterprise/National is not used.

Note: Consultants/Vendors contracted to provide services to the department may use the state contract. Please refer to the Travel – Consultant/Vendor Travel section.

The complete contract can be found on the DMS Website under State Term Contracts.

Car Size

Travelers (including contract vendors) will only be reimbursed for the compact car rate, unless they include appropriate business related justification for use of a larger vehicle. Appropriate justification can include additional people in your party or a large amount of equipment. Use the following guidelines to assist with the selection of the appropriate vehicle size/class:

Number of Travelers	Vehicle Size	ACRISS* Code
1-2	Compact	CCAR
3	Intermediate	ICAR
4	Full-size	FCAR
5	Minivan	MVAR
5	SUV	SFAR
10	12 Passenger Van	SVAR

*Association of Car Rental Industry Systems and Standards

If the traveler elects to rent a vehicle larger than a compact without appropriate business related justification, the traveler should claim reimbursement at the compact vehicle rate. You can find the rates at http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_and_agreements/state_term_contracts/rental_vehicles2 or contact your travel reimbursement accountant and they can assist you.

Drop Fees/One-Way Rentals

Drop fees for one-way rentals cannot be charged within Florida. Section 22 of the state contract indicates that drop fees will not be charged for any out-of-state one-way rentals of 700 miles or less. For any out-of-state one-way rentals greater than 700 miles, a drop fee will not be charged however a mileage charge at the contracted rate may be assessed.

Emerald Club

Emerald Club is a loyalty program provided by Enterprise/National. Online enrollment can be made through the same State of Florida portal that reservations are made: https://partner.rentalcar.com/StateofFlorida. It is extremely important that during the enrollment process there are no “add-ons” selected (i.e. prepaid fuel selection, GPS service). This could result in additional charges that would then be the responsibility of the traveler to reimburse. In particular, the section titled “Reward Preferences” must remain at the default selection of “Rental Credits”. Under no circumstances should the selection “Frequent Traveler Credits” be made as this will result in an additional daily fee.

Fuel Charges

Section 23.1 of the state contract indicates if a rental vehicle is returned with less fuel than was in the tank at the time of pickup, then a refueling charge will be applied. All rentals from Enterprise locations will include a minimum half tank of fuel at checkout at all Florida locations. All rentals from National locations will include a full tank of fuel at the time the vehicle is picked up. Travelers must ensure the rental agreement accurately reflects the amount of fuel in the vehicle. For example, if the agreement shows the vehicle is full but the tank is empty or not completely full, Enterprise/National must change the rental agreement upon pickup. If Enterprise/National does not adjust the rental agreement appropriately, travelers should document the situation and report the incident to the contract administrator at DMS.

Enterprise/National will not reimburse travelers for fuel purchases made during the rental. Travelers **must** return the vehicle with the same level of fuel received at the time of check out. If a vehicle is returned to Enterprise/National with less than the amount of fuel received at the time of check out, Enterprise/National will charge the weekly fuel prices set by the federal government at http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sfl_w.htm. Travelers may be required to provide business justification as to why the vehicle was not refueled prior to returning it. **Travelers should exercise due diligence to ensure the fuel level of a returned vehicle does not exceed the level that was registered at the time of pickup.**

Premium fuel must not be purchased, unless business justification in present.

You must attach the fuel receipts to your Travel Reimbursement Form to claim reimbursement or to support the P-Card charge listed on page 2(C). The appropriate in state or out of state object code for “CAR RENTAL/FUEL” should be used when processing the payment.

Insurance Coverage

Collision damage waiver (CDW) coverage is included in the current State Contract. Travelers will not be reimbursed for the purchase of additional insurance on a rental car such as liability and/or collision insurance. Employees of the Department who are unable to use the state rental car contract should accept CDW coverage and may be reimbursed for the coverage. Vendors who are contracted to do work for the Department will not be reimbursed for CDW coverage or any other insurance charges associated with the rental.

Mechanical and Safety Issues

At the time of the vehicle pickup, Enterprise/National will provide the traveler with a 24-hour toll-free roadside assistance number. If a rental car becomes substantially impaired or unsafe to operate, Enterprise/National will immediately replace the vehicle upon notification by the traveler. In the event of a flat tire, Enterprise/National will replace the damaged tire or supply a replacement vehicle. Other roadside assistance options available through the contract at no cost include fuel delivery, lockout services, key replacement, jump start and towing.

Mileage Charges

Additional justification may be required on the Travel Form if rental car mileage could be considered excessive or too minimal to justify use of a rental car.

Non-Contract Car Rental

Detailed justification must be provided if a rental car company other than Enterprise/National (contract vendor) is used. The justification must include the reason that the car was not rented from the contract vendor or the reason that the reservations were not made far enough in advance to reserve a car with the contract vendor. Travelers will only be reimbursed for the compact car rate, unless they include appropriate business related justification for use of a larger vehicle.

If a non-contract vehicle is rented, the traveler is required to accept or purchase collision damage waiver (CDW) insurance coverage.

Non-Reimbursable Expenses

Expenses incurred due to the negligence of the traveler will not be reimbursed from state funds. These charges include traffic tickets, parking tickets, or locksmith services. Charges for GPS or other optional services used for personal convenience are not reimbursable.

Personal Use in Conjunction with Business

If you are renting a vehicle for state business using the P-Card and you chose to continue the rental for personal use, you **must** go to the local Enterprise/National rental location to close the business portion of the rental and obtain a receipt. Enterprise/National will then update the rental agreement and charge the remainder of the rental to your personal credit card.

The daily rental rates for business and personal travel are the same, but Enterprise/National rentals for business travel include insurance coverage and are exempt from Florida sales tax. It is not Enterprise/National's responsibility to separate your personal rental costs. Using the State Purchasing Card for the entire rental and then reimbursing the State is **prohibited**.

Personal Use Only

If you are renting a vehicle for personal use only, be sure to reference account number XZ5550A. Personal use is a courtesy benefit provided by Enterprise/National to state and other governmental employees. The account number XZ5550A will provide state employees the contract rate for roundtrip rentals only. The rental charge must be made to your personal credit card. Using the State Purchasing Card and then reimbursing the State is **prohibited.**

The personal use rate does not include insurance. Renters are responsible for ensuring their personal credit card insurance or personal car insurance covers any damage to rental vehicles. Employees must present their employee ID in order to receive the state contracted rate.

Pick-up and Drop-off Service (Enterprise only)

Enterprise Rent-A-Car offers free customer pick-up and drop-off within a 10 miles radius of a local branch with a 24-hour notice. This service should be used whenever possible to avoid any unnecessary time/expenses. **Note**: Pick-up/Drop-off service is not offered by National Car Rental.

Pick-up and Drop-off Times

Rental cars should only be rented for the necessary time needed to conduct official business. Additional costs to the State due to early pick-up or later drop-off should not be incurred for the convenience and/or personal use of the traveler.

If a business purpose exists for an early pick-up or later drop-off that will incur additional costs for the State a justification explaining the business reason should be submitted with the Travel Reimbursement request or maintained with the P-Card Monthly Paid Transaction Report.

Reservations

Reservations can be made online at https://partner.rentalcar.com/StateofFlorida or by calling 1-877-690-0064.

Taxes

If personal funds are used sales tax may be charged. However, the Department is exempt from paying Florida sales taxes if the P-Card is used. The tax exemption number, printed on each P-Card, should be given to the Enterprise/National representative when the vehicle is reserved or picked up. If needed, a copy of DOT's Consumer's Certificate of Exemption is available on the Disbursement Operations SharePoint site. If taxes were charged in error, ask Enterprise/National to adjust the bill. The adjusted bill must be filed with the P-Card Monthly Transaction Report.

Transponders

In order to avoid unnecessary toll charges and service fees DOT employees should use a non-revenue transponder provided by the Department or pay cash for the entire trip. If a transponder is not used the Toll-by-Plate system will be utilized.

Toll-by-Plate

Most rental car companies, including National/Enterprise, participate in the Toll-by-Plate program. A camera captures images of the rental car license plate linked to the rental agreement. The traveler's P-Card/personal credit card will be charged for the posted toll amount plus a service fee of $3.95 per rental day up to $19.75 per rental period. These charges will be billed approximately two weeks after they are incurred. This program is automatic with Enterprise/National and the only way to "opt out" is to use a transponder. Travelers can also opt out by paying cash but ONLY if a cash option is available for the entire trip. **If a state owned transponder was not available to the traveler, a statement or justification must be included on the Travel Form in order to be reimbursed the service fees.**

The toll receipt will post to the Highway Toll Administration (HTA) website within approximately two weeks after the return of the rental car. Travelers must ensure a copy of the receipt is printed to support the toll charges and service fees incurred.

Individuals that use a personal credit card to pay for the rental car will be billed separately for tolls and the associated service fees that are incurred during travel status. In order to avoid a delay in receiving payment, the traveler should request reimbursement for travel expenses less the toll charges. When the toll receipt is acquired through the HTA system, the traveler may submit another travel reimbursement form for these tolls. This request must be accompanied by a copy of the toll receipt as well as a copy of the original travel reimbursement form previously submitted.

Individuals that use a P-Card to pay for the rental car will also be billed separately for tolls and associated service fees. Since these charges will not appear at the same time as the other travel related P-Card charges, the traveler (or delegate) should ensure the toll receipt is clearly referenced to the supporting travel documentation.

See also "Requirements for Certain Purchases – Insurance", "Travel – P-Card Charges and Receipts", "Travel – Tolls", "Travel – Transponders"

(Revised on 7/6/2016)

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Shuttles

Generally, shuttles provide free/complementary transportation to and from locations such as hotels, rental car facilities, and airports. Since travelers do not incur an expense for this service, tips paid to complementary shuttle drivers will **not** be reimbursed. If the complementary shuttle driver loads your baggage in or out of the vehicle, then he is providing you with portage service. Portage is reimbursable up to $1.00 per bag and shall not exceed $5.00 for each occurrence (see "Travel – Portage").

Note: Some taxis may use the word "shuttle" in the company name. If there is a fare charged, the vehicle is operating as a taxi and the fare and tips up to 15% of the fare can be reimbursed (see "Travel – Taxi").

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(Posted on 12/23/10)

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State Vehicles

DOT motor pool vehicles must be used whenever available. Justification is required if a DOT motor pool vehicle is not used as the mode of transportation. A State fuel site or fuel credit card should be used to purchase gas for state vehicles. If the traveler is unable to use either one, gasoline purchases may be reimbursed with a receipt and a statement of explanation submitted with the Travel Form.

Expenses incurred due to the negligence of the traveler will not be reimbursed from state funds. These charges include traffic tickets, parking tickets, or locksmith services.

[Ref: "Travel – Modes of Transportation"]

(Revised on 4/1/2016)

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Taxes on Travel Related Expenses

When travel expenses are paid with personal funds (i.e. cash, credit/debit cards), taxes such as sales tax, local option tax, or convention/bed tax may be charged. Travelers can be reimbursed for these charges by including a copy of the itemized receipt (showing all costs and taxes) with the Travel Form. The state sales tax exemption cannot be used for expenses paid with personal funds.

When the state purchasing card is used for travel expenses, the Department is exempt from paying Florida sales tax. Travelers should ensure that vendors are notified of the Department's tax exempt status. For more information, please refer to Section 3.4 of DOT Procedure #350-030-010, Purchasing Card.

[Ref: DFS Reference Guide for State Expenditures, F.S. 212.08(6)]

(Posted on 06/22//11)

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Taxi

A taxi is a vehicle that transports passengers for a fare. The fare is primarily based on meters that measure the distance traveled; however, the fare could also be a flat rate. A vehicle operating as a taxi may also be referred to as a cab or taxicab, or shuttle (when there is a charge for this service). Some taxis may use the word "limousine" in the company name. As long as the vehicle is operating as a taxi it is not considered a limousine (see Travel – Limousine). Travelers should provide clarification on their travel form if this situation occurs.

Travelers may be reimbursed taxi fares incurred while on official business. Original receipts are required for taxi fares in excess of $25 per occurrence. If the original receipt is lost, a statement signed by the traveler certifying the cost is required.

Travelers will be reimbursed for tips up to 15% of the actual fare. If the traveler tips the taxi driver more than 15% of the actual fare, the excess tip will not be reimbursed. Receipts are not required for tips.

(Posted on 12/23/10)

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Travelers may be reimbursed for toll charges. Original receipts or personal transponder statements are required for all toll charges that exceed $25.00 for each occurrence. If the original receipt is lost, a statement certifying the cost must be signed by the traveler and submitted with the travel reimbursement form.

Most cost centers have a transponder or ETC (Electronic Toll Collection) device assigned to them. Travelers should use these when traveling on official state business. With the conversion to all-electronic open road tolling, travelers may not have the option to stop and pay for tolls. Using a transponder will eliminate the service charges associated with the Toll-by-Plate program that is now being used in many areas across the state. Travelers may use either personal or state provided transponders.

The Toll-by-Plate process uses images of a vehicle's license plate as it passes through the high-speed toll lane and identifies the customer responsible for payment (such as a rental car company or individual traveler). If you have a transponder it will take precedence over the Toll-by-Plate system. If you don't use a transponder, you will receive a Toll-by-Plate invoice for the tolls incurred over a 30 day period, plus a $2.50 service charge. For more information regarding Toll-by-Plate, please see the Florida Turnpike website.

Rental Vehicles
Most rental car companies, including Enterprise/National, participate in the Toll-by-Plate program. However, these companies have daily and weekly service fees associated with the use of this program. In order to avoid being charged by the rental company for this program, travelers must use a transponder or pay cash for the ENTIRE trip. Refer to the "Travel – Rental Car – Toll-by-Plate" topic for more information.

State Vehicles
A traveler driving a state vehicle with a DOT transponder is responsible for driving the ETC equipped vehicle through the electronic tolling lanes (commonly designated as SunPass, E-Pass or O-Pass).

Personal Vehicles
Travelers authorized to use their personal vehicle for state business may be reimbursed tolls and the applicable service charge (if Toll-by-Plate is used). Travelers must include a copy of their Toll-by-Plate invoice in order to be reimbursed the service charge.

Toll Reimbursement Matrix
The following matrix outlines when toll charges are reimbursable based on how the tolls are paid and the traveler's mode of transportation.

Tolls Paid By:	Mode of Transportation		
	Rental Car	**State-Owned Vehicle**	**POV**
State- Owned Transponder	• Transponder will take precedence over Toll-by-Plate. • No service charges applied. • Traveler **will not** be reimbursed for toll charges.	• Transponder will take precedence over Toll-by-Plate. • No service charges applied. • Traveler **will not** be reimbursed for toll charges.	• Transponder will take precedence over Toll-by-Plate. • No service charges applied. • Traveler **will not** be reimbursed for toll charges
Personal Transponder	• Transponder will take precedence over Toll-by-Plate. • No service charges applied • Traveler **will** be reimbursed for toll charges.	• **Not Applicable**; State-owned vehicles are equipped with state-owned transponders.	• No service charges applied. • Traveler **will** be reimbursed for toll charges.
Toll-by-Plate (P-Card)	• Tolls and service charges will be billed separately from rental car. • Traveler **will not** be reimbursed for toll charges. • Traveler will print receipt and keep with copy of travel documentation.	• **Not Applicable**; State-owned vehicles are equipped with state-owned transponders.	• **Not Applicable**; See Toll-by-Plate (Personal Credit Card) for information.
Toll-by-Plate (Personal Credit Card)	• Tolls and service charges will be billed separately from rental car. • Traveler **will** be reimbursed for toll charges and applicable service charge. • Traveler must include a copy of the Toll-by-Plate invoice in order to be reimbursed.	• **Not Applicable**; State-owned vehicles are equipped with state-owned transponders.	• Traveler **will** be reimbursed for toll charges and applicable service charge. • Traveler must include a copy of the Toll-by-Plate invoice in order to be reimbursed.
Cash	• Traveler **will** be reimbursed for toll charges.	• Traveler **will** be reimbursed for toll charges.	• Traveler **will** be reimbursed for toll charges.

For additional guidance, see "Travel – POV", "Travel – Rental Car"

(Posted on 3/28/11)

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Transponders (Non-Revenue)

Transponders are devices used to pay toll charges as the vehicle passes through an electronic toll lane. DOT motor pool vehicles are equipped with non-revenue transponders. If an office frequently approves the use of a POV or rental car for travel purposes then non-revenue transponders can be requested from the Turnpike Headquarters. The cost center manager should contact Reno Abbadini at reno.abbadini@dot.state.fl.us or (561) 488-5312 to obtain non-revenue transponder(s) for

use by travelers in their office. The non-revenue transponders are for use by FDOT employees traveling for official state business only and do not charge the Department for toll usage. Transponders should not be **purchased**.

Use of Transponders

It is the responsibility of the cost center manager to monitor the use of the non-revenue transponder and ensure that they are kept in a secure location. A log must be maintained and include the following information:

- Traveler Name
- Transponder Number
- License Plate Number
- Date of travel
- Departure and return time
- Destination

At the end of each month, the cost center must obtain a report from Turnpike reflecting the usage for each transponder within the office. To request a report you must email Debbie Myers and provide the transponder number and the time frame needed. The report should be reconciled with the tracking log in order to ensure that the non-revenue transponder is being used only for official state business.

Unauthorized Use of Transponders

Transponders can only be used while travelling on official state business. All unauthorized usage must be reported to the cost center manager. The following steps should then be taken:

- An audit must be completed to determine the amount owed. Contact Debbie Myers for assistance if needed.
- The traveler must submit a check or money order payable to FDOT for the amount of unauthorized toll usage.
- Payment must be submitted to the attention of Debbie Myers at 7941 Glades Road, Boca Raton, FL. 33434 and include the following:
    - Employee Name
    - Transponder Number
    - Date of Unauthorized Usage

Lost or Stolen Transponders

If a transponder is lost or stolen, it must be reported immediately to the cost center manager. The cost center manager must send email notification to Debbie Myers with the following information:

- Employee Name
- Transponder Number
- Date of Occurrence
- Indicate whether a replacement is needed

If a transponder is not available or malfunctions; please refer to the "Travel – Tolls" topic.

(Published on 9/6/13)

Travel Advances

A travel advance for 80% of estimated travel costs is available if you have insufficient means to incur your travel costs. An advance for 100% of estimated travel costs is **only** available during a Governor Declared Emergency and you are deployed for natural disaster relief efforts [See: "Disbursement Handbook for Employees and Managers - Emergency Disbursement Guidance – Travel Revolving Fund"]

A P-Card can be used to pay for most travel related costs, such as airline tickets, lodging, rental car fees, and fuel. Before considering a travel advance, you should check into obtaining your own P-Card (Purchasing Card) or see if your cost center has someone designated to make travel purchases for infrequent travelers in your cost center. [See Procurement Procedure 375-040-035, Purchasing Card for all appropriate charges to the P-Card]

If you still have insufficient means to incur your travel costs, complete Form 300-000-03, Application for Advance on Travel Expenses, have an SMS level manager approve that you demonstrated financial need for the advance, and submit it to the appropriate DOO/FSO for processing no earlier than, but as close as possible to 10 working days before your departure. You will receive an EFT (Electronic Funds Transfer) or warrant; based on the payment method that you are setup for in FLAIR.

You must submit a completed Form 300-000-01, Travel Form, to the appropriate DOO/FSO within 10 business days after returning to your headquarters, including the refund of any excess advanced travel funds. [Ref: FAC 69I-42.005]

[**Note:** We are required to report the travel advance to the **IRS** as taxable income if your travel is not (1) substantiated within 60 days after it is paid or incurred or (2) any excess amount is not returned within 120 days after the expense is paid. (Ref: IRS Reg. §1.62-2(g)]

(Updated on 4/27/12)

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Travel Classifications

In order to correctly calculate meals and per diem, travel status is classified as one of the following:

Class A
Class A Travel is continuous travel of 24 hours or more away from official headquarters. Travel time will be computed based on a calendar day (from midnight to midnight). A traveler will be reimbursed by claiming either actual expenses (meal allowance and lodging) or the current per diem rate for each day traveled. Travelers who elect to change from actual expenses to per diem (or vice versa) during the same trip can only change methods at midnight of each travel day.

Class B

Class B Travel is travel that is less than 24 hours but requires overnight absence from the traveler's official headquarters. A traveler will be reimbursed by claiming either actual expenses or the current per diem rate for each day traveled. If per diem is claimed, it will be calculated based on 6-hour cycles beginning at the departure time. Travelers may **NOT** change from actual expenses to per diem (or vice versa) while in Class B travel status.

Class C
Class C Travel is travel that is less than 24 hours and the traveler is NOT away from official headquarters overnight. These are usually short or day trips. Travelers cannot be reimbursed meal allowances or per diem while in Class C travel status in accordance with Section 112.061(15) F.S.

[Ref: Section 112.061 F.S., "Travel – Meal Allowance", "Travel – Per Diem"]

(Posted on 03/25/11)

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Travel Insurance

Travel insurance is not an allowable expenditure and will not be reimbursed if purchased. This applies to both DOT employees and non-state employees traveling on official state business.

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See also "Requirements for Certain Purchases – Insurance, Travel – Air Carriers/Airlines, Travel – Rental Car"

[Ref: F.S. 112.061, 287.022]

(Posted on 03/9/12)

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Travel Paid By Another Agency/Entity

Management should determine if it is in the best interest of the state to allow another agency or entity to pay for an employee's travel costs. This determination must be made before the travel occurs and must benefit the state not the individual traveler. The other entity may reimburse the travel costs directly to the traveler or directly to the state. Emails or other documentation should be retained with the appropriate travel forms to support the payment agreement with the other entity.

Traveler Receives Partial Reimbursement from DOT

When another agency or entity pays a portion of the travel costs and the traveler **is requesting reimbursement** of the remaining allowable costs from the state, the following information should be sent to the appropriate Financial Services Office.

- Travel Form and receipts (as normally required)

- A copy of the reimbursement request or actual reimbursement from the other entity.
- Any other documentation supporting the details of which costs the other entity is paying.

The portion to be paid by DOT will be reimbursed according to the established travel rules and guidelines. The P-Card may be used to pay for a portion of the travel costs; however, if the traveler is reimbursed for these expenses by the other entity, the traveler **must** reimburse DOT. It is the manager's responsibility to ensure this payment is received from the traveler and deposited.

Traveler Not Reimbursed by DOT

When another agency or entity pays all or part of the travel costs and the traveler **is not requesting reimbursement** from the state, the cost center should keep a copy of the travel authorization form and any associated travel documentation on file for a period of five years (see *Travel-Mission Critical Travel/Registration Fee Requirements*). A copy of the reimbursement from the other entity should also be filed with the travel authorization form. If any travel costs were paid with the P-Card, all travel documentation must be retained with the Monthly P-Card Transaction Report. This should include a signed statement from the traveler that they received no direct reimbursement for the expenses initially paid with the P-Card. This documentation is not required to be submitted to the Disbursement Operations Office or the District Financial Services Office.

Note: When the other entity pays **all** travel costs, the payment from the other entity represents full compensation for the trip/travel. When the traveler accepts payment from the other entity, they cannot claim the difference between what is received from that entity and what DOT would normally pay. The traveler may **not** claim any reimbursement from the state.

(Revised on 3/9/12)

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Travelers With Disabilities

A traveler with a disability requiring additional expenses to provide a reasonable accommodation for the safe travel of the individual will be reimbursed.
The travel reimbursement form must include a signed statement from the agency head certifying that:

- the employee has requested a "reasonable accommodation" pursuant to the ADA (Americans with Disabilities Act) to assist him/her in performing his/her duties, **and**
- the agency has determined that the individual is a "qualified individual with a disability" as defined in the ADA, **and**
- the agency has determined that the additional expenses incurred are a "reasonable accommodation" pursuant to the ADA for that employee, **and**

- the agency will maintain all records related to this expense for seven years and make those records available for review to those persons authorized to review such records.

[Ref: 112.061 FS]
[Ref: F.A.C 3A-42]

See also "Personal Accommodations / ADA (Americans with Disabilities Act) Payments"

(Posted on 01/14/11)

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Telephone Calls

A traveler may be reimbursed for telephone calls that are directly related to official business. The supporting receipt/bill submitted with your travel reimbursement request must be notated "official business call" next to each item. Non-business telephone calls (including those made to your spouse/family) are not reimbursable travel expenses as in accordance with Attorney General Opinion 75-07. When the telephone calls are included in your hotel cost paid with the P-Card, you must ensure that the non-business telephone calls are paid with personal funds or deducted from your reimbursement claim.

If your itinerary changes due to a business reason and your spouse/family member is providing transportation to complete your official travel (such as to pick you up from the airport or car rental location), then a telephone call to inform them of your travel changes would be considered an official business call. However, telephone calls to a spouse/family member just to inform them that your travel itinerary has changed would not be a reimbursable travel expense. The justification to support the telephone call must be submitted with your travel reimbursement request.

(Posted on 12/29/06)

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Vicinity Mileage

Vicinity mileage is the actual mileage driven while using a POV (Privately Owned Vehicle) within the city or county of the traveler's headquarters or destination. The mileage must be necessary to perform official state business and must be listed separately from the map mileage on the Travel Form. Mileage to and from meals cannot be claimed as vicinity mileage.

[Ref: F.A.C 27M-1.007(e), "Travel – POV (Privately Owned Vehicle)]

(Revised on 02/28/14)

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Weekends or Holidays

When a traveler's business is interrupted by a weekend or holiday, the traveler will receive reimbursement for allowable travel expenses (per diem, lodging expenses, etc.) to remain at the assigned location, as normal.

If a traveler chooses to return home/headquarters, he can receive per diem and transportation costs incurred to return home/headquarters, up to a maximum of $80 per day (per diem rate as if he would have remained). Florida Statute 112.061 authorizes reimbursement for **actual** lodging expenses or per diem. Since actual lodging expenses would not be incurred, the per diem rate must be used. Any time lost from official business shall be taken as leave and authorized by the traveler's supervisor, as normal.

If a traveler chooses to request reimbursement for his transportation costs incurred to return home/headquarters, he must complete a cost analysis showing the cost of returning to and from home/headquarters is less than the per diem allowable to remain at the assigned location. The cost analysis must be attached to the reimbursement request when it is submitted to the FSO/DOO for processing.

(Posted on 03/18/05)

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