


FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT TRAVEL	POLICY NUMBER 17.12
	APPLICABLE CALEA STANDARDS	ISSUE DATE 02/01/96
		REVISION DATE 01/15/08
		TOTAL PAGES 3

17.12.01 PURPOSE

To provide established guidelines governing travel policies, regulations, and instructions for completion of forms related to travel and reimbursement.

17.12.02 AUTHORITY

Policy #11.09, DHSMV Management Manual

Section 112.061, Florida Statutes

17.12.03 POLICY

Travel expenses shall be limited to those expenses necessarily incurred in the performance of public purposes authorized by law to be performed by the agency and must be within the limitations prescribed by Section 112.061, Florida Statutes.

This policy will specifically cover travel to the Florida Highway Patrol Training Academy. Complete policy and procedures for travel can be found in Policy #11.09, DHSMV Management Manual.

17.12.04 OBJECTIVES

To provide instructions to employees on available travel expenses when attending the Florida Highway Patrol Training Academy.

17.12.05 RESPONSIBILITIES

- A. The traveler is responsible for:
 - 1. Reviewing Policy #11.09, DHSMV Management Manual, prior to commencement of any travel.
 - 2. Completing the Voucher for Reimbursement of Travel Expenses (DBF-AA-15).

- B. The supervisor is responsible for:
 - 1. Facilitating the review of Policy #11.09, DHSMV Management Manual, by any employee not assigned a DHSMV Management Manual prior to the

commencement of the employee's travel.

2. Reviewing and certifying that the employee's travel was authorized and that the Voucher for Reimbursement of Travel Expenses submitted by the employee is accurate and complete.

17.12.06 PROCEDURES

A. TRAINING ACADEMY BILLETS

1. Personnel billeted at the Florida Highway Patrol Training Academy in Tallahassee in a student/training capacity are normally not entitled to per diem/subsistence allowances during their stay.
2. Personnel who are ordered to report to the Academy in an instructor/student/training capacity must attach a copy of their written order for travel to their form DBF-AA-15. The order must include the times and dates of reporting and dismissal.
 - a. On travel to the Academy, the employee is entitled to claim either:
 - (1) Per diem at a rate of \$80 per day (\$20.00/quarter) less the daily cost of lodging established by the Bureau of Budget if the written reporting time is after 6:00 p.m. and less the appropriate Class C meal allowance if any meals are served at the Academy during the period covered by per diem, or
 - (2) The Class C meal allowance.
 - b. On return to official headquarters, the employee is entitled to claim either:
 - (1) Per diem at the rate of \$80 per day (\$20.00/quarter) from the time of dismissal to time of arrival less the appropriate Class C meal allowance if any meals are served at the Academy during the period covered by the per diem,
 - (2) The Class C meal allowance, or
 - (3) Per diem at the rate of \$80 per day (\$20.00/quarter) from midnight on the day of dismissal, if no meals are served at the Academy that day.
3. Personnel performing authorized travel away from their official headquarters in a nontraining status and temporarily housed at the Academy for the convenience of the Department may be entitled to meal allowances during their stay at the Academy.
 - a. Subsistence payments are predicated upon the availability of cafeteria service at the Academy.

- b. Reimbursement for meals at the Academy will be made for actual charges incurred, not to exceed the maximum authorized for Class C travel.

B. RATES OF CLASS C MEAL ALLOWANCES

- 1. Breakfast \$6.00
- 2. Lunch \$11.00
- 3. Dinner \$19.00

C. VOUCHER FOR REIMBURSEMENT OF TRAVEL EXPENSES (DBF-AA-15)

One original and one copy of Form DBF-AA-15 and all supporting documentation will be submitted to the Bureau of Accounting within five working days after completion of travel.

- D. Transportation to and from the Academy should be in Division vehicles. If the employee elects to use a personal vehicle or other form of transportation, the employee assumes the expense of such transportation and will not be reimbursed by the Department.