

**SUBJECT  
TRAVEL AND  
REIMBURSEMENT**

**POLICY NUMBER  
11.09**



**POLICY MAINTENANCE ADMINISTRATOR:** Chief, Bureau of Accounting

**PURPOSE/SCOPE:** To establish department policy and procedures for authorizing state travel and claiming reimbursement.

## I. AUTHORITY

Sections 92.141 and 92.142, Florida Statutes, Law enforcement employees; travel expenses; compensation as witness  
Section 112.061, Florida Statutes, Per diem and travel expenses for public officers, employees, and authorized persons  
Sections 69I-42.001 – 42.012, Florida Administrative Code, Travel Expenses

General Appropriations Act for State Employee Travel, Chapter 2013-41

Attorney General Opinion 075-7

Attorney General Opinion 075-275

Attorney General Opinion 076-83

Attorney General Opinion 078-90

Attorney General Opinion 079-105

Attorney General Opinion 081-53

Attorney General Opinion 082-34

Comptroller's Memorandum No. 2 (1999 - 2000)

Comptroller's Memorandum No. 4 (1997 - 1998)

Comptroller's Memorandum No. 4 (2001 - 2002)

Comptroller's Memorandum No. 5 (2002 -2003)

Comptroller's Memorandum No. 14 (1988 - 1989)

Chief Financial Officer's Memorandum No. 5 (2003-04)

Agency Addressed Memorandum, AAM #08 (1997 - 1998)

Agency Addressed Memorandum, AAM #10 (1999 - 2000)

Agency Addressed Memorandum, AAM #19 (1997 - 1998)

Agency Addressed Memorandum, AAM #21 (1997 - 1998)

Agency Addressed Memorandum, AAM #22 (1997 - 1998)

Agency Addressed Memorandum, AAM #32 (2012 – 2013)

Department of Financial Services Reference Guide to State Expenditures

2012 Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees

Governor's Executive Order 11-03 and Code of Ethics, Effective January 4, 2011

## II. RELATED POLICIES

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Effective Date</b> 07/01/1983
<b>Page</b> 1 of 2	<b>Revision Date</b> 07/24/2013

STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

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MP 3.02, Americans With Disabilities Act Compliance for Employment Applicants and Current Members  
MP 3.06, Disciplinary Process  
MP 3.08, Ethics and Personal Responsibility  
MP 5.03, Dual Employment and Secondary Employment  
MP 5.13, Recovery of Non-Salary Sums from Members  
MP 10.02, Department Vehicles and Aircraft Use  
MP 10.09, Purchasing  
MP 10.11, Communication Equipment and Services Acquisition and Use  
Purchasing and Contracts Manual  
P-Card Guidelines

**III. POLICY**

Authorized travelers for the Department are responsible for knowing and abiding by all regulations, rules and procedures concerning travel. Authorized travelers will be reimbursed for approved traveling expenses incurred in connection with official state business. All travel must be approved in advance. Travelers must use the most economical means available. Requests for reimbursement of Class A and B traveling expenses must be submitted to the Accounts Payable Section within five working days after the end of the travel period, except for reimbursements involving a travel advance. Those reimbursement requests must be submitted within three working days.

**IV. PROCEDURES**

An in-depth document entitled "Travel Procedures Manual", which details the procedures to be used by our department when planning, approving and reimbursing travel, is available from the Bureau of Accounting, Accounts Payable Section, Department of Highway Safety and Motor Vehicles, Neil Kirkman Building, Mail Stop 22, Tallahassee, Florida 32399-0500 and on-line at the Bureau website. Travelers are required to familiarize themselves with these procedures.