



(Rev. 2/11/11)

**WORKFORCE FLORIDA, INC.
BUSINESS TRAVEL REIMBURSEMENT GUIDELINES
FOR BOARD MEMBERS AND STAFF**

In accordance with Section 445.004(4)(f.), Laws of Florida, members of the Board of Directors and staff of Workforce Florida, Inc., may be reimbursed for all reasonable, necessary, and actual travel expenses in accordance with the travel provisions incorporated in Section 112.061, Florida Statutes. It is currently envisioned that most travel incurred will represent short or day trips not necessitating overnight stay (defined as Class C travel in Section 112.061, F.S.); however, other classes of travel may be incurred occasionally, if authorized in advance by the President or employee's supervisor.

The following general guidelines are being provided to assist in submitting travel reimbursement vouchers in conformance with the requirements of Section 112.061, F.S. These guidelines only address those general issues and anticipated travel costs individuals will probably encounter, and should not be considered as all-inclusive. Questions regarding particular circumstances, or specific questions about the appropriate manner of submitting an expense reimbursement, should be directed to Board staff identified at the end of this document.

CLASSES OF TRAVEL:

- Class A travel:** Continuous travel of 24 hours or more away from home or official headquarters. The travel day is based on a calendar day (midnight to midnight).
- Class B travel:** Continuous travel of less than 24 hours which involves overnight absence from home or official headquarters. The travel day begins at the same time the travel begins.
- Class C travel:** Travel for short or day trips where the traveler is not away from his or her home or official headquarters overnight.

TRAVEL FORMS:

[Reimbursement Voucher](#) (*Attachment #1*) - To ensure compliance with the mandatory travel provisions, a standard travel reimbursement form has been developed (copy attached) and once completed with original signature, should be submitted along with all original documents to the attention of Board staff identified at the end of this document.

To preclude errors in mailing, please be sure to provide a clearly legible return address to which the travel reimbursement should be forwarded.

[Authorization to Incur Travel Expense](#) (*Attachment #2*) – All travel should be authorized in advance by a Vice President of Workforce Florida, Inc.; and documented on a completed travel authorization form. For purposes of official Board meetings, Board members are authorized in advance to travel using the most economical mode of transportation. However, the authorization to travel form must be completed, and forwarded to the individual identified at the end of this document.

Travel for purposes of committee or council meetings **must be approved prior to** incurring those costs, since it is anticipated that most meetings will be conducted via a conference call.

Mission Critical

In order to be compliant with Chapter 2009-15, all travel reimbursement requests must show that the President (i.e., agency head), or his designee, has determined that such travel activities are critical to our mission. Authority must be written and expressly provided to each designee, not simply based on standard procedure – to ensure no questions about who can designate travel as being critical to our mission.

Travel for purposes of committee or council meetings **must be approved prior to** incurring those costs, since it is anticipated that most meetings will be conducted via a conference call.

A WFI Mission Critical Travel Form has been created for this purpose. This form must be completed by all employees prior to travel, except the WFI President and the WFI Executive Vice President, and must be approved prior to travel by the unit's Vice President. Instructions for completion are located at the top of the form.

TRANSPORTATION:

Transportation expenses incurred in connection with official (Board) activities are properly reimbursable. However, such expenses must represent the most economical method of travel for each trip. To determine the most economical method, the following conditions should be considered that might have a direct impact on the travel costs incurred:

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

In the event that travel costs are incurred that do not represent the most economical mode of transportation, such costs cannot be reimbursed and must be absorbed by the traveler.

Travel must also be from the Florida home base location to the location of the WFI meeting. If WFI staff or board members are on non-WFI business and must travel to the location of the WFI meeting, only the cost of the travel from the Florida home base location to the WFI meeting is reimbursable. For instance, if the WFI staff or board member is on non-WFI business in Washington, DC and must travel to Florida to attend the WFI meeting, the travel cost from Washington, DC is not reimbursable by WFI; only the cost of travel from their Florida home base location to the WFI meeting is reimbursable.

However, if actual travel costs incurred are less than or comparable to those travel costs normally incurred from the Florida home base location to the travel destination, such actual costs will be reimbursed up to but not to exceed those costs that would have incurred from the home location.

Discounted Airline Ticket and Ticket Cancellation or Exchange Penalty Tickets – Penalties for cancellation of discounted airline tickets may be paid from Board funds only if the cause for cancellation is in the best interest of the Board. The cost of unused nonrefundable tickets or cancellation penalties incurred are allowable if the traveler has to cancel a trip due to illness of the traveler or death of a member of the traveler’s immediate family. If a ticket is canceled for the convenience of the traveler, the cancellation penalty may not be reimbursed from Board funds. Documentation to substantiate these costs must be submitted along with the completed travel reimbursement and authorization forms.

Travel by Common Carrier – An original receipt or passenger copy of airline ticket will substantiate transportation by common carrier when traveling on official business and paid for personally by the traveler. (Attach copy of travel agency itinerary, if available.)

Rental Vehicles – If determined to be the most economical mode of transportation when considering the cost of taxis or shuttles, a compact or mid-sized car may be rented. Cars classified larger than a compact vehicle are not allowed for reimbursement unless used to transport several authorized travelers with excessive baggage or materials. The rental copy and transaction ticket should be attached to the expense reimbursement form and forwarded to the individual identified at the end of this document.

Travel by Privately Owned Vehicles – Board members and staff may be authorized to use privately owned vehicles for official travel to Board functions in lieu of publicly-owned vehicles or common carriers when it is determined to be the most economical mode of travel. The traveler is entitled to a mileage allowance at a fixed rate of 44.5 cents per mile effective July 1, 2006. When traveling from one city to another, **map mileage claimed** and shown on the expense reimbursement form should represent the official mileage as calculated by the Florida Department of Transportation <http://www2.dot.state.fl.us/citytocitymileage/>; the remaining mileage incurred should be shown as **vicinity mileage**.

A comparison spreadsheet is available for staff use, entitled “[Travel – Avis vs Personal Vehicle Comparison](#)”, and should be used to compare the cost of traveling by personal vehicle as opposed to renting a vehicle.

MEAL ALLOWANCES: (NOTE: Effective 2001 to present, there’s no meal allowance for Class C travel.)

Board members and staff may be authorized reimbursement for the following amounts for subsistence while in travel status and not claiming straight per-diem rates:

1. Breakfast - \$6 (When travel begins before 6 a.m. and extends beyond 8 a.m.)
2. Lunch - \$11 (When travel begins before 12 noon and extends beyond 2 p.m.)
3. Dinner - \$19 (When travel begins before 6 p.m. and extends beyond 8 p.m.)

When a meal is included in a registration fee, or is provided at no cost, the meal allowance must be deducted if on Per Diem, or not claimed for reimbursement if on Class C, even if the traveler decides for personal reasons not to eat the meal. A continental breakfast is considered a meal and must be deducted if included in the registration fee. However, actual expenses for banquets and other meal functions that are not part of a basic registration fee may be reimbursed if participation in such event will directly enhance the public purpose of the Board. In those instances, where a meal

is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.

HOTELS:

In the event that hotel costs are incurred, itemized receipts must be included as supporting documentation to the expense reimbursement form.

OTHER EXPENSES:

The following incidental expenses may be reimbursed:

Fares for shuttle or airport buses, where available; costs of public transportation for other ground travel.

Costs incurred for parking (when receipts are provided).

Fares for taxi transportation, only when there is no less expensive alternative (Receipts are required.)

Actual cost of tolls (Receipts are required.)

Actual charges of telephone calls, faxes, and similar services, if required, for conducting business on behalf of Workforce Florida, Inc. A statement must be made on the expense reimbursement form that such expenses were business-related. (Receipts are required.)

Tips paid to taxi drivers, which do not exceed fifteen percent (15%) of the taxi fare.

Actual portage costs paid, not to exceed \$1 per bag or more than \$5 per incident. The number of bags transported must be shown on the travel reimbursement voucher.

In Lieu of Receipts

In the incident that a receipt is not obtainable, an [In Lieu of Receipts form](#) may be used and must be signed by a WFI Vice President. This form is only applicable for receipts in excess of \$5.00 per State of Florida Travel Guidelines.

SUBMISSION OF FORMS:

Expense reimbursement and travel authorization forms, accompanied by receipts for all individual expenses, should be submitted to the Workforce Florida office within 10 days following a meeting. Once reviewed for completeness and approval is obtained, they will be processed for payment. To ensure the expediting of a reimbursement request, original receipts and other supporting documentation must be submitted. In the event questions arise regarding reimbursement, the traveler's phone number and address are needed.

The following individual should be contacted for additional clarification or information to complete expense reimbursement forms:

Ms. Malissa Counts
Workforce Florida, Inc.
1580 Waldo Palmer Lane
Tallahassee, Florida 32308
Phone: (850) 921-8766