

Travel Clarification Reference Guide

Item	Reference/Citation	Clarifying Instructions
Travel Approval	DOE Travel Policy Section III. A. (3.)	References to agency head of department should be applied as the entities’ Executive Director / Agency Head or authorized delegate. If an entity has a governing board, the Board Chair or authorized designee should approve the Executive Director’s travel.
Budget and account codes; Object codes	DOE Travel Policy Section III. B. (2.) & (3.); Section V. A.; Section V. C.	References to FLAIR organizational code, expansion option, object codes and grant number(s) should be applied by the coalition / subrecipient by substituting with the entities chart of account codes and OCAs.
Approved Mission Critical statement	DOE Travel Policy Section III. F. (6.); FDOE Core Mission Essential Functions Relating to Travel Requirements, Section VI. V.	Authorized ELC or other subrecipient travel must directly support at least one of the core mission essential functions identified on <i>FDOE Core Mission Essential Functions Relating to Travel Requirements</i> list. Section VI. V. of this list describes the mission critical nature of travel that an ELC or other subrecipient’s travel must support: “Meetings, councils, site visits, monitoring, training, summits and all activities related to the Office of Early Learning’s mission to ensure access, affordability and quality of early learning services for all of Florida’s children and families.”
Budget office, Budget officer	DOE Travel Policy Section IV. A. (1.) & Section V. A.	Coalitions and subrecipients may substitute references to budget office or budget officers with the entities office or employee that perform budgetary functions.
State rental car contract	DOE Travel Policy Section IV. Q.	Non-state employees may be ineligible to rent under the state term rental car contract. References to compliance with the terms of the current state rental car contract should be substituted with compliance with the terms of the employee’s signed rental car agreement.

Item	Reference/Citation	Clarifying Instructions
Purchasing Cards	DOE Travel Policy Section IV. P.	Any references to “Purchasing Cards” or “P-Cards” should be substituted with the entities credit cards.
Transponder or TOLL-BY-PLATE administrative fees	DOE Travel Policy Section IV. Q. (6.) & Appendix G	<p>Coalition or subrecipient employees or authorized travelers that travel almost every month to areas that require tolls using rental vehicles should purchase transponders for travel usage. Transponders may be purchased as “floaters” in accordance with DOE Travel Policy Appendix G.</p> <p>If travel is less than around 10 trips per year, a coalition or subrecipient can make policy decisions in regards to transponder purchases.</p> <p>Per FDFS, entities should make reasonable efforts not to incur the additional daily administrative fee associated with toll-by-plate through rental companies.</p>
Errors	DOE Travel Policy Section VI.	The ELC or subrecipient may substitute “Comptroller’s Office” with its internal travel audit section (i.e. finance department or accounting office).
Timely Submission of Travel Voucher	DOE Travel Policy Section IV., B.	<p>The Office requires travel reimbursements be submitted within thirty (30) days of the travel event.</p> <p>Best practice for all non-routine travel is to complete, approve, and submit a Travel Voucher with required documentation within ten (10) working days after the last travel date.</p>
Social Security Numbers (SSNs)	DOE Travel Policy Section IV., C.	Travel vouchers for coalition and other subrecipients should only include the last four digits of SSNs. If the entity has a unique identifier for employees (similar to the State PeopleFirst ID used for time reporting), the entity may use this ID on the reimbursement voucher.
Travel Forms	DOE Travel Policy,	Coalitions and other subrecipients must use the DOE travel forms, unless an alternate form has been approved by DFS. Requests for use of an alternate form should be submitted through OEL, Financial Administration and Budget Services Unit.

Item	Reference/Citation	Clarifying Instructions
Class C Travel	Pursuant to 112.061 (15)	<p>Pursuant to 112.061 (15), CLASS C TRAVEL.—Moneys appropriated from the State Treasury may not be used to pay per diem or subsistence related to Class C travel.</p> <p>This supersedes any other references to per diem or subsistence related to Class C travel.</p>
Travel Authorization Period	DOE-C-676-C, Authorization to Incur Travel Expenses Instructions, Section (11) & (12)	<p>This form allows for month(s) and year(s) up to one full fiscal year. Staff whose job duties require them to perform routine travel may be authorized on this form for the entire state fiscal year. These instructions supersede prior OEL guidance memo, <i>OEL Sample Blanket Travel Authorization</i>, distributed August 12, 2013.</p> <p>Non-routine travel is expected to have an authorization period no longer than one month.</p>

If you have questions, please contact OEL.Questions@oel.myflorida.com.