

## Travel

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### OF INTEREST TO

The Office of Early Learning (OEL, the Office), Early Learning Coalitions (ELCs, coalitions), subrecipients of the coalitions, and other direct subrecipients of OEL implementing state and federally funded early learning programs.

### AUTHORITY

Coalitions and other subrecipients of the Office are required to follow [Section 112.061, Florida Statutes \(F.S.\)](#), the Department of Financial Services (FDFS) Travel Manual, and the Florida Department of Education (FDOE) Travel Policy.

[S. 1002.83 \(12\), F.S.](#), states that State, federal, and local matching funds provided to the early learning coalitions may not be used directly or indirectly to pay for meals, food, or beverages for coalition members, coalition employees, or subcontractor employees. Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established in [s. 112.061, F.S.](#), and must comply with applicable federal and state requirements.

[S. 112.061, F.S.](#), specifies in what manner the coalitions and other subrecipients may be reimbursed for all travel-related costs incurred. The statute allows costs for preapproved, reasonable, and necessary per diem allowances and travel expenses. The coalitions and other subrecipients shall be reimbursed such costs at the standard travel reimbursement rates that [s. 112.061, F.S.](#), establishes, and shall comply with all applicable federal and state requirements. The Office requires travel reimbursements be submitted within thirty (30) days of the travel event.

### PURPOSE

The purpose of this guidance document is to provide additional clarifying travel instructions applicable to coalitions and other subrecipients in order to comply with [s. 112.061, F.S.](#), following the policies established within FDFS Travel Manual, FDFS Reference Guide for State Expenditures, and the FDOE Travel Policy. All instructions and requirements within the FDFS Travel Manual and the FDOE Travel Policy apply unless substituting or clarifying instructions are specifically provided within this program guidance. This program guidance includes substitutions for terminology used at the state level that may or may not apply to an ELC or subrecipient.

### APPLICABLE POLICIES AND FORMS

Policies and forms are located at SharePoint Coalitions Zone > Financial Administration and Budget Services > Grant Agreement Documents within the current fiscal year folder.

- Florida Department of Education (FDOE) Travel Policy Manual
- Florida Department of Education (FDOE) Mission Critical Travel List
- DOE C-676C Authorization to Incur Travel Expense

- Travel Authorization Request Form Instructions
- Privately Owned Vehicle versus Rental Car Worksheet
- DOE C-676 Voucher for Reimbursement of Travel Expenses
- Travel Voucher Form Instructions
- Travel Advance Form C-676 TA
- SunPass Toll Transponder Guidelines
- Florida Department of Financial Services (FDFS) Travel Manual
- DFS-AA-13 Authorization to Incur Travel
- DFS-AA-15 Voucher for Reimbursement of Travel
- DFS-AA-25 Advance Travel Expenses

## **ATTACHMENTS**

Attachment 1 – Travel Clarification Reference Guide

Attachment 2 – Travel Question and Answers

## **EFFECTIVE DATE**

Issuance of this guidance represents approval by OEL management of the indicated procedures and related administrative forms.

## **HISTORY**

Supersedes *OEL Sample Blanket Travel Authorization* memo distributed August 12, 2013. Original effective July 1, 2017. Revised and effective July 1, 2018. Revised and effective July 1, 2019.

**If you have any questions, contact your grant manager or supervisor.**

## **OFFICE OF EARLY LEARNING FABS UNIT - CONTACT INFORMATION:**

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