

Travel Questions and Answers

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1	Training Presentation	Is the travel presentation available on SharePoint so we can give it to our staff?	The travel presentation is located on SharePoint Coalitions Zone > Other Resources > Training and Presentations > Travel Presentation 3_1_17.	N/A
2	Policy Overview and Approval	Is there a standard form for allowable, reasonable, necessary, and allocable testing?	No, there is not a standard form for this testing. Approval and reimbursement of travel expenses are limited to those expenses deemed reasonable and necessary by a prudent person to complete the travel and associated performance of any public purpose authorized by law to be performed by the DEL or any subrecipient.	Section I.
3	Travel Authorization	Can delegation of authority be granted to approved the CEO's travel?	Yes, written documentation of Board-approved delegation of authority for CEO/ED travel is acceptable.	Section III. A.
4	Travel Authorization	Can you explain the "blanket travel authorizations?" b: If traveler attends a meeting out of county and 60 miles away, but does not sleep over. Can they use the local annual blanket travel authorization? or need a separate authorization for mileage only?	The travel authorization form allows an authorization period of 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, OEL Sample Blanket Travel Authorization. Non-routine travel is expected to have an authorization period no longer than one month.	Section III. A.
5	Travel Authorization	The OCAs are going to change every month for our Program staff and we don't know them until after the fact. We need to create one of these every month?	On travel authorizations, an exact and accurate breakdown may not be determined until travel occurs. An estimate of the funding codes may be provided on the travel authorization form, as long as the travel reimbursement is processed with the actual OCAs based on the benefitting program/OCA. The travel authorization form allows an authorization period of 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, OEL Sample Blanket Travel Authorization. Non-routine travel is expected to have an authorization period no longer than one month.	Section III. A.
6	Travel Authorization	If the estimate cost is lower than the actual travel expense, at what dollars should we add justification to the travel authorization request form?	If reimbursable expenses are <i>more than</i> the total estimated on the Travel Authorization Request, additional justification and approval from the agency head/designee is required.	Section IV. A. 4
7	Travel Authorization	Section sixteen (16) of the FDOE form currently includes state-level segments/reporting sections. Can the ELC modify the data submitted?	Estimated funding source split may be used for the Authorization to Incur; the actual will appear on the travel reimbursement form. The ELC should substitute their accounting system segments in the place of org/EO/grant.	Section V.
8	Travel Authorization	In previous years, the ELC used a locally-developed annual pre-authorization form for local travel as advised by DEL. What form should be used for 2017-18? DOE-C-676C Auth to Incur Tr Exp?	DOE-C-676C may be used for Travel Authorizations; no other forms may be used without DFS approval.	Section III. A.
9	Travel Authorization	If our entity has an alternate travel authorization form that has been approved by DFS, do travelers need to complete that AND the DOE Travel Authorization Form?	Only one <i>approved</i> travel authorization form is required.	
10	Travel Authorization	Is the travel authorization form (C-676C-) to be used for local travel too?	Yes, all travel must be authorized with a completed travel authorization form,C-676C.	Section III. A.
11	Travel Authorization	Will FDOE guidance apply to ELCs to limit number of ELC staff that can attend conferences or other events?	No more than one (1) traveler from a division/office is allowed to attend the same conference, convention, seminar or workshop, unless additional justification is approved on the Travel Authorization Request (C-676C). An example of appropriate additional justification is that the one-plus travelers will be presenting at the conference or the conference has multiple tracks.	Section III. B.
12	Travel Authorization	We have our own Rent v Drive calculator. Can we use that?	The Rental Car vs. POV (personally owned vehicle) worksheet should be used unless an alternative form has been approved.	Section III. D. 1

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13	Travel Authorization	Please provide clarification and examples as to the maximum allowed reimbursement for Rental Car vs. POV.	<p>Scenario 1: POV > Car Rental; traveler chooses to drive POV and is authorized by the agency head or designee – The maximum amount of reimbursement that can be made to the ELC staff person for mileage reimbursement is the total estimated cost of the car rental option based on the POV v. Rental Vehicle Worksheet . The POV vs. Rental Vehicle Worksheet is required to be completed and included with the travel reimbursement documents.</p> <p>Scenario 2: POV < Car Rental; traveler chooses to drive POV and is authorized by the agency head or designee – The maximum amount of reimbursement that can be made to the ELC staff person for mileage reimbursement is the cost of the allowable mileage in accordance with the rates established in s. 112.061 and associated tolls . The POV vs. Rental Comparison form is required to be completed and included with the travel reimbursement documents.</p> <p>Scenario 3: POV > Car Rental; traveler chooses to rent a car – The maximum amount of reimbursement that can be made to the traveler is allowable fuel costs that were incurred during the trip and associated tolls. The ELC incurs 100% of the cost of the rental at the approved state rate with 100% of the rental being charged to ELC Programs (i.e., billable and allowable to OEL). <i>Although it is a best practice that the ELC staff member complete the POV vs. Rental Comparison for every out of county travel, it is not required to be included with the travel documentation IF the ELC staff chooses to rent a car.</i></p> <p>Scenario 4: POV < Car Rental; traveler chooses to rent a car – The maximum amount of reimbursement that can be made to the ELC staff person is for fuel costs that were incurred during the trip and associated tolls. The ELC incurs 100% of the cost of the rental at the approved state rate with 100% of the rental being charged to ELC Programs (i.e., billable and allowable to OEL). <i>Although it is a best practice that the ELC staff member complete the POV vs. Rental Comparison for every out of county travel, it is not required to be included with the travel documentation IF the ELC staff chooses to rent a car.</i></p>	Section III. D. 1
14	Travel Forms - General	How do we obtain a preapproved form from DFS?	Request for use of an alternate form may be requested through DEL Financial Administration and Budget Services unit. DEL will submit requests to DFS for their approval.	Section IV.
15	Travel Forms - General	Please give guidance for agencies/subs who have several funding streams - we are having DEL funded staff complete both agency forms and State forms.	Regardless of the payment source, travel shall only be performed and reimbursed in accordance with section 112.061 (11), F.S., which require DFS to provide uniform Travel Authorization and Voucher Reimbursement forms. An alternative form can be used after first obtaining approval from the Bureau of Auditing (DFS). Requests for alternate form usage should be submitted through the DEL contract/grant manager.	Section IV.
16	Travel Forms - General	Can we include our agency name in the DOE form?	Yes, the agency name may be included on the form, but it cannot replace the DOE or DFS headers.	Section IV.
17	Travel Forms - General	Can we use the employee's ID instead of his/her SSN?	Yes, DEL recommends using Employee ID when available rather than SSN. If SSN is used, enter only the last 4 digits.	Section IV. A.
18	Meals and Per Diem Allowance	How do you decide Per Diem or meal allowance?	Travelers may only switch from actual expenses to per diem allowance while on Class A travel on a midnight-to-midnight basis. Typically the cost of lodging plus meal allowances exceeds the per diem amount, so the actual lodging plus meals is primarily utilized. It is typically beneficial to switch to per diem for the last day of travel only. The per diem clock is a good resource to help in this decision. For example, if travel begins at 8 a.m. on day 1 and ends at 8 p.m. on day 2, the traveler could claim meals and lodging costs from 8 a.m. until midnight (meals include lunch + dinner = \$30, plus lodging for day 1), then switch to per diem at midnight through 8 p.m. at \$20/quarter, totaling \$80 per diem for day 2.	Section IV. I. A. & B. PER DIEM CLOCK
19	Meals and Per Diem Allowance	Can an employee claim the per diem if they stay with family/friend?	Yes.	Section IV. I. A.
20	Meals and Per Diem Allowance	Just to clarify, the \$80 per diem allowance is for food and lodging?	Correct.	Section IV. I. A.
21	Meals and Per Diem Allowance	On the last day of your trip, you can claim the full per diem? \$80	Per diem would begin at midnight on the last day of travel. The calculation for the total per diem would be based on the time of return, at \$20 per quarter.	Section IV. I. A.
22	Meals and Per Diem Allowance	What is an actual expense then that would be in addition to meals? Does this mean lodging?	Yes, lodging.	IV. I. A.
23	Meals and Per Diem Allowance	Can we reimburse on the hour? Ex 6:00 am leaving	Class A and B travel shall be reimbursed at one-fourth of the authorized rate of per diem allowance (\$20.00) for each quarter or fraction thereof. Currently, per diem allowance is calculated at a rate of \$80.00 per day. The exact time of departure must be noted on the reimbursement voucher, which will determine the meal allowance. For example, travel must depart before 6.a.m. and return after 8 a.m. in order to claim breakfast allowance.	Section IV. I. D. 2.
24	Meals and Per Diem Allowance	Can a traveler be reimbursed for the meal allowance if the hotel offers complimentary breakfast?	Yes, if a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.	Section IV. I. D. 3.
25	Meals and Per Diem Allowance	Can the traveler claim a meal allowance if the meal was included in the registration but either a) they couldn't eat it for dietary restrictions; b) they worked through the lunch because they were staffing an exhibit table and had to buy their own meal; or c) the conference ran out of food.	When a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, even if the traveler decides for personal reasons not to eat the meal. Requests for reimbursement must provide an explanation for any extenuating circumstances and will be considered on a case by case basis.	IV. I. D. 4.

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26	Time of Departure	Is the time of departure when you leave for the airport or when the flight is scheduled to leave?	The time of departure is the time the travel event began. For example, if the traveler left the office to go to the airport at 12:30 for a flight the leaves at 3, then 12:30 is the time of departure.	Section IV. G.
27	Mileage	Does a Rental Car vs. POV analysis form need to be done for each trip my Literacy coordinator takes to each child care center OR is this just for non-routine travel, like conferences?	An exemption may be granted for routine travel such as this.	Section III. D. 1
28	Mileage	Do we have to attach a DOT mileage sheet?	The DOT map mileage is not required to be attached to the travel reimbursement but it should be verified prior to making payment, and should be verifiable by an auditor.	Section IV. J.
29	Mileage	When using MapQuest is mileage to be rounded up or down to whole number or should it reflect exactly what is printed on the MapQuest report?	Travelers must calculate out to the third decimal point and round down to the nearest cent when calculating the allowable amount for all mileage.	Section IV. J.
30	Mileage	For vicinity mileage exceeding 50 miles in a day, is written explanation required?	Yes; a written explanation must be provided when vicinity mileage exceeds 50 miles in one day or 40 miles per day for two or more days in one trip.	Section IV. K. 3.
31	Mileage	What should be included in the written explanation needed for any mileage amounts submitted for over 50 vicinity miles in one day or 40 miles per day for two or more days in one trip?	The written explanation will vary on a case by case basis and should include sufficient information to adequately justify the reason for exceeding 50 vicinity miles in one day or 40 miles per day for two or more days in one trip.	Section IV. K. 3.
32	Mileage	If staff work their regular schedule during the week and then attend an extra event on the weekend can they claim mileage between their home and the event, and back for the time worked outside of their normal work week?	In this example, the travel point of origin may be the traveler's home, since travel begins more than one hour before or one hour after the traveler's regular work hours, provided that miles claimed may not exceed the actual miles driven. If the traveler chooses to use this rule, the voucher must indicate the traveler's regular work hours, the miles between the traveler's residence and headquarters, and justification for travel before or after the regular work schedule. Travelers will not be paid for mileage traveled between their residence and their headquarters or regular work location. When travel begins or ends at a point other than the headquarters, then the traveler shall claim official map mileage for the <i>lesser distance</i> , either from the point of origin to the destination or from the headquarters to the destination. The balance may not be reported as vicinity mileage.	Section IV. M.
33	Hotel Reimbursement	Is the \$175 limit the base rate of the room or does it include taxes and fees also?	The \$175 is the base rate of the room before taxes and fees.	Section IV. T. G.
34	Hotel Reimbursement	Can we purchase a room with a room rate more than \$175 per night?	The entity must always seek the most economical means, however under the following circumstances the \$175/night limit does not apply when the purpose of travel is, 1) a meeting, conference, or convention is NOT organized or sponsored by an agency. 2) conducting business external to the agency including such as audits, on-site contract monitoring, investigations, litigation or examinations. Justification for exceeding \$175/night should be included with the travel authorization.	Section IV. T. G.
35	Hotel Reimbursement	How does the \$175 apply when employees are just attending a conference.	If the conference is not sponsored by the agency, as described in DOE Policy Section, IV. T. 1. g. (1), the \$175 limit does not apply. "An agency is deemed to have sponsored a meeting, conference, or convention if they contributed money for the meeting, conference or convention. Payment for traveler's registration fee is not considered an event sponsored by the agency."	Section IV. T. G.
36	Hotel Reimbursement	If we attend a conference, such as the Symposium held by OEL in Orlando, does the \$175/night limit apply?	In this example, the Symposium was an agency sponsored event, and the \$175/limit applies.	Section IV. T. G.
37	Hotel Reimbursement	Is the \$175 per person? What if 2 people are sharing a room?	If more than one traveler share a room, the rate may exceed \$175, but cost cannot exceed \$175 per traveler, if this is the most economical means of travel. Justification of the most economical means would need to be included on the authorization and travel reimbursement voucher.	Section IV. T. G.
38	Hotel Reimbursement	In determining whether an overnight stay is allowable based on the 50 mile radius, is this from the headquarters or home? For example you have an employee who resides less than 50 miles from conference site would overnight stay still be allowable?	The 50 mile radius is based on the traveler's point of origin. When travel begins or ends at a point other than the headquarters, then the traveler shall claim official map mileage for the lesser distance, either from the point of origin to the destination or from the headquarters to the destination. In this example, an overnight stay would not be allowable, unless the circumstances necessitating the overnight stay are fully explained by the traveler and approved by the agency head or designee.	Section IV. C.
39	Receipts	Our receipts show our purchasing specialist name because we use her credit card, can we write in traveler name?	Both the credit card holder and the travel should sign the receipt.	Section IV. V.
40	Travel Advance	If a hotel is required, it appears that advance request is required. We only use advance now if per diem or mileage is requested in advance. Please clarify.	If a hotel is being booked for travel, this action alone does not require completion of a travel advance. However, if a traveler is requesting an advance and a hotel is an anticipated cost of the travel, it should be included with the estimated cost on the Advance Travel Expenses form. Travel advances shall not exceed 80 percent of the estimated travel expenses.	Section VIII

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41	Travel Advance	Do we use the regular Travel Voucher form C676 when staff request a cash advance to go on a trip? I think we can only pay out 80% of the charges allowable. I don't see anything on this form to reduce the amount requested to 80% of the amount paid.	There is a separate Travel Advance Form C-676 TA. Within the DOE Policy, section VIII addresses the advances in full. The travel reimbursement form C-676 is completed upon return to reconcile with actual costs and result in either an additional payment to the traveler, a refund back from the traveler, or reflect a net zero.	Section VIII
42	Transponders	The travelers do not have a sunpass? When travelers use Enterprise they charge us the expense. What should we do?	Coalition or subrecipient employees or authorized travelers that travel almost every month and rent vehicles should get transponders or require their employees to purchase transponders. If travel is less than around 10 trips per year, coalition or subrecipient can make policy decisions in regards to transponders. Per DFS, entities should make reasonable efforts not to incur the additional daily administrative fee associated with TOLL-BY-PLATE through rental companies. Travelers can always still use cash at toll booths when this option is available.	Appendix G
43	Taxes - out of state travel	Do we have the taxes removed from airline tickets for out-of-state travel?	No, the tax exemption is limited to the State of Florida.	N/A