

CHAPTER 69I-42 TRAVEL EXPENSES

69I-42.001	Applicability.
69I-42.002	Definitions.
69I-42.003	Forms.
69I-42.004	Conferences and Conventions.
69I-42.005	Travel Advances.
69I-42.006	Per Diem and Subsistence Allowance.
69I-42.007	Transportation - Common Carriers.
69I-42.008	Transportation - Privately Owned Vehicles.
69I-42.009	Transportation - Complimentary.
69I-42.010	Other Incidental Traveling Expenses.
69I-42.011	Direct Payment of Expenses by Agency.
69I-42.012	Requirements for Reimbursement of Expenditures by Physically Handicapped Travelers.

69I-42.001 Applicability.

These rules shall apply to all state agencies in the payment of travel expenses from such state agencies' funds unless such expenses are otherwise provided by law.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061 FS. History--New 3-5-90, Formerly 3A-42.001.

69I-42.002 Definitions.

The terms defined in Section 112.061(2), Florida Statutes, shall have the same meanings when used in this chapter and are incorporated herein by reference. Additionally the following terms shall have the following meanings:

(1) "Actual point of origin" means the geographic location where the travel begins, which is other than the "point of origin" as defined in subsection (15) hereof.

(2) "Chief Financial Officer" or "Department" shall mean the State of Florida, Department of Financial Services or its statutorily appointed head, the Chief Financial Officer, and the terms shall have the same meaning and be used interchangeably.

(3) "Conference" means the coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the removal of differences or disputes and for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of agency or interagency personnel.

(4) "Convention" means an assembly of a group of persons representing persons and groups, coming together for the accomplishment of a purpose of interest to a larger group or groups. A convention does not mean the coming together of agency or interagency personnel.

(5) "Emergency notice" means for purposes of Section 112.061(13), Florida Statutes, notification of less than twenty-four (24) hours prior to scheduled departure. Such notification may be written or oral.

(6) "Emergency situation" means circumstances in which there is an immediate danger or a threat of immediate danger to the public health, safety or welfare or of other substantial loss to the state requiring emergency action.

(7) "Meal allowance" means the amount authorized by Section 112.061(6)(b), Florida Statutes, for each meal during the travel period.

(8) "Most economical class of transportation" means the class having the lowest fare which is available.

(9) "Most economical method of travel" means the mode of transportation (state owned vehicle, privately owned vehicle, common carrier, etc.) designated by an agency head in accordance with criteria prescribed by Section 112.061, Florida Statutes.

(10) "Nonbusiness day" means, for a public officer or employee, a weekend or an authorized State holiday; for an authorized person means a day on which such person was not scheduled to be performing service or contributing time to an agency.

(11) "Official headquarters" means the geographic location specified by Section 112.061(4), Florida Statutes.

(12) "Per diem rate" means the amount authorized by Section 112.061(6)(a), Florida Statutes.

(13) "Personal time" means the time outside the regular work-hours of a business day, a nonbusiness day or a day for which the officer or employee had prior approval for a leave of absence.

(14) "Physically handicapped" means any person diagnosed as having a physical disability, including but not limited to blindness, or the loss of one or more life functions leaving that person mobility-impaired (or sensory-impaired) requiring the use of trained animal companions or prosthetic equipment, including, but not limited to, crutches, walkers, canes, or wheelchairs.

(15) "Point of origin" means the geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination. (Refer to Attorney General Opinion 75-275.)

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061 FS. History--New 3-5-90, Formerly 3A-42.002.

69I-42.003 Forms.

(1) The Voucher for Reimbursement of Travel Expenses, Form DFS-AA-15, (revised 06/97), is hereby incorporated by reference. Unless an alternative form is approved pursuant to this Section, Form DFS-AA-15 (06/97) shall be used by travelers when requesting claims for reimbursement of travel expenses and shall be prepared in strict compliance with Section 112.061, Florida Statutes. All copies or electronic transmissions of travel vouchers (Form DFS-AA-15 or other approved form) submitted to the Chief Financial Officer for reimbursement of travel expenses shall contain the signatures of the traveler and the official authorizing the travel. Travel vouchers on file at the agency shall contain the original signatures in written or electronic form. Other evidence of approval of the travel voucher by the supervisor will be accepted if a copy or electronic transmission of the travel voucher is not available and would result in an unreasonable delay in reimbursing the traveler.

(2) The Authorization to Incur Travel Expense, Form DFS-AA-13 (11/89), is hereby incorporated by reference as if fully set forth herein and shall be used by all state officers, employees, and authorized persons when requesting approval for the performance of travel to a convention or conference. The form shall be signed by such person and his supervisor, stating that the travel is to be incurred in connection with official business of the State, and the agency head or his designated representative shall not authorize or approve such request in the absence of the appropriate signatures.

(3) The Application for Advance on Travel Expenses, Form DFS-AA-25 (revised 07/98), is hereby incorporated by reference as if fully set forth herein and shall be used by all state officers and employees when requesting an advance for travel expenses to be incurred.

(4) The Department has prescribed certain forms and alternative methods of travel voucher information submission to be used in the processing of travel expenses. Agencies desiring to use an alternative form or method to meet agency unique needs shall first obtain the approval of the Department, which approval shall not be unreasonably withheld. Such requests shall be submitted in writing to:

Bureau of Auditing
Department of Financial Services
200 East Gaines Street
Tallahassee, Florida 32399-0355

Once approved, such alternative forms or methods may be used in lieu of the uniform form. Upon request, the uniform forms will be provided to agencies for duplicating purposes. Requests clearly indicating the form needed should be directed to:

Mail and Supply Center
Department of Financial Services
200 East Gaines Street
Tallahassee, Florida 32399-0317

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061 FS. History—New 3-5-90, Amended 1-8-95, 12-29-96, 1-7-98, 11-15-98, Formerly 3A-42.003.

69I-42.004 Conferences and Conventions.

(1) No public funds shall be expended for attendance at conferences or conventions unless:

(a) The main purpose of the conference or convention is in connection with the official business of the state and directly related to the performance of the statutory duties and responsibilities of the agency participating;

(b) The activity provides a direct educational or other benefit supporting the work and public purpose of the person attending;

(c) The duties and responsibilities of the traveler attending such meetings are compatible with the objectives of the particular conference or convention; and

(d) The request for payment of travel expenses is otherwise in compliance with these rules.

(2) An Authorization to Incur Travel Expenses, Form DFS-AA-13, shall be completed for each person who will be attending a conference or convention, which shall include a statement of the benefits accruing to the State of Florida by virtue of his attendance. This statement of benefits shall also be included on the Voucher for Reimbursement of Travel Expenses, DFS-AA-15, or a copy of Form DFS-AA-13 shall be provided. The original Form DFS-AA-13 shall be filed at the agency.

(3) A copy of only those pages of the program or agenda of the conference or convention itemizing the registration fees and any meals or lodging included in the registration fee shall be attached to the Form DFS-AA-15, and submitted for payment or shall be maintained at the agency.

(4) Agencies may pay the registration fee directly to the conference or convention sponsor or allow the traveler to include the registration fee in the calculation of his travel costs and reimburse the traveler.

(a) Requests for direct payment of a registration fee by the agency shall be vouchered in favor of the conference or convention sponsor or designee, shall list the traveler as a subvendor, including the traveler's social security number, name, appropriate travel object code, and cost of registration (pay and charge voucher). The voucher shall include a copy of the conference or convention registration form and a statement of the benefits accruing to the State by virtue of the traveler's attendance.

(b) Direct payment of registration fees shall not be requested earlier than twenty workdays before the travel period is to begin unless written justification of the circumstances which necessitate an exception to this restriction is submitted to and approved by the Chief Financial Officer. Criteria for approval shall include discount for earlier payment and earlier payment required for a reservation.

(c) Agencies and travelers shall carefully evaluate the circumstances and risk of cancellation prior to making direct payment of a registration fee, in order to avoid or minimize any cancellation penalty or risk of loss of funds.

(d) If direct payment of a registration fee is made by an agency, the traveler's travel voucher shall indicate "Registration Fee Paid Direct by Agency" and shall also comply with subsections (2) and (3) of this rule by providing a statement of benefits to the State and a copy of the agenda of the conference or convention.

(5) Registration fees will not be paid for intra-agency or interagency meetings, seminars and workshops. All expenses related to such gatherings must be processed as a regular expenditure of the appropriate agency. Registration fees may be paid to universities, the Department of Management Services or other agencies for routine training classes conducted for employees of other agencies.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History--New 3-5-90, Amended 1-8-95, 12-29-96, Formerly 3A-42.004.

69I-42.005 Travel Advances.

(1) Travel advances shall not exceed 80 percent of the estimated travel expenses which will ultimately be reimbursed to the traveler. An exception may be made to this 80 percent restriction in order to take advantage of a substantially discounted common carrier ticket. In the event such arrangement is made, the travel advance may be an amount equal to 100 percent of the cost of the substantially discounted common carrier ticket plus 80 percent of the remaining estimated travel expenses. Other exceptions to this 80 percent restriction may be made if approved by the Chief Financial Officer. Requests for such approval must be in writing and must clearly demonstrate that the increased travel advance is in the best interest of the state. Approval will be in writing and must be included in the voucher submitted for travel advances.

(2) Requests for travel advance payments shall not be commingled with other requests for payment, but shall be separately vouchered and object coded either Travel Advances or Travel Advance – Training, as appropriate.

(3) Each traveler requesting an advance shall properly complete and execute a Request for Travel Advance, Form DFS-AA-25, and the same shall be attached to the voucher requesting the advance.

(4) When the travel period has ended, the traveler shall properly complete the Voucher for Reimbursement of Travel Expenses, Form DFS-AA-15, and submit it to the authorizing agency within ten workdays of the traveler's return to headquarters. The traveler shall complete the portion of the travel voucher, Form DFS-AA-15, relating to the travel advance.

(a) If additional funds are due the traveler, the completed Form DFS-AA-15 shall be vouchered, clearly marked as a settlement of a travel advance and submitted to the Department.

(b) If a traveler was advanced funds in excess of the travel expenses allowed for a particular travel period, the agency shall obtain a refund from the traveler within ten workdays of the traveler's return to headquarters, and then prepare a cash refund journal voucher including as documentation the Forms DFS-AA-15 and DFS-AA-25.

(c) If the travel expenses claimed are equal to the amount of the advance, Form DFS-AA-15 shall be completed by the traveler and submitted to the Department by the agency within ten workdays of the traveler's return to headquarters.

(5) A travel advance may be made to an authorized person without regard to whether such person is filling an established position.

(6) A traveler shall not have more than one travel advance outstanding at any time without written justification of circumstances which necessitate an exception to this restriction and approval of the Chief Financial Officer. Criteria for approval shall include discount airline tickets and multiple advances for extended trips.

(7) Travel advances shall not be requested earlier than 10 workdays before the travel period begins without a written justification of the circumstances which necessitate an exception to this restriction.

(8) Authorized travel advances made from approved revolving funds shall be settled through such revolving funds. At a minimum, they should be handled within the time limitations otherwise prescribed in this section. The agency administering the revolving fund may adopt more stringent requirements regarding the timing of the transactions.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History--New 3-5-90, Amended 1-8-95, 6-8-97, 1-7-98, Formerly 3A-42.005.

69I-42.006 Per Diem and Subsistence Allowance.

(1) Travelers (Class A) who desire to claim reimbursement pursuant to Section 112.061(6)(a)2., Florida Statutes (actual lodging at the single occupancy rate plus meal allowances), for some periods and pursuant to Section 112.061(6)(a)1., Florida Statutes (per diem), for other periods while on the same trip may only change methods on a travel day basis (midnight to midnight).

(2) For Class A travel, lodging expenses shall be calculated on a travel day basis beginning on the day of departure, regardless of when such expenses are actually paid.

(3) No traveler shall be reimbursed for more than one lodging expense during any travel day unless fully justified by the traveler in writing.

(4) A traveler claiming less than the full meal allowance or per diem authorized by Section 112.061(6), Florida Statutes, shall include on his travel voucher a statement that he understands that he is entitled to the full meal allowance provided by law but has voluntarily chosen to claim a lesser amount.

(5) Lodging expenses shall qualify for reimbursement pursuant to Section 112.061(6)(a)2., Florida Statutes, only if they are incurred at a duly established commercial lodging facility and are substantiated by itemized paid receipts or bills therefor.

(6) Rates for foreign travel shall not begin until the date and time of arrival in the foreign country from the United States. Rates for foreign travel shall terminate on the date and time of departure from the foreign country to the United States. Rates for foreign travel shall not be claimed for any quarter in which meal allowances or per diem is claimed. When a traveler goes from one foreign geographic location to another within the same quarterly period, reimbursement shall be calculated at the applicable rate where the majority of the quarter was spent regardless of which area has a higher reimbursement rate.

(7) A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the agency head. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions.

(8) The Class C meal allowance authorized by Section 112.061(6)(b), Florida Statutes, is defined as taxable income by the Internal Revenue Service and is subject to withholding of income and social security taxes. It is required to be reported as wages on the traveler's W-2 form. Class C meal allowances must be shown on the traveler's travel voucher, deducted from the total claimed and submitted to the Bureau of State Payrolls for payment through the payroll system.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History--New 3-5-90, Amended 1-8-95, 6-8-97, 1-7-98, Formerly 3A-42.006.

69I-42.007 Transportation - Common Carriers.

(1) Travelers whose transportation is provided by scheduled aircraft shall purchase the airline tickets in accordance with any state term contract for the purchase of scheduled aircraft transportation which may be in effect at the time travel is scheduled. Failure to purchase airfare in accordance with the terms of the current state term contract may result in disallowance of reimbursement claims for unauthorized purchases of airfare. Noncompliance with the state term contract will require written justification on the traveler's Form DFS-AA-15. In the event the traveler fails to justify his non-compliance with the terms of the state term contract, any cost in excess of such state term contract will be borne by the traveler.

(2) Travel using scheduled aircraft on routes for which there is not a state term contract provider shall be by the most economical class of transportation. Exceptions will be allowed only when fully justified. In the event the traveler fails to justify his use of other than the most economical class of transportation, any additional cost will be borne by the traveler.

(3) Travelers whose transportation is provided by rental vehicles shall make use of any state term contract for rental vehicles which may be in effect at the time of the travel. Failure to use the state term contract for rental vehicles will require written justification on the traveler's Form DFS-AA-15. In the event the traveler fails to justify his use of other than a state term contract, any additional cost will be borne by the traveler.

(4) If additional costs are incurred by a traveler due to overbooking or any other action of an airline or other common carrier, and the traveler chooses to have such costs paid directly or indirectly by the State, then any compensation, in whatever form, received by the traveler from the airline for his inconvenience, shall accrue to the benefit of the State. In such instances, if the traveler is allowed to elect the form of compensation, his decision shall be based on the best interests of the State. In determining whether additional costs have been incurred in such situations, the compensation of the traveler, if applicable, as well as travel costs, must be taken into consideration. If no additional costs are incurred or the additional costs are borne by the traveler, then such compensation for the traveler's inconvenience shall accrue to the traveler.

(5) When a state contract is not available, State employees are also encouraged to consider discounted airfares, commonly referred to as "super saver" tickets, instead of the more costly full-fare refundable tickets. Many of these tickets are either non-refundable or require payment of a penalty if canceled. Penalties for cancellation of discounted airline tickets, may be paid from state funds only if the cause for cancellation is in the best interest of the State, or if the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family, for which an employee is authorized to use sick or administrative leave. For non-employees, such penalties may be paid in circumstances in which the traveler would have been authorized to use sick or administrative leave if they had been a State employee. If the ticket is cancelled for the convenience of the traveler, the cancellation penalty may not be paid or reimbursed from State funds. Although the savings realized from the use of such tickets may be considerable, agency personnel shall also keep in mind that the penalties for cancellation of the tickets are generally substantial. Agencies and travelers shall carefully evaluate the circumstances and risk of cancellation prior to the purchase of each such ticket in order to avoid or at least minimize the cancellation penalty on these tickets. When an agency determines that it is in the best interest of the State to cancel a "super saver" ticket and pay the cancellation penalty, justification

must be included in the voucher submitted for payment of the cancellation penalty detailing the circumstances necessitating payment of the penalty from State Funds. Documentation verifying that the unused ticket has been submitted to the Agency must also be included in payment request information. Exchange penalties will be treated in the same manner as cancellation penalties.

(6) Common carrier charges may be billed directly to the agency pursuant to subsection 69I-42.011(3), F.A.C., or the traveler may pay for his common carrier charges and request reimbursement therefor on his Form DFS-AA-15.

(a) Requests for payment of common carrier charges billed directly to the agency shall be vouchered separately by the agency, in favor of the vendor, shall list the traveler as a subvendor (pay and charge voucher) and shall also reflect the traveler's social security number, name, and cost of each traveler's transportation by common carrier. Each payment shall be appropriately object coded within the classifications established by the Department of Financial Services. The voucher maintained at the agency shall have sufficient information to substantiate the payment of the common carrier charges.

(b) Common carrier charges which are paid by the traveler shall be included on the traveler's reimbursement request filed on Form DFS-AA-15.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History--New 3-5-90, Amended 1-8-95, 12-29-96, 6-8-97, 1-7-98, Formerly 3A-42.007.

69I-42.008 Transportation - Privately Owned Vehicles.

(1) For purposes of Section 112.061(7)(d), Florida Statutes, the term privately owned vehicle shall include any motor vehicle which is not publicly owned, whether or not title to such vehicle is in the name of the traveler.

(2) A traveler using a rental car of an established rental car firm may claim mileage at the statutory rate per mile provided that the amount claimed for mileage does not exceed the amount due the rental car company for the allowable mileage claimed.

(3) If authorized travel is by private aircraft:

(a) The pilot may claim either the mileage rate specified in Section 112.061(7), Florida Statutes, or the lesser of the state contract fare and the most economical commercial direct airfare available for the same trip. If no state contract fare and no commercial airfare is available directly between the points of travel, reimbursement shall be limited to the mileage rate specified in Section 112.061(7), Florida Statutes, or the most economical commercial airfare closest to the point of origin and the point of destination.

(b) A passenger on a private aircraft may be reimbursed for the actual amount charged and paid for his fare up to:

1. The mileage rate specified in Section 112.061(7), Florida Statutes, or

2. The lesser of: (i) the state contract fare or (ii) the cost of the most economical direct commercial airfare available for the trip. If no direct commercial flight is available, the most economical commercial airfare closest to the point of origin and the point of destination may be used.

(c) If a rented aircraft is used, the reimbursement claimed by any traveler on the aircraft may not exceed a pro rata share of the actual cost of renting the aircraft and the reimbursement is subject to the limitations provided in paragraphs (a) and (b).

(4) Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location (See AGO 082-34). If travel begins more than one hour before or one hour after the travelers regular work hours, the point of origin may be the travelers residence, provided that miles claimed may not exceed the miles actually driven.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History--New 3-5-90, Amended 1-8-95, 1-7-98, 4-8-98, Formerly 3A-42.008.

69I-42.009 Transportation - Complimentary.

Pursuant to Section 112.061(7)(h), Florida Statutes, when a traveler is gratuitously transported by another person or when he is transported by another traveler who is entitled to mileage or transportation expense, he shall indicate on his Voucher for Reimbursement of Traveling Expenses, Form DFS-AA-15, that his transportation was "Complimentary" or "Comp".

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061 FS. History--New 3-5-90, Formerly 3A-42.009.

69I-42.010 Other Incidental Traveling Expenses.

(1) The following supporting information shall be required and maintained at the agency with the traveler's Voucher for Reimbursement of Travel Expenses, Form DFS-AA-15, when the traveler is claiming reimbursement for incidental travel expenses authorized by Section 112.061(8)(a), Florida Statutes:

(a) Receipts for taxi fares in excess of \$25 on a per fare basis.

(b) Receipts for storage, parking fees or tolls in excess of \$25. Such fees shall not be allowed on a weekly or monthly basis for privately owned automobiles unless it can be established that such method results in savings to the State.

(c) A statement that communication expenses being claimed were for state business. Communication expenses to contact the traveler's family or other nonbusiness purposes are not eligible for reimbursement.

(2) Reasonable tips and gratuities may be reimbursed the traveler as per the following:

(a) Actual tips paid to taxi drivers which shall not exceed fifteen percent of the fare.

(b) Actual amount paid for mandatory valet parking which shall not exceed \$1 per occasion and which was incurred in the performance of public business.

(c) Actual portage charges paid which shall not exceed \$1 per bag not to exceed total of \$5 per incident.

(3) Other incidental travel expenses of the traveler may be reimbursed upon presentation of a receipt therefor as follows:

(a) Actual laundry, dry cleaning and pressing expenses when official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.

(b) Actual passport and visa fees required for official travel.

(c) Actual and necessary fees charged to purchase traveler's checks for official travel expenses.

(d) Actual fee charged to exchange currency necessary to pay official travel expenses.

(e) Actual cost of maps necessary for conducting official business.

(f) Other incidental travel expenses not listed above shall be reimbursed if approved by the Chief Financial Officer. Requests for such approval must be in writing and must clearly demonstrate that reimbursement of such expenses is in the best interest of the State. Approval will be in writing and must be included in any voucher submitted for reimbursement of such expenses.

(4) When a public officer, employee, or authorized person on personal time is required to travel because of an emergency situation, such officer, employee, or authorized person may be reimbursed travel expenses incurred by him in traveling from his actual point of origin to his point of destination, which may be his official headquarters, as required by his agency head. Nothing herein shall be construed to authorize reimbursement for expenses in traveling between a traveler's home and the traveler's regular place of employment. If because of personal circumstances it is necessary for the officer, employee, or authorized person to return to the actual point of origin rather than returning to or staying at his official headquarters, the traveler may be reimbursed his travel expenses to return. However, in the event the traveler is able to return directly to or stay at his official headquarters, such traveler shall only be reimbursed the excess of his necessary actual travel expenses over what he would have incurred for his own personal convenience. The traveler's request for reimbursement of travel expenses claimed from an actual point of origin shall contain an explanation of the emergency which necessitated his travel from such point. In the event the traveler returns to or stays at his official headquarters, he shall detail the cost that he would have incurred and net such cost against his actual cost of returning. Requests for reimbursement of travel expenses pursuant to this subsection shall be presented in writing or electronic form prior to being vouchered by the agency, to the Chief, Bureau of Auditing, Department of Financial Services, 200 East Gaines Street, Tallahassee, Florida 32399-0355.

(5) In the event a public officer, employee, or authorized person has made plans for his personal time and has incurred certain costs in conjunction with such plans and is unable to carry out such plans due to an emergency situation, such costs which are not recoverable by such person may be reimbursed by the agency. Requests for reimbursement of costs pursuant to this subsection shall be presented in writing or electronic form to the Chief, Bureau of Auditing, Department of Financial Services, 200 East Gaines Street, Tallahassee, Florida 32399-0355, prior to being vouchered by the agency. Such requests shall detail the circumstances of the emergency situation which prevented such person from carrying out his plans and shall clearly document the unrecoverable costs incurred by the person.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History—New 3-5-90, Amended 1-8-95, 12-29-96, Formerly 3A-42.010.

69I-42.011 Direct Payment of Expenses by Agency.

(1) Direct payment to vendors for the meals and lodging of an employee required to travel on emergency notice shall be processed in the same manner as common carrier payments under paragraph 69I-42.007(6)(a), F.A.C. The voucher shall clearly disclose that payments to vendors are requested due to the employee being required to travel on emergency notice.

(2) Direct payment of travel expenses may be granted with the prior approval of the agency head or his designee in situations that result in a cost savings to the State. Avoidance of state sales tax shall not be considered a cost savings to the State. Direct payment of travel expenses cannot be approved solely for the convenience of the traveler. The approval must document the cost savings and shall be included with the voucher submitted for such direct payments, which shall be supported by sufficient information from the travel vouchers and be processed in the same manner as common carrier payments under paragraph 69I-42.007(6)(a), F.A.C. Direct payment may not be made for Class C meals for state employees. Criteria for cost savings include but are not limited to discount for earlier payment or free use of a hotel meeting room if the agency has a need for such room.

(3) The prior approval of the Department shall be obtained by agencies desiring to use direct billing travel cards. The written request for approval, accompanied by a copy of the proposed contract, shall be submitted to the Department prior to execution of the contract. Requests shall be directed as indicated in subsection (2) above. Vouchers for the direct payment of common carrier charges shall list each traveler as a subvendor (pay and charge voucher) and be supported by copies of travel vouchers.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History—New 3-5-90, Amended 1-8-95, 12-29-96, Formerly 3A-42.011.

69I-42.012 Requirements for Reimbursement of Expenditures by Physically Handicapped Travelers.

(1) Purpose. To remedy inequities, conflicts and inconsistencies in the reimbursement of expenditures by physically handicapped public officers, employees and authorized persons whose traveling expenses are paid by a public agency.

(2) General Requirements. When a physically handicapped traveler incurs travel expenses in excess of those ordinarily authorized pursuant to the travel law and these rules, and such excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed by the agency to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All such claims for reimbursement of excess travel expenses shall be submitted in accordance with the requirements of the Americans With Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq.

(3) When a payment is requested pursuant to the Americans With Disabilities Act (ADA), which would not otherwise be a lawfully authorized use of state funds, the voucher must include a signed statement from the agency head or his designee certifying that:

(a) An employee of the agency, an applicant for a position or other covered person has requested a “reasonable accommodation” pursuant to the ADA, to assist him in performing his duties, applying for a position, or other covered activity.

(b) The agency has determined that the individual is a “qualified individual with a disability” as defined in the ADA.

(c) The agency has determined that the payment is for a “reasonable accommodation” pursuant to the ADA, for that employee, applicant or person.

(d) The agency will maintain all records related to this request for seven years and make those records available for review to persons authorized to review such records.

(4) All vouchers related to providing a “reasonable accommodation” shall contain a file number or other code by which the voucher can be readily traced to the confidential records maintained by the agency pursuant to paragraph (3)(d) above.

Specific Authority 17.075(1), 17.29, 112.061(9) FS. Law Implemented 17.075, 112.061, 215.42 FS. History–New 3-5-90, Amended 1-8-95, Formerly 3A-42.012.