

DATE: July 26, 2016

TO: Agency Addressed (No. 06, 2016-2017)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: STATE OF FLORIDA PURCHASING CARD PROGRAM –
GUIDANCE FOR TRAVEL RESTRICTIONS IMPOSED BY CHAPTER 2016-
62, LAWS OF FLORIDA

To assist agency purchasing card (PCard) programs with the travel restrictions imposed by Chapter 2016-62, Laws of Florida, as discussed in Agency Addressed Memorandum No. 43 (2015-16), Department of Financial Services offers the following guidance for the use of PCards:

- If lodging exceeds the \$150 daily room rate and the traveler is using a PCard, the traveler should charge \$150 (plus related taxes and fees) to the PCard and use personal funds (credit card or cash) to pay for the amount (plus related taxes) exceeding \$150.
- If lodging exceeds the \$150 daily room rate and the traveler inadvertently charges the full amount to a PCard, the charge should be approved in the Purchasing Card Module. The fiscal level (Level 008) approver is responsible for verifying that the traveler has either reimbursed the agency via personal funds or deducted the overage (plus related taxes) from the traveler's *Voucher for Reimbursement of Travel Expenses*.
- A cardholder consistently exceeding the daily room rate limit, charging the full amount on a PCard and making no effort to pay the excess with personal funds, would be considered willfully intending to use the PCard for personal gain or unauthorized use. In accordance with the PCard Cardholder Agreement, this action may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
- If multiple travelers share a room, the travelers should ask the vendor to distribute the charge (including taxes and fees) evenly to each travelers' PCards and ask for multiple copies of the receipt. All travelers' names should be included on the receipt and each cardholder should sign and date a copy of the receipt. If the vendor is unable to distribute the charge, one of the travelers should pay for the entire room cost and document on the travel voucher that another traveler's hotel costs are included on the charge. The additional traveler(s) must document their travel vouchers that their room was paid by another traveler, naming the traveler.
- If multiple travelers share a room and the individual cost of the room exceeds the daily room limit, the travelers should use personal funds to pay for the excess amount.

- Cardholders authorized to act as “Internal Travel Agents” should charge each traveler’s hotel costs separately and request individual receipts for each traveler. The travel agent should be aware of the restrictions; however, it is the traveler’s responsibility to ensure the daily room rate does not exceed \$150. The traveler is required to pay the excess (plus related taxes) from personal funds if the rate is exceeded.

This guidance should be shared with all travelers and employees in all roles (cardholders, approvers, administrators, and reconcilers) of agencies’ PCard programs.

Please contact the Bureau of Auditing at (850) 413.5512 or PCardReporting@myfloridacfo.com.