

DATE: February 9, 2009

TO: Agency Addressed (No. 11, 2008-2009)

FROM: Kimberly D. McMurray, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: DOCUMENTATION REQUIREMENTS FOR TRAVEL RESTRICTIONS
IMPOSED BY CHAPTER 2009-15, LAWS OF FLORIDA.

This revised memorandum supersedes and replaces Agency Addressed Memorandum 10, 2008-2009, issued on January 29, 2009.

The following documentation will be required to support the travel restrictions imposed by Chapter 2009-15, Laws of Florida, until July 1, 2009.

For any travel voucher that does not require an agency head's determination that travel is mission critical, each voucher or other attached documentation must contain a statement describing how the travel activity is critical to the agency's mission.

For any travel vouchers that seeks payments for travel to foreign countries, other states, conferences, staff-training activities, or other administrative functions, the voucher must contain evidence of the agency head's determination that such travel activities are critical to the agency's mission as required by Chapter 2009-15, §2, Laws of Florida.

In order to make this process more efficient, each agency head may provide a signed memorandum setting forth his or her determination as to the types of activities that he or she deems mission-critical that require travel to foreign countries, other states or the District of Columbia, conferences, staff-training activities, or administrative functions. A copy of the determination memorandum should be included with each voucher that seeks payment for travel activities falling within any of these five categories.

In approving any travel as being mission-critical, each agency head or his or her designee must identify in writing why the travel is consistent with the agency head's determination memorandum and state that he or she has considered the use of teleconferencing and other forms of electronic communication as an alternative to the travel.

This memorandum shall not apply to travel activities undertaken for law enforcement purposes, military purposes, emergency management activities and public health activities.

Questions regarding this agency addressed may be directed to Jeff Cagle at (850) 413-5504 or jeffrey.cagle@myfloridacfo.com.