



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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JAC Training Agenda
Preparers and Travelers

Statewide Travel Management System – STMS

- I. Overview of STMS & Possible “Go Live” Dates
- II. Describe Process for Employees Accessing the STMS – JAC Will Manage Users
- III. Travelers and Preparers – Responsibilities and Limitations
- IV. Basic Trip - Demonstrate Creating a Trip in STMS (non-conference)
- V. Review Org Codes –Travelers and Preparers Can Change Org and EO if Needed
- VI. Review STMS Data Fields
- VII. Review State Travel Rules and Policies – STMS Conforms
- VIII. Demonstrate Uploading Receipts to STMS
- IX. Demonstrate Validating a Trip – STMS Edits
- X. Demonstrate Submitting a Trip to Supervisor – For Approval
- XI. Describe JAC’s Role in Reviewing the Trip
- XII. Describe JAC’s Role in Uploading the Trip to FLAIR
- XIII. Go Over FLAIR STMS Vouchers & Documents to Be Provided to Each Office
- XIV. Describe Tracking Trip Status in STMS
- XV. Conference Travel - Demonstrate Creating an Authorization Form
- XVI. Review State Rules For Conference Travel
- XVII. Demonstrate Creating a Trip (reimbursement) from Authorization – After Conference Attendance
- XVIII. Review Department of Management Services (DMS) Travel Website
- XIX. Review Best Practices for Using STMS & Public Records Considerations
- XX. Review STMS Resources on the JAC Website

Prior to attending JAC’s training, it is suggested that preparers and travelers:

1. Print the STMS User Guide/Manual from the JAC website:

<https://www.justiceadmin.org/ClientAgencies/accountingsvcs.aspx>

2. View the training videos on the DMS – STMS website:

Preparers:

https://www.dms.myflorida.com/agency_administration/statewide_travel_management_system#preparers

Travelers:

https://www.dms.myflorida.com/agency_administration/statewide_travel_management_system#travelers