



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



COMMISSIONERS

Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Kathleen A. Smith
Public Defender
Brian Haas
State Attorney

JAC Training Agenda
Supervisors and Other Approvers
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. Supervisors and Other Approvers – Responsibilities and Limitations
- IV. STMS Workflow – Supervisors and Approvers
- V. Marking a Trip Secure in the STMS – Only Approver Can Mark Secure
- VI. Reviewing a Basic Trip in the STMS (non-conference)
- VII. FLAIR Org Code Issues – Only Preparer, Traveler or Fiscal Accountant (JAC) Can Change Org Code and EO
- VIII. Review STMS Data Fields
- IX. Review State Travel Rules and Policies – STMS Conforms
- X. Demonstrate "Final Approval" – Submits Trip to Fiscal Accountant (JAC)
- XI. Describe JAC's Role in Reviewing Trip
- XII. Describe JAC's Role in Submitting/Uploading 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 – Reviewing and Approving an Authorization
- XVI. Review State Rules For Conference Travel
- XVII. Review Department of Management Services (DMS) Travel Website
- XVIII. Review Best Practices for Using STMS & Public Records Considerations
- XIX. Review STMS Resources on the JAC Website

Prior to attending JAC's training, it is suggested that supervisors and approvers:

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:

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