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# Travel Overview

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# Travel Overview – Objectives

- General principles governing travel
- Review of the Statewide Travel Management System (STMS)
- Public record requests
- Adding, removing, and updating employee information
- Profiles in STMS
- STMS Demonstration

# General Principles Governing Travel

- Travel activities for state employees should be limited to those that are “critical to the mission” of the state agency
- It is generally expected that the most economical means of transportation and the most direct route should be used when traveling on state business

# General Principles Governing Travel

- In any instance of travel where the most economical means of transportation *or* the most direct route is not selected, please include a justification memo that explains the circumstances

# General Principles Governing Travel

- When traveling by common carrier (i.e., airline, train, car rental) office employees should use a state-term contract if one is available for the common carrier
- Avis is the state-term contractor for renting vehicles and should be utilized when traveling on state business

# General Principles Governing Travel

- Renting any vehicle besides compact and economy requires justification
  - Example: JAC rented minivans to attend this conference. It was justifiable due to multiple people traveling and equipment needed to be transported

# General Principles Governing Travel

- Class A Travel – continuous travel of 24 hours or more away from official headquarters. The travel day for Class A is based on a calendar day (midnight to midnight)
- Class B Travel – continuous travel of less than 24 hours which involves overnight absence away from official headquarters. The travel day for Class B travel begins at the same time as the travel period
- Class C Travel – short or day trips in which the traveler is not away from his/her official headquarters overnight. *Class C travel payments are NOT authorized to be paid at this time.*

# General Principles Governing Travel

- If a trip for any traveler is less than 24 hours and there is no overnight stay, the traveler **MAY NOT be paid for meals**. He or she may be paid for mileage or other incidental expenses such as fuel, tolls, parking fees, etc., but not for **meals**
- Class C travel is not permitted except in very specific circumstances, that is, when travelers are working in an emergency/disaster situation, when a state of emergency has been declared by the Governor



# General Principles Governing Travel

- When an employee is traveling to training/conference or convention, an Authorization to Incur Travel is required
- The Authorization is created in the STMS
- Any advanced purchases for this travel paid with a PCard should have the STMS master trip number in PCard Works

Description

Registration fee for NDIA 2022 - STMS 000025415

x

# General Principles Governing Travel

- An Authorization or Reimbursement can be set up with just known trip details (no expense line items are needed) before the trip occurs to secure the master trip number for PCard purposes
- Once the travel happens, the reimbursement can be created/updated and it will have the same master trip number

# General Principles Governing Travel

## – \$225 Room Rate

- \$225 room rate limitation – when does it apply?
  - Meetings, conferences, or conventions ***organized by your office, another state agency, or the judicial branch***
  - Recruitment activities
  - Other operational-type meetings

Your office has “control” over booking/choosing the room

# General Principles Governing Travel

## – \$225 Room Rate

- \$225 room rate limitation – **exemptions**
  - Officers’ travel (appointed or elected officials\*)
  - Attending a conference not organized by your office, another state agency, or the judicial branch
  - Investigation activities
  - Litigation activities
  - Law enforcement activities
  - Non-employees (e.g., witnesses)

\*Officer or public officer—An individual who in the performance of his or her official duties is vested by law with sovereign powers of government and who is either elected by the people, or commissioned by the Governor and has jurisdiction extending throughout the state, or any person lawfully serving instead of either of the foregoing two classes of individuals as initial designee or successor (s.112.061, F.S.)



# STMS and Public Records

- Travel records housed in the STMS (e.g., forms and receipts) are accessible for at least five years
- Each office will have access to its own records in the STMS
- JAC will also have access to all records in the STMS related to JAC and the JROs (*JAC is the system administrator for all offices under Justice Administration and the fiscal accountant for most offices*)
- Department of Management Services (DMS) is the “owner” of the STMS and will have access to all records

# STMS and Public Records

- In accordance with JAC's Public Records Policy, JAC ***will not*** release STMS records for offices under Justice Administration without *notifying the office in question*

# STMS and Public Records

- **DMS will release documents or data related to a public record in the STMS without notifying JAC, unless one of the following conditions exists:**
  - An employee is identified as a “restricted relative” or has a “protected identity” in People First (as defined by s. 119.071, F.S., or other authority); or
  - A trip is marked “secure” in the STMS – by manually checking a “Secured Record” box. Offices will be expected to provide a citation in the STMS (within that trip) supporting the authority to mark a trip secure based on Florida law

# Securing a Trip

- Only Approvers and JAC Fiscal Accountants can check the box in the STMS to secure a trip
- If the trip is secured, it will not show up on DMS's public website
- Secured trips should ***only*** be case-related trips





# Policy – Suggestions

- It is encouraged that each office add to their current policies or create a new policy to document which trips will be marked secure in the STMS and the statutory authority for marking a trip secure (Florida Statutes, case law, or both)
- If questioned about marking trips secure, the policy will provide the authority and reasoning for the action

# STMS – Employee Updates

- JAC has created a Microsoft Active Directory for all Justice Administration STMS users
- All travelers need to be manually added and removed by JAC's IT Section via an Add Form
- If an employee is coming to your office from another JRO, please designate this in the add request
  - This helps prevent duplicates in the Active Directory
- This form is available on the Accounting Section's public website and should be submitted via email to [STMS@justiceadmin.org](mailto:STMS@justiceadmin.org)



# STMS – Removing Employees / Updating

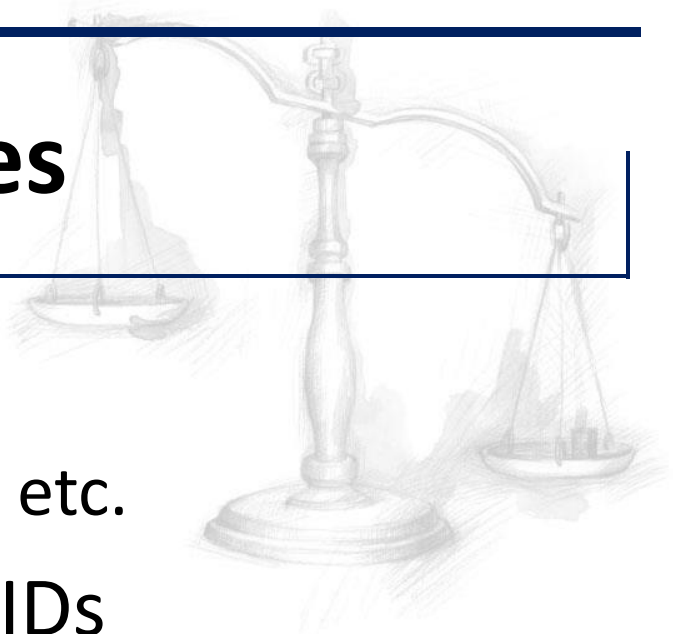
- When an employee leaves your office, please contact JAC STMS so we can remove them
  - Send an email to [STMS@justiceadmin.org](mailto:STMS@justiceadmin.org) with the employee's name and email address
- Try to review and update employees monthly to help ensure the Active Directory remains error-free
  - If you need a list of your current active employees, please send an email to [STMS@justiceadmin.org](mailto:STMS@justiceadmin.org)

# STMS – Removing/Updating Employees

- If an employee's name changes, JAC needs this information
  - Name and email currently in the system
  - New name and email
- All other changes can be submitted via email
- Any current trips that are pending approval before any change is made **WILL NOT** automatically update in STMS

# STMS – Common Issues

- Active Directory
  - Two names, Proxy Traveler, etc.
- People first IDs vs Agency IDs
- Login Problems: What to do if you are locked out



# STMS – Profiles Non-Approvers

- Traveler – Prepares own travel in STMS
  - This profile can have a preparer create their trips, *but they will have to login to approve before their supervisor's final approval*
- Proxy Traveler – never logs into STMS
- Preparer – Prepares travel for themselves and others

# STMS – Profiles Approvers

- Agency head/delegate – Approves all documents for employees other than their own
  - Every JRO needs an agency head in the STMS. They are the only profile that can approve authorizations
- Self Approver – Approve all documents for employees, including their own

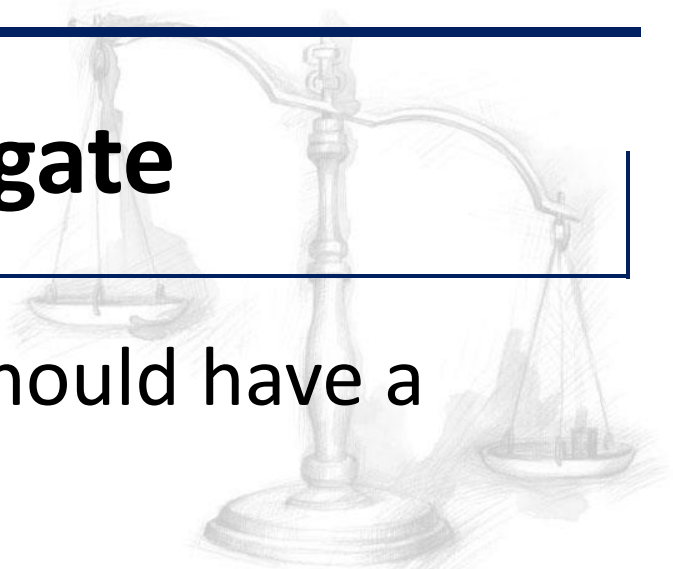


## STMS – Profiles Approvers

- Payment Approver – Approves all advances and reimbursements for employees other than their own
- Reviewer – Reviews trips with no ability to approve a reimbursement

# STMS – Setting a Delegate

- Approvers in your office should have a delegate set up
- A delegate can approve travel for the approver if they are out of the office
- In settings you can add a delegate
  - Settings -> Approver Settings -> Fill in the Delegated Approver in your office as your delegate



# STMS – Setting a Delegate



Navigation icons: Star, Plus, Home, Help, Settings, Notifications (6), Profile.

STMS Admin JAC  
flstms.my.salesforce.com  
**Settings** Log Out

DISPLAY DENSITY

✓ **Comfy**  
Compact

- Quick Find
- My Personal Information
    - Advanced User Details
    - Approver Settings**
    - Change My Password
    - Connections
    - External Credentials
    - Grant Account Login Access
    - Language & Time Zone
    - Login History
    - Personal Information
    - Reset My Security Token

## Approver Settings

When an approval request email is sent to the assigned approver, the delegated approver also receives an email notification

**Settings**

Delegated Approver

Receive Approval Request Emails **Only if I am an approver**

Save Cancel



# Conference Trip – Enter in STMS

- Wendy McDaniels is excited to go to the 2024 JAC Conference from May 7, 2024 to May 10, 2024. She left her home in Tallahassee in her personal vehicle at 5:00 p.m. on May 6, 2024, and returned home at 4:00 p.m. on May 10, 2024. Her hotel stay during the conference will be charged to her PCard. Wendy also had lunch charged to her PCard on May 8<sup>th</sup>.

# Conference Trip – Enter in STMS

- Tallahassee to Orlando– Orlando back to Tallahassee
- JAC conference from May 7<sup>th</sup> – 10<sup>th</sup>
- Hotel on PCard \$200/night with local fees and taxes
- Lunch charges erroneously charged to PCard: \$29.00
- FDOT Mileage from Tallahassee to Orlando: 242  
Roundtrip = 484



# STMS – Creating an Authorization

## New Trip Form

Select a record type



Authorization

Form used to acquire approval for upcoming travel



Reimbursement with General Authorization

Form used for requesting reimbursement for travel that did not require an Authorization Form to be completed.

Cancel

Next

# STMS – Creating an Authorization

\* TRAVELER NAME ?

Traveler1 JAC ✕

\* TRAVELER AGENCY LINK

Traveler1 JAC-JAC-2131000000

\* POINT OF ORIGIN ?

Tallahassee, FL

\* DESTINATION ?

Orlando, FL

\* DEPARTURE DATE AND TIME ?

5/6/2024 5:00 PM

\* RETURN DATE AND TIME ?

5/10/2024 4:00 PM

TRAVEL CLASSIFICATION

Class A

CLASS C OVERRIDE

\* PRIMARY MODE OF TRANSPORTATION

Personal Vehicle ▼

\* TYPE OF TRAVEL ?

In State ▼

\* MISSION CRITICAL STATEMENT

Sample Mission Critical Statement 1 ▼

\* PURPOSE OF TRAVEL ?

Conference or Convention ▼

BENEFIT TO STATE ?

To increase knowledge of day to day activities to help achieve success.

COMMENT ?

\* WAS TELECOMMUNICATION CONSIDERED? ?

Yes ▼

\* GOVERNOR DECLARED EMERGENCY? ?

No ▼

\* FEMA EMERGENCY? ?

No ▼



# STMS – Creating an Authorization

- FORM DETAILS

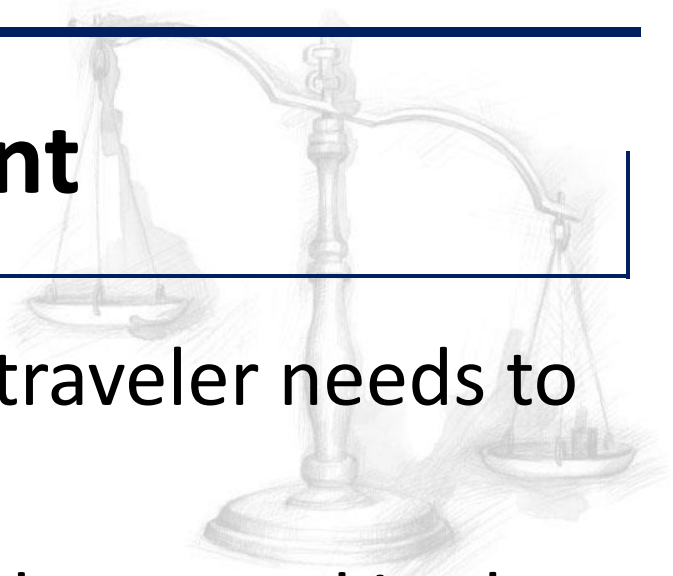
MASTER TRIP INVOICE #	000360180	STATUS	Trip Draft
FORM TYPE	Reimbursement with General Authorization		
FORM ID	472958	SECURED RECORD	<input type="checkbox"/>
* TRAVELER NAME	Traveler1 JAC	HEADQUARTERS CITY	Testburgh
* TRAVELER AGENCY LINK	Traveler1 JAC-JAC-2131000000	HEADQUARTERS STATE	FL
TRAVELER ORGANIZATION CODE	2131000000	HOME IS HEADQUARTERS	No
PREPARER NAME	Preparer JAC	TYPE OF EMPLOYEE	State Employee
		SUPERVISOR NAME	Supervisor JAC
		FISCAL AUDITOR NAME	





# STMS – Reimbursement

- After the conference, the traveler needs to be reimbursed for the trip
- The Authorization is already created in the STMS
- The preparer can pull up the Authorization
- The STMS gives you the option to change the travel times and destinations if needed.



# STMS – Reimbursement

## Authorization

Chatter Feed   Details   Expense Line Items   Trip Forms   Attachments

New Advance

New Reimbursement

FORM ID ▲   RECORD TYPE   STATUS   \* PURPOSE OF TRAVEL   \* DESTINATION   \* DEPARTURE DATE AND TIME   \* RETURN DATE AND TIME



### New Trip Form

Select a record type

Authorization

Form used to acquire approval for upcoming travel

Reimbursement with General Authorization

Form used for requesting reimbursement for travel that did not require an Authorization Form to be completed.

Cancel

Next



# STMS – Reimbursement

\* TRAVELER NAME ?

Traveler1 JAC

\* TRAVELER AGENCY LINK

Traveler1 JAC-JAC-21310000000

\* POINT OF ORIGIN ?

Tallahassee, FL

\* DESTINATION ?

Orlando, FL

\* DEPARTURE DATE AND TIME ?

5/6/2024

5:00 PM

\* RETURN DATE AND TIME ?

5/10/2024

4:00 PM

TRAVEL CLASSIFICATION

Class A

CLASS C OVERRIDE

\* PRIMARY MODE OF TRANSPORTATION

Personal Vehicle

\* TYPE OF TRAVEL ?

In State

\* MISSION CRITICAL STATEMENT

Sample Mission Critical Statement 1

\* PURPOSE OF TRAVEL ?

Conference or Convention

BENEFIT TO STATE ?

To increase knowledge of day to day activities to help achieve success.

COMMENT ?

\* WAS TELECOMMUNICATION CONSIDERED? ?

Yes

\* GOVERNOR DECLARED EMERGENCY? ?

No

\* FEMA EMERGENCY? ?

No



# STMS – Reimbursement

- DETAILS

MASTER TRIP INVOICE NUMBER

FORM ID

RECORD TYPE ID

Mileage Map

ORGANIZATION CODE

21300000000

EXPANSION OPTION

B9

EXPANSION OPTION VERSION

PROJECT ID

EXPENSE DATE

5/6/2024

TOTAL AMOUNT

UNALLOWABLE AMOUNT \$0.00

TOTAL ALLOWABLE AMOUNT

COMMENT

- TRAVEL DETAILS

POINT OF ORIGIN

Tallahassee

DESTINATION

Orlando

MILEAGE

242

REIMBURSEMENT RATE TYPE

Florida

MILEAGE REIMBURSEMENT RATE

\$0.445

[View Map Calculator](#)



# STMS – Reimbursement



- DETAILS

MASTER TRIP INVOICE NUMBER	000360884	EXPENSE DATE	5/10/2024
FORM ID	474225	MERCHANT NAME	Embassy Suites
RECORD TYPE ID	Hotel	TOTAL AMOUNT	\$829.00
ORGANIZATION CODE	21300000000	UNALLOWABLE AMOUNT	\$29.00
EXPANSION OPTION	B9	TOTAL ALLOWABLE AMOUNT	\$800.00
EXPANSION OPTION VERSION	02	COMMENT	
PROJECT ID			

- LODGING DETAILS

CHECK IN DATE	5/6/2024	STATE SPONSORED EVENT	Yes
CHECK OUT DATE	5/10/2024	NIGHT OVER STATE LIMIT	No
		JUSTIFICATION	



# STMS – Reimbursement



EXPENSE ID ▲	EXPENSE DATE	RECORD TYPE	OBJECT CODE	ORGANIZATION CODE	EXPANSION OPTION	EXPANSION OPTION VERSION	EXPENSE PAID BY	TOTAL ALLOWABLE AMOUNT
1818918	05/10/2024	Per Diem	261100	21300000000	B9	02		\$60.00
1818914	05/06/2024	Meals Class A&B	261200	21300000000	B9	02		\$19.00
1818915	05/07/2024	Meals Class A&B	261200	21300000000	B9	02		\$36.00
1818916	05/08/2024	Meals Class A&B	261200	21300000000	B9	02		\$36.00
1818917	05/09/2024	Meals Class A&B	261200	21300000000	B9	02		\$36.00
1818913	05/06/2024	Mileage Map	261300	21300000000	B9	02		\$107.69
1818919	05/10/2024	Hotel	261400	21300000000	B9	02	PCard	\$800.00



# STMS – Receipts

- Copies of Receipts
  - Hotel Bills
  - Car Rental
  - Airfare
  - Cab or Transportation Fees
  - Toll Receipts
  - Gas Receipts
  - Incidentals (travel-related only)
    - baggage fees, fax charges, photocopies, etc.



# STMS – Receipts

- Any personal information of the traveler should be redacted before being uploaded
  - Home address, credit card numbers, etc.
- As a best practice, upload all backup related to the trip including PCard receipts, invoices paid on batches, and personal payment invoices as one PDF file



# STMS – Attachments

Chatter Feed   Details   Expense Line Items   **Attachments**

[New Attachment](#)

ATTACHMENT NAME ▲	ATTACHMENT TYPE	FILES ATTACHED	COMMENTS
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Attachment  
A623091

[Details](#)   [Files](#)

[Return to Trip Form](#)   [New Attachment](#)   [Edit](#)

- DETAILS

RELATED TRIP FORM	<a href="#">474225</a>	COMMENTS	All Attachments Included
TRAVELERS AGENCY	210000 JUSTICE ADMINISTRATION	FILES ATTACHED	3
ATTACHMENT TYPE	Agenda		

- SYSTEM INFORMATION

OWNER ID	<a href="#">Preparer JAC</a>	LAST MODIFIED BY ID	<a href="#">Preparer JAC</a>
CREATED BY ID	<a href="#">Preparer JAC</a>	ATTACHMENT NAME	A623091



# STMS – Attachments



Details

Files



Files



Upload Files

No records to display

Details

Files



Files

Upload Files

Action	Title
<a href="#">Download</a>   <a href="#">Del</a>	BENEFIT TO THE STATE - FGFOA Annual Conference - 2024
<a href="#">Download</a>   <a href="#">Del</a>	Hotel Reservation
<a href="#">Download</a>   <a href="#">Del</a>	Agenda



# Questions



# Contact Information

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