



**JUSTICE ADMINISTRATIVE
COMMISSION**



Purchasing Card Program and Overview of Travel

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May 4, 2016

Objectives – Purchasing Card Program and Travel Overview

- Review the JAC Purchasing Card (PCard) program
- Review responsibilities of cardholders, approvers, administrators, and JAC
- Describe the State of Florida requirements for travel (with and without a PCard)
- Examine the State of Florida travel documents and forms



Purchasing Card Program – Overview & Benefits

- Initiated by the State of Florida in 1998 as a way to save money and reduce paperwork
- Streamlines purchasing processes
- Reduces the cost of making small dollar purchases
- Works just like any other VISA card (to the merchant)
- Electronic transmission of charge data (no paper statements)
- Hotel, airline and car rental paid directly to merchant; easy for traveler

See: PCard Guidelines Overview



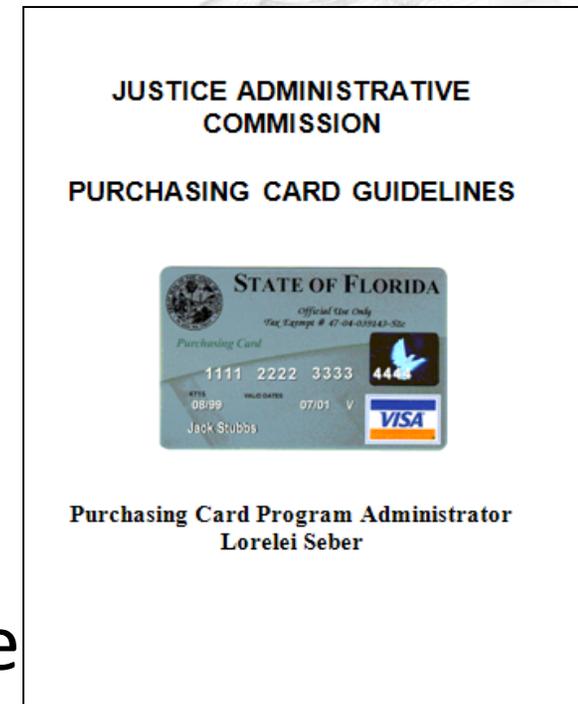
Justice Administration (JAC) Purchasing Card Program

- Florida Statewide Purchasing Card (PCard) program is administered by the Department of Financial Services (DFS)
- JAC PCard program administered by Lorelei Seber
- *Purchasing Card Guidelines* produced by JAC were approved by the JAC Commission on March 12, 2013
- *Purchasing Card Guidelines* also reviewed and approved by DFS



Purchasing Card Guidelines - Document

- Provides clarification for managing the program within each office
- Provides information regarding the PCard program policies and procedures
- Good reference document when policy questions arise



How does the Purchasing Card work?

Bank of America.



- When the Purchasing Card is used, the **vendor** is paid electronically by **Bank of America**, usually **within 72 hours**.
- **Bank of America** then electronically **transfers** the charge to JAC into the **FLAIR** accounting system.
- The approval process in FLAIR creates the appropriate disbursement transaction to **repay Bank of America**.

PCard Issuance

- PCards are issued to agency staff when the following have been accomplished:
 1. Cardholder profile is completed and submitted to JAC
 2. PCard training is completed
 3. PCard exam is successfully completed
 4. Cardholder agreement is completed and submitted to JAC

See: PCard Guidelines Section 1.1



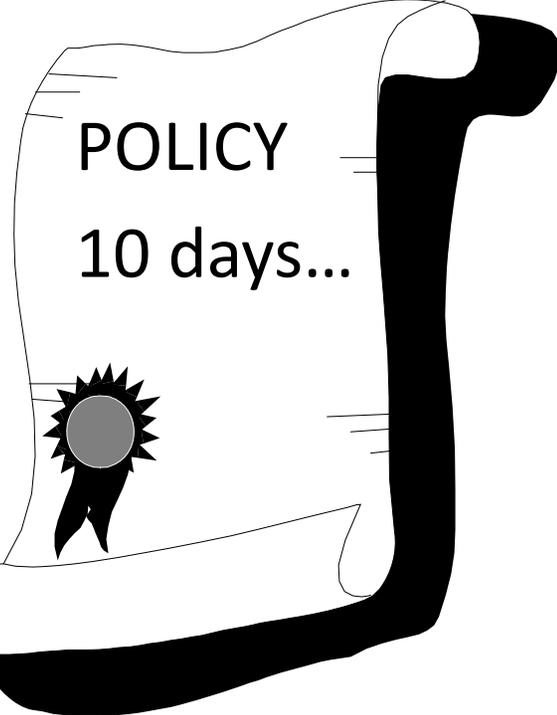
PCard Cancellation

- PCards are cancelled for the following:
 1. Cardholder terminates employment for any reason
 2. Cardholder's job changes; PCard no longer needed
 3. Cardholder reports PCard lost or stolen
 4. Cardholder misuse of PCard
 5. Circuit/office administrator requests cancellation



See: PCard Guidelines Sections 1.1 & 2.2

Purchasing Card - Charge Approval Policy



POLICY
10 days...

- The State of Florida's policy is to approve PCard charges in the FLAIR accounting system within **10 days** of the charge being received by the PCard module in FLAIR
- The 10 days encompasses both the local office approver(s) and the JAC final approver

See: PCard Guidelines Section 4.2

PCard Usage – Allowable Charges

- Commodities necessary for an office to carry out statutory duties
- Office supplies
- Airfare, hotel, car rental (state business only)
- SunPass (purchase)
- Registration fees, training
- Due process documents/services (where appropriate)

Refer to *Reference Guide for State Expenditures and JAC Purchasing Card Guidelines* for complete information

See: PCard Guidelines Section 1.3



PCard Usage – Charges NOT Allowed

- Cash advances; cash refunds
- Food
- Non-business or personal Items
- Gasoline & petroleum products
- Third party billing (unless no other form is accepted)
- Performance awards, plaques
- Membership dues
- Late payment of invoices that are subject to interest penalty (to avoid paying interest)
- Employee moving expenses



See: PCard Guidelines Section 1.3

PCard Usage – Restricted Merchants

- The PCard module in FLAIR provides the ability to restrict certain businesses/merchants from accepting the PCard
- The charge is rejected when the merchant attempts to charge the card
- These restrictions are established to inhibit misuse of the PCard
- Examples of merchants that are restricted are: restaurants, department stores, cruise lines, and many more....
- Merchant Category Codes (MCCs) are used “behind the scenes” to flag restricted merchants

See: PCard Guidelines Sections 1.3 & 2.11



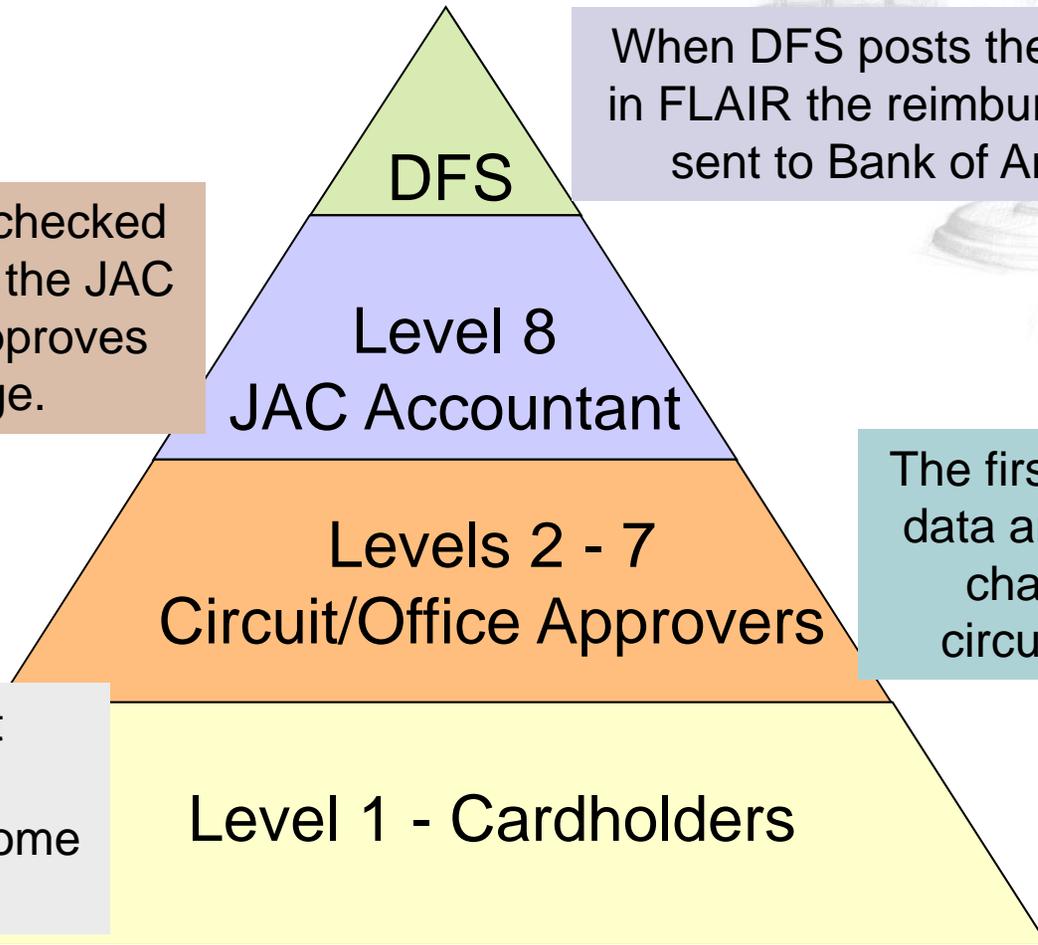
Levels of Charge Approvals - (10 Days to Accomplish)

The budget is checked in FLAIR when the JAC accountant approves the charge.

When DFS posts the approval in FLAIR the reimbursement is sent to Bank of America.

The first person to add data and approve the charge is at the circuit/office level.

Level 1 is not required, but utilized by some offices.



Note: The merchant/vendor has already been paid by Bank of America (BOA) ; the approvals are to reimburse BOA



Establishing PCard Program Roles at the Circuit/Office



- The elected or appointed official and/or administrative director within each office will determine who the **agency administrator**, **supervisors**, **approvers** and **reconcilers** will be for individual offices
- An approver should not be reconciling his or her own charges
- Separation of duties sufficient to ensure oversight within the PCard program should be established

See: PCard Guidelines Section 1.1, 4.0 & others

PCard Program: Agency Administrator

- Agency Administrator (local office/circuit)
 - Act as a liason between the local circuit/office and the JAC PCard Administrator, Lorelei Seber
 - Ensure that PCard training occurs for necessary staff
 - Provide the necessary PCard forms to JAC
 - Determine card limits, class of cards issued, charge approvers (in FLAIR)
 - Ensure timeliness of charge approvals in FLAIR
 - Ensure proper documentation is maintained for PCard charges/transactions
 - Assist when necessary regarding misuse of cards
 - Notify JAC when a cardholder terminates employment
 - Monitor the program within the local office

See: PCard Guidelines Section 4.1 & others



PCard Program: Supervisors & Charge Approvers

- Supervisor
 - Liason between the cardholder, approvers and JAC
 - Assist JAC in resolving PCard issues
- Approver (agency/circuit charge approver)
 - Review PCard charges/transactions for appropriateness
 - Obtain from cardholder charge receipts and related documentation to review for completeness
 - Process/approve PCard charges in FLAIR in a timely fashion **(in 7 days or less; after charge appears in FLAIR)**
 - Enter disapproval code to charges in FLAIR that can't be approved within 7 days (see PCard FLAIR Approver's Handbook)

See: PCard Guidelines Section 4.0, 4.2 & others



PCard Program: Reconciler & Payer

- Reconciler (local circuit/office)
 - Compare cardholder receipts to the PCard reconciliation reports
 - Obtain additional documentation or explanations for any receipts not meeting standards
 - Ensure receipts are signed and dated by cardholder
 - Sign and date the reconciliation report
 - Store receipts and supporting documentation with the reconciliation report (keep records for minimum of 5 years)
- Payer (JAC accountant)
 - Reviews charge as approved by circuit/office in FLAIR
 - Approves charge (checks FLAIR available balance)

See: PCard Guidelines Section 4.3 & 4.4 and others



PCard Cardholders – Who are they?



- The elected or appointed official and/or administrative director in each office will determine the cardholders for that office
- The number of cards and types of cards issued in each office is also determined by local officials

See: PCard Guidelines Sections 2.0 & 4.1

PCard Cardholder -General Responsibilities

- The most important person in the PCard program is the cardholder
- The cardholder is the key to making the program successful
- Training for the cardholder is the key to the cardholder's success
 - Cardholders must complete training before PCard is issued
 - Training ensures that cardholder understands policies and procedures

See: PCard Guidelines Section 2.0



PCard Cardholder -General Responsibilities



Required to complete and sign the Cardholder Profile and Cardholder Agreement prior to issuance of the Purchasing Card

PCard Cardholder -General Responsibilities

- **Must follow state laws & guidelines**
 - Includes all purchasing rules & regulations
 - Refer to: *Reference Guide for State Expenditures and JAC Purchasing Card Guidelines*
- Security of the PCard; precautions should be employed to protect account numbers
- Accountable for any charges made to PCard
- Used for state business purposes only
- Use minority merchants and purchase commodities that are made of recycled materials (when possible)
- Prior to making a purchase remind vendor of tax exempt status

See: PCard Guidelines Section 2.0



PCard Cardholder Responsibilities - Lost or Stolen Card



- Must notify JAC Purchasing Card Administrator, Lorelei Seber, **immediately** if PCard is lost or stolen at: 1-850-488-2415
- If card is lost or stolen after hours notify Bank of America **immediately** at: 1-888-449-2273

See: PCard Guidelines Section 2.4

PCard Cardholder Responsibilities - Receipts

- Obtain receipt for each charge
- When appropriate, provide additional written details (separately) if receipt does not have sufficient detail to indicate what was purchased
- **Sign and date the receipt**
 - Date is: goods/services received & approved date
- Forward receipt to approver within 3 days of charge
 - This ensures approver has sufficient time to approve the charge within 7 days
- A Replacement Receipt Form may be used if no receipt can be obtained and the cardholder has exhausted all attempts to get a receipt

See: PCard Guidelines Sections 2.15 & others



PCard Cardholder Responsibilities - Disputes

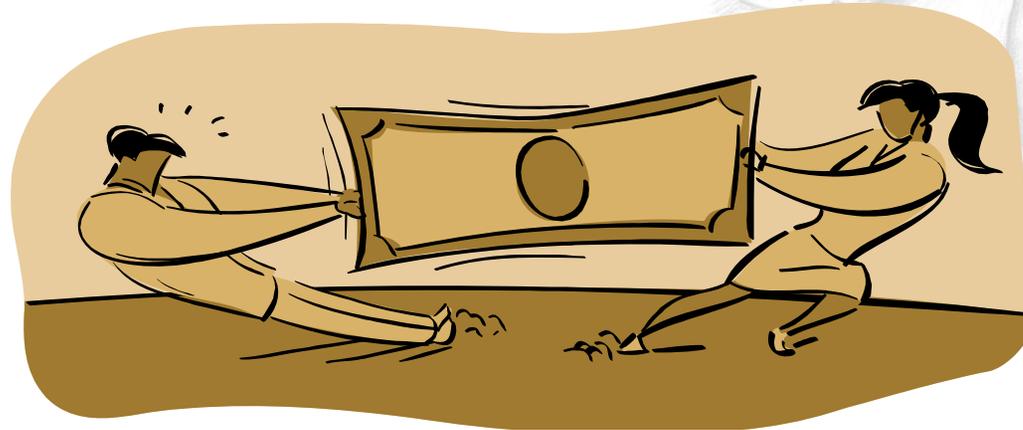
- Occasionally a business/merchant will fail to satisfactorily provide the requested goods or services or charge the PCard in error
- Cardholders should make every effort to resolve the issue with the merchant/business
 - Requesting a credit is the customary way to resolve an issue
- If the merchant refuses to resolve the issue, a Disputed Items form should be completed and forwarded to the JAC PCard Administrator
- The JAC PCard Administrator will file the dispute with Bank of America



See: PCard Guidelines Section 2.10



PCard Cardholder Responsibilities – Budget Considerations



- Cardholders should not make purchases without sufficient budget
- Cardholders should have at least oral approval (or written approval) from a supervisor or agency administrator before using the PCard

See: PCard Guidelines Section 2.7

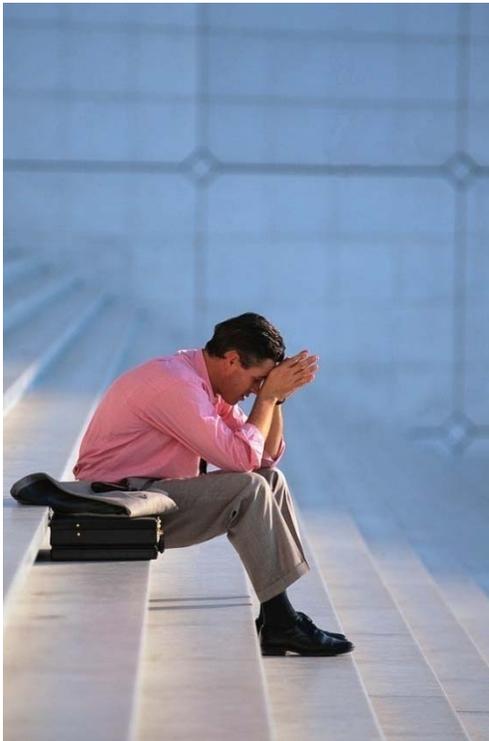
PCard Charge and Credit Limits

- Spending limits are determined by the elected or appointed official and/or the agency administrator in each office – for each cardholder
- Single transaction limit-amount cardholder can spend on a single transaction
 - Any single transaction over \$1000 requires justification
- Daily limit-amount cardholder can spend per day
- Monthly limit (credit limit)-the amount the cardholder can spend in a month or billing cycle

See: PCard Guidelines Section 1.2



PCard Charge -Reasons for Decline



- Over Charge Limits:
Single, Daily, Monthly
- Type of business/
merchant (restricted
merchant)

See: PCard Guidelines Section 2.11

PCard Program –Post Payment Audits

- DFS periodically performs post payment audits
- You will be expected to produce signed receipts and other supporting documentation for a particular charge
- DFS is looking to see that the payment was in accordance with applicable rules, laws, and statutes
- DFS checks that proper documentation is maintained by each office



PCard Program –Other Items of Note

- Three classifications of PCards:
 - Class A - travel related purchases only
 - Class B - commodity purchases only
 - Class C - both travel and commodity purchases
- Designated travel cards
 - A circuit/office may designate a “Travel Agent” to arrange travel for multiple travelers on one PCard
 - Special charge approval procedures (in FLAIR) are required (see PCard FLAIR Approver’s Handbook)
 - Travel agent must ensure that travelers appropriately record on the Travel Voucher the expenses paid via PCard

See: PCard Guidelines Sections 1.2 &1.4



PCard Program –PIN and Chip

- DFS began issuing PIN and chip PCards in December 2015
- Currently, chipped cards are being issued for new, renewed, and replacement cards
- All cards will be replaced by the end of 2016
- Account numbers will remain the same
- PIN is only used for point of sale payments

PCard Program – PIN and Chip

- Cardholders must register online to obtain the PIN that is assigned to the account
- An insert containing the registration website and instructions is mailed with every chipped card
- Registration allows the cardholder to retrieve their PIN via the internet at any time.
- Bank of America will not give the cardholder their PIN over the phone
- PCard Administrators will not have access to PINs

PCard Program –Travel Purchases

- PCard card numbers may be kept on file with an outside travel agent if desired
- Hotel stays- the following may be charged to the PCard
 - Room charge
 - Local taxes (only) not Fla. sales tax
 - Parking fees (when required by hotel)
- A personal credit card should be used for personal charges when at a hotel (such as food)
- Taxi services may be charged to the PCard; may include a 15% tip

See: PCard Guidelines Section 2.13



PCard Program –Travel Purchases

- Rental car fees may be charged to the PCard **for state business only**
- Tolls – What should the traveler do?
 - SunPass should be used for tolls whenever possible
 - Travelers should pay cash for tolls if there is no SunPass (reimbursed on the Travel Voucher)
 - Enterprise/National Tolls should be used infrequently; only if no SunPass or no ability to pay cash
 - Enterprise/National Tolls automatically charges tolls to the car rental when passing through an un-manned booth
 - Administrative fee charged
 - Must justify why Enterprise/National Tolls was used in FLAIR approval

See: PCard Guidelines Section 2.13



PCard Program – FLAIR Approver’s Handbook

Justice Administrative Commission
Purchasing Card Program
FLAIR Approver’s Handbook

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OCDDMN          ***** PURCHASING CARD MINI MENU *****
Jul 22,13

CODE FUNCTION
-----
CQ CHARGE QUEUES MENU
PE PERSON MENU
CN CARD MENU
AP APPROVER MENU
AU ADMINISTRATION UNIT
TM TABLE MAINTENANCE MENU
DI DAILY INPUT          *INVOICE #:
RM REPORT MENU

CODE:
    
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- For agency approvers
- FLAIR screens with approval examples
- How to look up vendors
- How to disapprove a charge
- General information and troubleshooting
- Approving travel card charges



JAC PCard Program - Contact Information

- Lorelei Seber, Purchasing Card Administrator
 - 850-488-2415 ex. 232
 - Lorelei.Seber@justiceadmin.org
- Aleah Roddenberry, Back-up Purchasing Card Administrator
 - 850-488-2415 ex. 235
 - Aleah.Roddenberry@justiceadmin.org



PCard Program - Questions



Objectives – Travel Expenses Training

- Describe and define appropriate travel expenses
- Review Florida Statutes governing travel
- Communicate Department of Financial Services (DFS) requirements for travel expenses
- Provide best practices regarding submission of travel vouchers and required documentation

Objectives – Travel Expenses Training

- Review sample, completed Authorization to to Incur Travel Expenses and Voucher for Reimbursement of Travel Expenses
- Discuss Purchasing Card travel expenses and the travel voucher
- Discuss travel advances; when are they appropriate
- Discuss “Mission Critical” statements



Travel Expenses - General Information

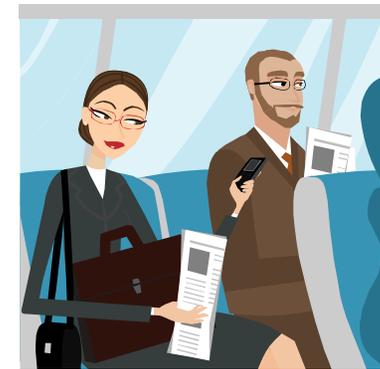
“Expenditures properly chargeable to travel include registration payments, reimbursements of mileage for privately-owned vehicle, per diem and subsistence allowance, common carrier transportation, and other expenses incidental to travel which are authorized by state law. Section 112.061, F.S., and Rule 69I-42 F.A.C. govern travel expenses.”

[Source: *Reference Guide for State Expenditures (RefGuide)*, page 49, updated February 2011, DFS]



Travel Expenses - General Information

- Traveler – A public officer, public employee, or authorized person, when performing authorized travel [s. 112.061 (2)(f), F.S.]
- Authorized person – A person other than an employee or public officer authorized by the agency head to incur travel expenses [s. 112.061 (2)(e), F.S.]
 - Witnesses, experts, and others authorized by agency head



Travel Expenses - General Information

- All travel must be authorized and approved by the agency head or his or her designee [s. 112.061 (3)(a), F.S.]
 - Travel forms (authorization or voucher) provide approvals
- The traveler's supervisor should provide a signed statement that the traveler is on official business of the state [s. 112.061 (3)(a), F.S.]
 - Travel voucher & supporting documentation will fulfill this requirement
- Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency [s. 112.061 (3)(c), F.S.]



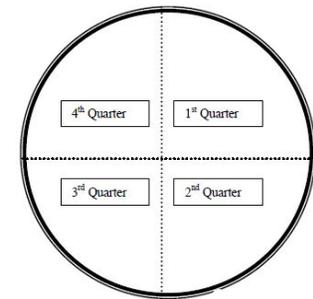
Travel Expenses - Point of Origin/Official Headquarters

- Official Headquarters – the city or town to which the person is assigned or the majority of work is located [s. 112.061 (4) F.S.]
 - Special circumstances may alter this designation as defined by s. 112.061 (4)(b)(c) F.S.
- Point of Origin – the geographic location of a traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination (RefGuide, p. 10)
- Employees' and state officials' travel expenses are generally calculated using the point of origin



Travel Expenses - Computing Travel Times

- Computation of travel time is based on a 24 hour clock and quarterly intervals within the 24 hour period (RefGuide, p. 56)
 - 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.*



Travel Expenses - Subsistence/ Meals

- Traveler's may be reimbursed subsistence/meal allowances (class A & B only) at the rates of:
 - *Breakfast - \$6.00 (When travel begins before 6 a.m. and extends beyond 8 a.m.)*
 - *Lunch - \$11.00 (When travel begins before 12 noon and extends beyond 2 p.m.)*
 - *Dinner - \$19.00 (When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment.)*

Please note: meals provided with conference registration fees may be deducted from subsistence allowances to travelers.



Travel Expenses - Per Diem or Expenses and Subsistence

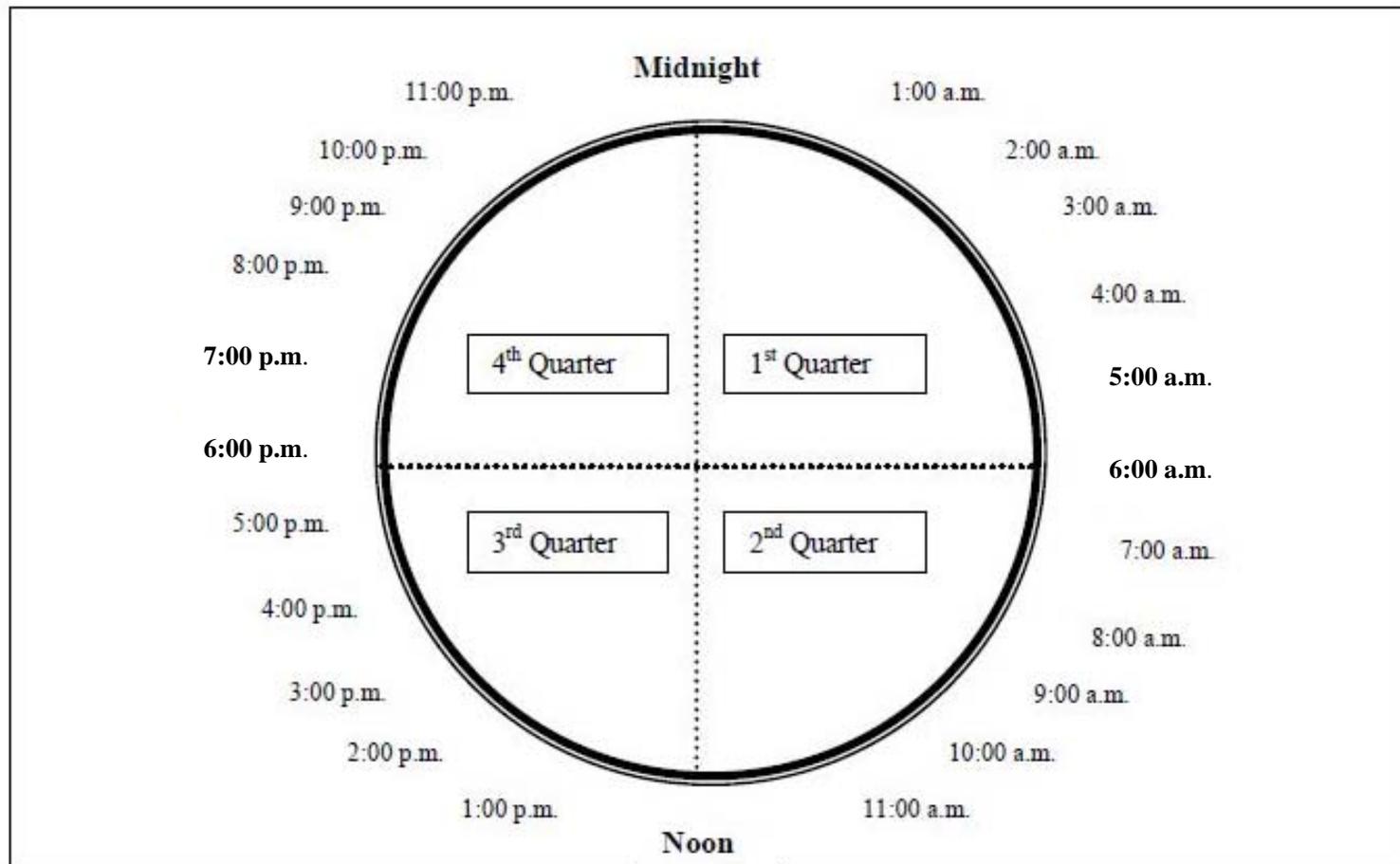
- Per Diem – “By the day” is defined as a daily allowance usually for living expenses while traveling in connection with one’s work (Source: Dictionary.com)
- Rate for per diem is \$80.00 per day [s. 112.061 (6)(a)(1) F.S.]
- Within a 24 hour period a traveler’s reimbursement is calculated via **one** of the following methods (RefGuide, p. 57):
 - A. Per diem of \$80.00/day (\$20.00/quarter day) **OR**
 - B. Actual expenses for hotel, transportation, etc. and subsistence/meal allowance





Travel Expenses - Computing Travel Times

Per Diem Clock



Travel Questions



Travel Expenses -Continued- Transportation

- Traveler should use the most direct route
- Agency head should designate the most efficient and economical method of transportation while considering:
 - Nature of business
 - Number of persons traveling
 - Time of traveler(s)
 - Subsistence that may be required



(RefGuide, p. 57)

Travel Expenses - Transportation

- Common carrier - train, bus, commercial airline operating scheduled flights, or rental car of an established rental car firm (RefGuide, p. 8)
 - State term contracts should be used (e.g. Enterprise)
 - Justification may be required when not using an available state term contract
- Privately owned vehicles – may be used for official state travel at the discretion of the agency head (RefGuide, p. 59-60)
 - Traveler may receive a mileage allowance of 44.5 cents/mile (certain conditions affect reimbursements; see RefGuide)

Travel Advances – General Information

- Advances may be made or authorized by an agency head (or his or her designee) to the traveler to cover anticipated costs of travel (RefGuide, p. 60)
 - 80% of estimated travel reimbursement
 - Advance may be made 10 business days or less prior to travel occurring
 - Subsistence/meal allowances
 - Other out-of-pocket travel expenses anticipated



Please refer to RefGuide for complete information and special circumstances that affect travel advances.

Application for Advance on Travel Expenses Form

OFFICE OF CHIEF FINANCIAL OFFICER
STATE OF FLORIDA

APPLICATION FOR ADVANCE ON TRAVEL EXPENSES

Payee: <input type="text"/>	SSN: <input type="text"/>	Trip: <input type="text"/>	Date: <input type="text"/>
Headquarters: <input type="text"/>	Travel Period: From: <input type="text"/> To: <input type="text"/>	Department: <input type="text"/>	
Destination: <input type="text"/>			
Purpose: <input type="text"/>			
Benefits: <input type="text"/>			
ESTIMATED COST OF TRAVEL			
<u>*Total Estimated Per Diem</u>		Estimated Per Diem	<input type="text"/>
<u>**Transportation:</u>		Estimated Transportation	\$0.00
Airfare:	<input type="text"/>		
Car cost (rental):	<input type="text"/>		
Car cost (personal):	<input type="text"/>		
<u>Incidental Expenses:</u>	Motel: <input type="text"/> Nights @ <input type="text"/> - \$0.00 Per Night	Estimated Incidental	\$0.00
Other Incidental Expenses:	<input type="text"/>		
<u>Type of Incidental Expenses:</u>			
<input type="text"/>			

- Form # DFS-AA-25
- Travelers with need for payment prior to making trip
- May advance 80% of estimated costs (those not paid by the state)



Authorization to Incur Travel Expenses - Form

State of Florida Authorization to Incur Travel Expenses	Name <input type="text"/>	Official Headquarters <input type="text"/>
	Department <input type="text"/>	Division <input type="text"/>
Purpose of Trip: <input type="text"/>		Departure Date <input type="text"/>
Destination: <input type="text"/>		Return Date <input type="text"/>
Conference or convention travel: Explanation of benefits accruing to the State of Florida <input type="text"/> <input type="text"/> <input type="text"/>		Departure Time <input type="text"/>
		Return Time <input type="text"/>
Total Estimated Per Diem:		<input type="text"/>
Registration Fee:		<input type="text"/>
Car		<input type="text"/>

Motel
Motel

- Form # DFS-AA-13
- Required when traveler attends a conference or convention



Travel Voucher - Sample

STATE OF FLORIDA		TRAVELER	John Doe				AGENCY	JAC			
VOUCHER FOR REIMBURSEMENT		SOCIAL SECURITY NO. 123-45-6789 (not required)			HEADQUARTERS			Tallahassee			
OF TRAVEL EXPENSES		CHECK ONE: <input checked="" type="checkbox"/> OFFICER/EMPLOYEE <input type="checkbox"/> NONEMPLOYEE IND. CONTRACTOR <input type="checkbox"/> OPS			RESIDENCE (CITY)			Tallahassee			
DATE	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure And Hour of Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expenses	Class C Meals	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses		
									Amount	Type	
05/02/16	Tallahassee to Altamonte Springs	Justice Administrative Commission Conference 2016	11:00 AM	\$30.00	pcard			3	\$25.00	Gas for Rental	
05/03/16	Altamonte Springs Vicinity	Justice Administrative Commission Conference 2016		\$36.00	pcard				\$6.00	Tolls	
05/04/16	Altamonte Springs Vicinity	Justice Administrative Commission Conference 2016		\$36.00	pcard				\$18.00	Parking	
05/05/16	Altamonte Springs to Tallahassee	Justice Administrative Commission Conference 2016	7:00 PM		\$80.00			3	\$25.00	Gas for Rental	
Statement of Benefits to the State: (Conference or Convention)				Column	Column	Column	6.00	Mi.	Column	Summary	
JAC provides administrative services to 50 entities under Justice Administration. JAC hosted a training conference for all Justice Administration offices to provide training regarding state processes and procedures necessary for effectively providing services. John Doe was a presenter at the training conference.				Total	Total	Total	44.5	c Mi.	Total	Total	
				\$ 102.00	\$ 80.00	\$ -	\$ 2.67		\$ 74.00	\$ 258.67	
Revolving Fund:	Advance:		LESS ADVANCE RECEIVED								
Check No.	Warrant No.		LESS CLASS C MEALS (Officers/Employees Only)		\$ -						
Check Date	Warrant Date		LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD		\$ (12.99)						
Agency Voucher No.	Statewide Doc. No.		NET AMOUNT DUE TRAVELER		\$ 245.68						
	Agency Voucher No.		NET AMOUNT DUE THE STATE								
I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes				Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the travel was on official business of the State of Florida and was for the purpose(s) stated above.							
TRAVELER'S SIGNATURE:				SUPERVISOR'S SIGNATURE:							
SIGNATURE DATE:				SUPERVISOR'S TITLE:							
FOR AGENCY USE:				SIGNATURE DATE:							
TITLE:											



Documentation Requirements to Accompany Travel Voucher (Ref-Guide pgs 49-62)

- Copies of Receipts
 - Hotel Bills
 - Car Rental
 - Airfare
 - Cab or Transportation Fees
 - Tolls Paid
 - Gas Purchased for Rental Car
 - Incidentals (Travel-Related Only)
 - (baggage fees, fax charges, photocopies, etc.)

Documentation Requirements to Accompany Travel Voucher (Ref-Guide pgs 49-62)

- “Mission Critical” Statement
- Statement of Benefit to the State
 - For conferences or conventions
- Authorization to Incur Travel Expenses
 - For conferences or conventions
- Conference/Meeting Agenda including Registration Fee
 - For conferences or conventions

Travel Questions



Travel - Helpful Hints

- The travel voucher should tell the whole story
- A conference, convention, or seminar are basically the same thing and require an agenda or itinerary
- Multiple travelers traveling in the same vehicle should be referenced on each person's travel voucher

Helpful Hints

- If travelers share a hotel room; please provide a copy of the first page of the other traveler's voucher with the packet (page 54 reference guide)
- Don't forget 2nd page of travel voucher even if blank
- Traveler and supervisor or authorized approver must sign and date travel voucher



Helpful Hints

- Please don't abbreviate; if abbreviations are needed, please provide legend
- Clearly indicate the purpose or reason for trip in the appropriate column
- List city to city in the point of origin to destination column (not county to county)
- The invoice number listed on the batch sheet should appear on the travel voucher

Helpful Hints

- If you provide a copy of your mission critical statement to JAC we will include it with travel vouchers as needed
- Any incidental travel expenses over \$25.00 per incident requires a receipt for reimbursement
- Please make sure travel voucher is legible



Helpful Hints

- References found on the JAC website:
 - Link to Florida Statute 112.061, F.S. (travel statute)
 - Link to the Reference Guide for State Expenditures
- JAC website: www.justiceadmin.org
 - Click Accounting from the menu



Contact Information

- Vicki Nichols, Director of Accounting
 - Vicki.Nichols@justiceadmin.org
- Dina Kamen, Deputy Director of Accounting
 - Dina.kamen@justiceadmin.org
- Clyde Woodbury, Professional Accountant I
 - Clyde.Woodbury@justiceadmin.org
- Hanz Cadet, Professional Accountant I
 - Hanz.cadet@justiceadmin.org



Questions

