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1                                   A bill to be entitled  
 2           An act relating to per diem and travel expenses; amending  
 3           s. 112.061, F.S.; establishing per diem and subsistence  
 4           ranges for travel expenses of public employees; conforming  
 5           provisions and deleting obsolete provisions; providing for  
 6           future adjustments of such rates; providing an effective  
 7           date.

8  
 9   Be It Enacted by the Legislature of the State of Florida:

10  
 11           Section 1. Paragraph (a) of subsection (1), paragraphs (e)  
 12           and (g) of subsection (3), paragraph (c) of subsection (5),  
 13           subsection (6), paragraph (d) of subsection (7), and subsection  
 14           (11) of section 112.061, Florida Statutes, are amended, and  
 15           subsection (15) is added to said section, to read:

16           112.061 Per diem and travel expenses of public officers,  
 17           employees, and authorized persons.--

18           (1) LEGISLATIVE INTENT.--There are inequities, conflicts,  
 19           inconsistencies, and lapses in the numerous laws regulating or  
 20           attempting to regulate travel expenses of public officers,  
 21           employees, and authorized persons in the state. It is the intent  
 22           of the Legislature:

23           (a) To remedy same and to establish uniform travel  
 24           reimbursement ranges for state agencies, maximum travel  
 25           reimbursement rates for nonstate public agencies, and  
 26           limitations for all public agencies, with certain justifiable  
 27           exceptions, applicable to all public travelers ~~officers,~~  
 28           ~~employees, and authorized persons~~ whose travel expenses are paid  
 29           by a public agency.

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30 (3) AUTHORITY TO INCUR TRAVEL EXPENSES.--

31 (e) The agency head, or a designated representative, may  
 32 pay by advancement or reimbursement, or a combination thereof,  
 33 the costs of per diem of travelers ~~and authorized persons~~ for  
 34 foreign travel at the current rates as specified in the federal  
 35 publication "Standardized Regulations (Government Civilians,  
 36 Foreign Areas)" and incidental expenses as provided in this  
 37 section.

38 (g) The secretary of the Department of Health or a  
 39 designee may authorize travel expenses incidental to the  
 40 rendering of medical services for and on behalf of clients of  
 41 the Department of Health. The Department of Health may establish  
 42 rates lower than the range ~~maximum~~ provided in this section for  
 43 these travel expenses.

44 (5) COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT.--For  
 45 purposes of reimbursement and methods of calculating fractional  
 46 days of travel, the following principles are prescribed:

47 ~~(c) For the 2003-2004 fiscal year only and notwithstanding~~  
 48 ~~the other provisions of this subsection, for Class C travel, a~~  
 49 ~~state traveler shall not be reimbursed on a per diem basis nor~~  
 50 ~~shall a traveler receive subsistence allowance. This paragraph~~  
 51 ~~expires July 1, 2004.~~

52 (6) RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE.--For  
 53 purposes of reimbursement rates and methods of calculation, per  
 54 diem and subsistence allowances are divided into the following  
 55 groups and rates:

56 (a) All travelers shall be allowed for subsistence when  
 57 traveling to a convention or conference or when traveling within  
 58 or outside the state in order to conduct bona fide state

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59 business, which convention, conference, or business serves a  
 60 direct and lawful public purpose with relation to the public  
 61 agency served by the person attending such meeting or conducting  
 62 such business, either of the following for each day of such  
 63 travel at the option of the traveler:

64 1. Between \$50 and \$94 Fifty dollars per diem for state  
 65 travelers or up to \$94 for nonstate travelers; or

66 2. If actual expenses exceed ~~\$50~~, the amounts permitted in  
 67 this paragraph and paragraph (b) for per diem and meals, such  
 68 actual expenses for meals plus actual expenses for lodging at a  
 69 single-occupancy rate, to be substantiated by paid bills  
 70 therefor.

71  
 72 When lodging or meals are provided at a state institution, the  
 73 traveler shall be reimbursed only for the actual expenses of  
 74 such lodging or meals, not to exceed the maximum provided for in  
 75 this subsection.

76 (b) All travelers shall be allowed the following amounts  
 77 for subsistence while on Class C travel on official business as  
 78 provided in paragraph (5)(b):

79 1. Breakfast. State travelers are allowed between \$3 and  
 80 \$5 and nonstate travelers up to \$5.

81 2. Lunch. State travelers are allowed between \$6 and \$11  
 82 and nonstate travelers up to \$11.

83 3. Dinner. State travelers are allowed between \$12 and  
 84 \$22 and nonstate travelers up to \$22.

85 (c) No one, whether traveling out of state or in state,  
 86 shall be reimbursed for any meal or lodging included in a  
 87 convention or conference registration fee paid by the state.

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88 ~~(d) For the 2003-2004 fiscal year only and notwithstanding~~  
 89 ~~the other provisions of this subsection, for Class C travel, a~~  
 90 ~~state traveler shall not be reimbursed on a per diem basis nor~~  
 91 ~~shall a traveler receive subsistence allowance. This paragraph~~  
 92 ~~expires July 1, 2004.~~

93 (7) TRANSPORTATION.--

94 (d)1. The use of privately owned vehicles for official  
 95 travel in lieu of publicly owned vehicles or common carriers may  
 96 be authorized by the agency head or his or her designee.  
 97 Whenever travel is by privately owned vehicle:

98 a. A state,~~the~~ traveler shall be entitled to a mileage  
 99 allowance at a ~~fixed~~ rate of 29 to 37 ~~25~~ cents per mile;

100 b. A nonstate traveler shall be entitled to a mileage  
 101 allowance of up to 37 ~~for state fiscal year 1994-1995 and 29~~  
 102 cents per mile; or

103 c. The traveler shall be entitled to ~~thereafter or the~~  
 104 common carrier fare for such travel, as determined by the agency  
 105 head.

106 2. Reimbursement for expenditures related to the  
 107 operation, maintenance, and ownership of a vehicle shall not be  
 108 allowed when privately owned vehicles are used on public  
 109 business and reimbursement is made pursuant to this paragraph,  
 110 except as provided in subsection (8).

111 ~~3.2.~~ All mileage shall be shown from point of origin to  
 112 point of destination and, when possible, shall be computed on  
 113 the basis of the current map of the Department of  
 114 Transportation. Vicinity mileage necessary for the conduct of  
 115 official business is allowable but must be shown as a separate  
 116 item on the expense voucher.

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117 (11) TRAVEL AUTHORIZATION AND VOUCHER FORMS.--  
118 (a) *Authorization forms.*--The Department of Financial  
119 Services shall furnish a uniform travel authorization request  
120 form which shall be used by all state officers, ~~and~~ employees,  
121 and authorized persons when requesting approval for the  
122 performance of travel to a convention or conference. The form  
123 shall include, but not be limited to, provision for the name of  
124 each traveler, purpose of travel, period of travel, estimated  
125 cost to the state, and a statement of benefits accruing to the  
126 state by virtue of such travel. A copy of the program or agenda  
127 of the convention or conference, itemizing registration fees and  
128 any meals or lodging included in the registration fee, shall be  
129 attached to, and filed with, the copy of the travel  
130 authorization request form on file with the agency. The form  
131 shall be signed by the traveler and by the traveler's supervisor  
132 stating that the travel is to be incurred in connection with  
133 official business of the state. The head of the agency or his or  
134 her designated representative shall not authorize or approve  
135 such request in the absence of the appropriate signatures. A  
136 copy of the travel authorization form shall be attached to, and  
137 become a part of, the support of the agency's copy of the travel  
138 voucher.

139 (b) *Voucher forms.*--

140 1. The Department of Financial Services shall furnish a  
141 uniform travel voucher form which shall be used by all state  
142 officers, ~~and~~ employees, and authorized persons when submitting  
143 travel expense statements for approval and payment. No travel  
144 expense statement shall be approved for payment by the Chief  
145 Financial Officer unless made on the form prescribed and

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146 furnished by the department. The travel voucher form shall  
 147 provide for, among other things, the purpose of the official  
 148 travel and a certification or affirmation, to be signed by the  
 149 traveler, indicating the truth and correctness of the claim in  
 150 every material matter, that the travel expenses were actually  
 151 incurred by the traveler as necessary in the performance of  
 152 official duties, that per diem claimed has been appropriately  
 153 reduced for any meals or lodging included in the convention or  
 154 conference registration fees claimed by the traveler, and that  
 155 the voucher conforms in every respect with the requirements of  
 156 this section. The original copy of the executed uniform travel  
 157 authorization request form shall be attached to the uniform  
 158 travel voucher on file with the respective agency.

159 2. Statements for travel expenses incidental to the  
 160 rendering of medical services for and on behalf of clients of  
 161 the Department of Health shall be on forms approved by the  
 162 Department of Financial Services.

163 (15) TRAVEL REIMBURSEMENT RANGES AND ADJUSTMENTS.--

164 (a) For the 2003-2004 fiscal year, state travelers may  
 165 receive no more than the minimum amounts for per diem as  
 166 provided in subparagraph (6)(a)1., subsistence as provided in  
 167 paragraph (6)(b), and mileage as provided in subparagraph  
 168 (7)(d)1.

169 (b) On or before June 30, 2004, and annually thereafter,  
 170 the specific amount to be paid during the following fiscal year  
 171 to state travelers for per diem as provided in subparagraph  
 172 (6)(a)1., subsistence as provided in paragraph (6)(b), and  
 173 mileage as provided in subparagraph (7)(d)1. shall be  
 174 established as follows:

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175 1. The Attorney General shall establish amounts that apply  
176 uniformly to all travel by the Department of Legal Affairs.

177 2. The Chief Financial Officer shall establish amounts  
178 that apply uniformly to all travel by the Department of  
179 Financial Services.

180 3. The Commissioner of Agriculture shall establish amounts  
181 that apply uniformly to all travel by the Department of  
182 Agriculture and Consumer Services.

183 4. The Governor shall establish amounts that apply  
184 uniformly to all travel by executive branch agencies, except as  
185 otherwise provided in this paragraph.

186 5. The presiding officers of the Legislature shall  
187 establish amounts that apply uniformly to all travel by  
188 legislative branch agencies.

189 6. The Chief Justice of the Florida Supreme Court shall  
190 establish amounts that apply uniformly to all travel by judicial  
191 branch agencies.

192 (c) On June 1, 2006, and annually thereafter, the  
193 Department of Financial Services shall adjust by rule the  
194 amounts for per diem provided in subparagraph (6)(a)1., the  
195 amounts for subsistence provided in paragraph (6)(b), and the  
196 amounts for mileage provided in subparagraph (7)(d)1. to reflect  
197 the percentage change in the Consumer Price Index for All Urban  
198 Consumers, U.S. City Average since June 1, 2003. The annually  
199 adjusted amounts shall be rounded downward to the nearest whole  
200 dollar for per diem and to the nearest whole cent for  
201 subsistence and shall be effective for the following fiscal  
202 year.

203 Section 2. This act shall take effect June 1, 2004.