

Bill No. CS for SB 778

Barcode 852128

	CHAMBER ACTION	
<u>Senate</u>		<u>House</u>

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The Committee on Ways and Means (Lawson) recommended the following amendment:

Senate Amendment (with title amendment)

On page 2, line 26 through page 6, line 17 delete all of those lines

and insert:

1. ~~Fifty dollars~~ Per diem at the rate of \$60; or
2. If actual expenses exceed the amount permitted in subparagraph 1.~~\$50~~, the amounts permitted in paragraph (b) for subsistence ~~meals~~, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.

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

(b) All travelers shall be allowed the following amounts for subsistence while on Class C travel on official

Bill No. CS for SB 778

Barcode 852128

1 business as provided in paragraph (5)(b):

- 2 1. Breakfast.....~~\$4~~^{\$3}
- 3 2. Lunch~~\$8~~^{\$6}
- 4 3. Dinner~~\$15~~^{\$12}

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

8 ~~(d) For the 2004-2005 fiscal year only and~~
9 ~~notwithstanding the other provisions of this subsection, for~~
10 ~~Class C travel, a state traveler shall not be reimbursed on a~~
11 ~~per diem basis nor shall a traveler receive subsistence~~
12 ~~allowance. This paragraph expires July 1, 2005.~~

13 (7) TRANSPORTATION.--

14 (d)1. The use of privately owned vehicles for official
15 travel in lieu of publicly owned vehicles or common carriers
16 may be authorized by the agency head or his or her designee.
17 Whenever travel is by privately owned vehicle, the traveler
18 shall be entitled to a mileage allowance at a fixed rate of 32
19 ~~25 cents per mile for state fiscal year 1994-1995 and 29 cents~~
20 ~~per mile thereafter~~ or the common carrier fare for such
21 travel, if as determined by the agency head to be more
22 economical.

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

28 ~~3.2.~~ All mileage shall be shown from point of origin
29 to point of destination and, when possible, shall be computed
30 on the basis of the current map of the Department of
31 Transportation. Vicinity mileage necessary for the conduct of

Bill No. CS for SB 778

Barcode 852128

1 official business is allowable but must be shown as a separate
2 item on the expense voucher.

3 (11) TRAVEL AUTHORIZATION AND VOUCHER FORMS.--

4 (a) Authorization forms.--The Department of Financial
5 Services shall furnish a uniform travel authorization request
6 form which shall be used by all state officers, ~~and~~ employees,
7 and authorized persons when requesting approval for the
8 performance of travel to a convention or conference. The form
9 shall include, but not be limited to, provision for the name
10 of each traveler, purpose of travel, period of travel,
11 estimated cost to the state, and a statement of benefits
12 accruing to the state by virtue of such travel. A copy of the
13 program or agenda of the convention or conference, itemizing
14 registration fees and any meals or lodging included in the
15 registration fee, shall be attached to, and filed with, the
16 copy of the travel authorization request form on file with the
17 agency. The form shall be signed by the traveler and by the
18 traveler's supervisor stating that the travel is to be
19 incurred in connection with official business of the state.
20 The head of the agency or his or her designated representative
21 shall not authorize or approve such request in the absence of
22 the appropriate signatures. A copy of the travel authorization
23 form shall be attached to, and become a part of, the support
24 of the agency's copy of the travel voucher.

25 (b) Voucher forms.--

26 1. The Department of Financial Services shall furnish
27 a uniform travel voucher form which shall be used by all state
28 officers, ~~and~~ employees, and authorized persons when
29 submitting travel expense statements for approval and payment.
30 No travel expense statement shall be approved for payment by
31 the Chief Financial Officer unless made on the form prescribed

Bill No. CS for SB 778

Barcode 852128

1 and furnished by the department. The travel voucher form shall
2 provide for, among other things, the purpose of the official
3 travel and a certification or affirmation, to be signed by the
4 traveler, indicating the truth and correctness of the claim in
5 every material matter, that the travel expenses were actually
6 incurred by the traveler as necessary in the performance of
7 official duties, that per diem claimed has been appropriately
8 reduced for any meals or lodging included in the convention or
9 conference registration fees claimed by the traveler, and that
10 the voucher conforms in every respect with the requirements of
11 this section. The original copy of the executed uniform travel
12 authorization request form shall be attached to the uniform
13 travel voucher on file with the respective agency.

14 2. Statements for travel expenses incidental to the
15 rendering of medical services for and on behalf of clients of
16 the Department of Health shall be on forms approved by the
17 Department of Financial Services.

18 Section 2. It is the intent of the Legislature that
19 travel reimbursement rates be set at reasonable rates so that
20 travelers are adequately compensated for necessary expenses
21 incurred while conducting public business. Recognizing that
22 adequate information does not exist to fully address this
23 issue at this time, the Legislature directs:

24 (1) For fiscal year 2005-2006, each state agency to
25 submit to the Legislative Budget Commission quarterly reports
26 regarding the travel expenses incurred by the agency. The
27 agency shall detail expenses for mileage, per diem,
28 subsistence, lodging, rental cars, and other travel expenses.
29 The reports shall also identify fund sources of the travel
30 expenses.

31 (2) In planning for the 2006-2007 fiscal year, each

Bill No. CS for SB 778

Barcode 852128

1 agency to include in its legislative budget request
2 submission, the agency's best estimate of the incremental cost
3 necessary to fully fund the agency's 2003-2004 travel
4 expenses, based on reimbursement of mileage at the rate of 38
5 cents per mile, per diem at the rate of \$90 per day, and
6 subsistence at the rate of \$5 for breakfast, \$11 for lunch,
7 and \$23 for dinner.

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9 (Redesignate subsequent sections.)

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12 ===== T I T L E A M E N D M E N T =====

13 And the title is amended as follows:

14 On page 1, lines 7 and 8, delete those lines

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16 and insert:

17 provisions; providing legislative intent;
18 requiring state agencies to submit certain
19 information; providing an effective date.

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