

1 A bill to be entitled
 2 An act relating to per diem and travel expenses; amending
 3 s. 112.061, F.S.; revising per diem, subsistence, and
 4 mileage rates for purposes of reimbursement of travel
 5 expenses of public officers, employees, and authorized
 6 persons; providing an effective date.

7

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

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

14 112.061 Per diem and travel expenses of public officers,
 15 employees, and authorized persons.--

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

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

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

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

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

42 (6) RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE.--For
 43 purposes of reimbursement rates and methods of calculation, per
 44 diem and subsistence allowances are provided as follows ~~divided~~
 45 ~~into the following groups and rates:~~

46 (a) All travelers shall be allowed for subsistence when
 47 traveling to a convention or conference or when traveling within
 48 or outside the state in order to conduct bona fide state
 49 business, which convention, conference, or business serves a
 50 direct and lawful public purpose with relation to the public
 51 agency served by the person attending such meeting or conducting
 52 such business, either of the following for each day of such
 53 travel at the option of the traveler:

- 54 1. Ninety ~~Fifty~~ dollars per diem; or
- 55 2. If actual expenses exceed \$90 ~~\$50~~, the amounts
- 56 permitted in paragraph (b) for subsistence ~~meals~~, plus actual

57 expenses for lodging at a single-occupancy rate to be
 58 substantiated by paid bills therefor.

59
 60 When lodging or meals are provided at a state institution, the
 61 traveler shall be reimbursed only for the actual expenses of
 62 such lodging or meals, not to exceed the maximum provided for in
 63 this subsection.

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

- 67 1. Breakfast....\$5 ~~\$3~~
- 68 2. Lunch....\$11 ~~\$6~~
- 69 3. Dinner....\$23 ~~\$12~~

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

73 (d) For the 2005-2006 fiscal year only and notwithstanding
 74 the other provisions of this subsection, for Class C travel, a
 75 state traveler shall not be reimbursed on a per diem basis nor
 76 shall a traveler receive subsistence allowance. This paragraph
 77 expires July 1, 2006.

78 (7) TRANSPORTATION.--

79 (d)1. The use of privately owned vehicles for official
 80 travel in lieu of publicly owned vehicles or common carriers may
 81 be authorized by the agency head or his or her designee.

82 Whenever travel is by privately owned vehicle:

- 83 a. A state,~~the~~ traveler shall be entitled to a mileage
 84 allowance at a ~~fixed~~ rate of 38 ~~25~~ cents per mile;

85 b. A nonstate traveler shall be entitled to a mileage
 86 allowance of 38 ~~for state fiscal year 1994-1995 and 29~~ cents per
 87 mile; or

88 c. The traveler shall be entitled to ~~thereafter or the~~
 89 common carrier fare for such travel, if ~~as~~ determined by the
 90 agency head to be more economical.

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

96 3.2- All mileage shall be shown from point of origin to
 97 point of destination and, when possible, shall be computed on
 98 the basis of the current map of the Department of
 99 Transportation. Vicinity mileage necessary for the conduct of
 100 official business is allowable but must be shown as a separate
 101 item on the expense voucher.

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

103 (a) Authorization forms.--The Department of Financial
 104 Services shall furnish a uniform travel authorization request
 105 form which shall be used by all state officers, ~~and~~ employees,
 106 and authorized persons when requesting approval for the
 107 performance of travel to a convention or conference. The form
 108 shall include, but not be limited to, provision for the name of
 109 each traveler, purpose of travel, period of travel, estimated
 110 cost to the state, and a statement of benefits accruing to the
 111 state by virtue of such travel. A copy of the program or agenda
 112 of the convention or conference, itemizing registration fees and

113 any meals or lodging included in the registration fee, shall be
114 attached to, and filed with, the copy of the travel
115 authorization request form on file with the agency. The form
116 shall be signed by the traveler and by the traveler's supervisor
117 stating that the travel is to be incurred in connection with
118 official business of the state. The head of the agency or his or
119 her designated representative shall not authorize or approve
120 such request in the absence of the appropriate signatures. A
121 copy of the travel authorization form shall be attached to, and
122 become a part of, the support of the agency's copy of the travel
123 voucher.

124 (b) Voucher forms.--

125 1. The Department of Financial Services shall furnish a
126 uniform travel voucher form which shall be used by all state
127 officers, and employees, and authorized persons when submitting
128 travel expense statements for approval and payment. No travel
129 expense statement shall be approved for payment by the Chief
130 Financial Officer unless made on the form prescribed and
131 furnished by the department. The travel voucher form shall
132 provide for, among other things, the purpose of the official
133 travel and a certification or affirmation, to be signed by the
134 traveler, indicating the truth and correctness of the claim in
135 every material matter, that the travel expenses were actually
136 incurred by the traveler as necessary in the performance of
137 official duties, that per diem claimed has been appropriately
138 reduced for any meals or lodging included in the convention or
139 conference registration fees claimed by the traveler, and that
140 the voucher conforms in every respect with the requirements of

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141 | this section. The original copy of the executed uniform travel
142 | authorization request form shall be attached to the uniform
143 | travel voucher on file with the respective agency.

144 | 2. Statements for travel expenses incidental to the
145 | rendering of medical services for and on behalf of clients of
146 | the Department of Health shall be on forms approved by the
147 | Department of Financial Services.

148 | Section 2. This act shall take effect July 1, 2006.