

Rick Scott, Governor

Craig J. Nichols, Agency Secretary

MEMORANDUM

TO: All Managers and Employees

FROM: Craig Nichols, Agency Secretary

DATE: July 01, 2013

SUBJECT: Travel Authorizations for FY 2013-2014

The restrictions to travel for state employees initially imposed by special legislative session on budget reduction from January 2009 were again imposed by Chapter 2013-40, Section 46, Laws of Florida, until July, 2014 as follows:

...The funds appropriated to each state agency, which may be used for travel by state employees, shall be limited during the 2013-2014 fiscal year to travel for activities that are critical to each state agency's mission. Funds may not be used to pay for travel by state employees to foreign countries, other states, conferences, staff-training activities, or other administrative functions unless the agency head has approved in writing that such activities are critical to the agency's mission. The agency head must consider the use of teleconferencing and other forms of electronic communication to meet the needs of the proposed activity before approving mission-critical travel. This section does not apply to travel for law enforcement purposes, military purposes, emergency management activities, or public health activities....

This memorandum contains my determination regarding when state-paid travel by department employees to foreign countries, other states, conferences, staff-training activities, or administrative functions will be considered critical to the mission of the Department of Management Services. No state-paid travel activity that falls within any of these five categories may be authorized without the prior approval of the agency head. As agency head, I reserve the right to determine on a case-by-case basis whether any specific travel activity is mission-critical for purposes of travel expenditures.

A. Travel

Effective immediately until June 30, 2014, foreign travel by department employees is not authorized. For purposes of this memorandum, "foreign travel" is travel to any jurisdiction which is not one of the fifty states of the United States, including any insular U.S. possession.

B. Travel to Other States or District of Columbia

Effective immediately until June 30, 2014, travel by department employees to other states of the United States or the District of Columbia which is not mission-critical will not be authorized. No travel to any other state or the District of Columbia shall be considered mission critical unless it meets one or more of the following criteria:

1. The purpose of the travel is for department officials to represent the State of Florida at a national or regional government or professional function which relates to a division function.
2. The purpose of the travel is to enable the department to play a required role in national or regional activities related to procurement, human resources, group insurance, retirement, telecommunications or facilities management policy guidelines.
3. The purpose of the travel is to enable the department to make a required appearance in a legal proceeding in a court of another state.
4. Travel that will be reimbursed by a third party.

C. Conference Travel/Seminar Travel

Effective immediately until June 30, 2014, travel by department employees for the purpose of attending conferences will not be authorized, regardless of whether the conference is located within the State of Florida or in any other jurisdiction, unless attendance at such conference is mission-critical. No conference shall be considered mission-critical unless it meets one or more of the following criteria:

1. Department attendance is limited to officers and employees attending solely for a department presentation at the conference, including travel to conduct retirement seminars for members of the Florida Retirement System.
2. Department attendance is required to allow input into the formulation of rules, regulations, or policy proposals relevant to department functional activities.
3. Department attendance is required due to conditions of a federal or state grant award.
4. Staff-training is required to obtain or maintain certification or qualification requirements deemed necessary for professional performance.

D. Staff-training Travel

Effective immediately until June 30, 2014, travel by department employees for the purpose of attending staff training activities located outside of the State of Florida will not be authorized. Travel by department employees for the purpose of attending staff training activities located in Tallahassee or elsewhere in the State of Florida may be authorized only if such staff-training activity is mission-critical. No staff-training shall be considered mission-critical unless it meets one or more of the following criteria:

1. Staff-training is required in order to provide basic supervisory training to department supervisory and management personnel that cannot be provided via teleconference or other alternative means.
2. Staff-training is required to obtain or maintain certification or qualification requirements deemed necessary for professional performance.

E. Other Travel

Effective immediately until June 30, 2014, in-state travel by department managers or employees for the general administrative purposes is not authorized. Only travel which is directly related to the direct supervision of the department's functions will be considered mission critical. No administrative travel shall be considered mission-critical unless it meets one or more of the following criteria:

1. Travel necessary to complete audits, inspections, management oversight, or real estate management activities that cannot be adequately performed via telephone or teleconference.
2. Supervisory activities that cannot be adequately performed via telephone or teleconference.
3. Travel related to fiscal and programmatic oversight to ensure compliance with federal and state guidelines and contract compliance, including security audits of service centers administered by outside vendors.
4. Travel by department employees in order to advise, assist and protect, investigate and resolve complaints made by or on behalf of the public that cannot be adequately performed via telephone or teleconference.
5. Travel by department staff that is required to support the operation of the department to include: travel related to mail delivery, travel related to required attendance at legislative hearings, legal proceedings and travel related to offsite storage facility.
6. Travel necessary for department officials or staff to represent the department at a government or professional event or meeting which is related to the division function in order to fulfill the mission of the agency, such as job fairs or trade shows.

Restricted Travel Authorization Form

The restrictions to travel for state employees initially imposed by special legislative session on budget reduction from January 2009 were again imposed by Chapter 2013-40, Section 46, Law of Florida, until July, 2014.

In accordance with this law, travel and training falling within the following types must be approved by the agency head. **Please indicate which type(s) apply to this travel request by initialing the space on the left of the type(s) and indicate which criteria the travel or training falls under in the space provided on the right of each type.** Please refer to the signed memo from the Agency Head pre-approving types A-E. Refer to the descriptions in the signed memo for each type of travel and criteria to assist you in choosing the correct travel type.

Travel Date(s):_____ Traveling From/To:_____

Travel Type

<u>N/A</u>	A. Foreign Travel – This type travel is not permitted at this time	<u>N/A</u>
_____	B. Travel to other states or District of Columbia	_____
_____	C. Conference/Seminar Travel	_____
_____	D. Staff Training with or without Travel	_____
_____	E. Other Travel	_____

F. Travel or training that does not fall under the type(s) listed above should indicate the statutory authority for how the travel and/or training support the division function in the spaces below.
