



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Secretary Marsteller

Date: 7/31/2020

Subject: Travel

Section: FDJJ – 1407.01

Originating Office: Administrative Services

Authority: Section 112.061, Florida Statutes
Chapter 69I-42, Florida Administrative Code,
Department of Financial Services, Reference Guide for
State Expenditure (<https://www.myfloridacfo.com/Division/AA/Manuals/default.htm>)

Related References: Section 215.422, Florida Statutes
FDJJ 1306 – Vehicle Operations
FDJJ 1407.05 – Purchasing Card

Purpose: To provide direction to Department of Juvenile Justice (DJJ) employees and other authorized persons when filing for state-approved travel related reimbursements.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- Each state agency is directed to promulgate travel regulations, which are “not in conflict with the rules and regulations of the Department of Financial Services,” but may be more specific and detailed.
- All travel by DJJ authorized travelers must be authorized in advance.
- It is the responsibility of each DJJ authorized traveler to select the most economical method of travel. This policy supersedes any prior directive, which would result in more costly reimbursement.
- Travel must be certified “Mission Critical” and all other methods of communication must be considered prior to expending state funds for travel purposes.

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- It is the responsibility of the approving supervisor to ensure that the traveler selects the most economical method.
- DJJ authorized travelers are normally expected to pay all travel costs from personal funds or use the State of Florida purchasing card and request reimbursement of authorized expenditures through the Statewide Travel Management System.
- Travel reimbursement is subject to the statutory interest penalty provision.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.