

1 A bill to be entitled
 2 An act relating to statewide travel; amending s.
 3 112.061, F.S.; revising certain lodging rates for the
 4 purpose of reimbursement to specified employees;
 5 authorizing an employee to expend his or her funds for
 6 certain lodging expenses; providing the Department of
 7 Management Services rulemaking authority; creating the
 8 statewide travel management system for specified
 9 purposes; providing system reporting requirements;
 10 requiring specified entities to use the statewide
 11 travel management system for certain purposes;
 12 requiring the Department of Management Services to
 13 make travel information available to the public by
 14 specified dates; providing an appropriation and
 15 authorizing positions; providing a declaration of
 16 important state interest; providing an effective date.

17
 18 Be It Enacted by the Legislature of the State of Florida:

19
 20 Section 1. Subsections (6) and (9) of section 112.061,
 21 Florida Statutes, are amended, and subsection (16) is added to
 22 that section, to read:

23 112.061 Per diem and travel expenses of public officers,
 24 employees, and authorized persons; statewide travel management
 25 system.-

26 (6) RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE.—For
27 purposes of reimbursement rates and methods of calculation, per
28 diem and subsistence allowances are provided as follows:

29 (a) All travelers shall be allowed for subsistence when
30 traveling to a convention or conference or when traveling within
31 or outside the state in order to conduct bona fide state
32 business, which convention, conference, or business serves a
33 direct and lawful public purpose with relation to the public
34 agency served by the person attending such meeting or conducting
35 such business, either of the following for each day of such
36 travel at the option of the traveler:

- 37 1. Eighty dollars per diem; or
- 38 2. If actual expenses exceed \$80, the amounts permitted in
39 paragraph (b) for subsistence, plus actual expenses for lodging
40 at a single-occupancy rate, except as provided in paragraph (c),
41 to be substantiated by paid bills therefor.

42
43 When lodging or meals are provided at a state institution, the
44 traveler shall be reimbursed only for the actual expenses of
45 such lodging or meals, not to exceed the maximum provided for in
46 this subsection.

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

- 50 1. Breakfast.....\$6

51 2. Lunch.....\$11
 52 3. Dinner.....\$19

53 (c) Actual expenses for lodging associated with the
 54 attendance of an employee of a state agency or the judicial
 55 branch at a meeting, conference, or convention organized or
 56 sponsored in whole or in part by a state agency or the judicial
 57 branch may not exceed \$150 per day. However, an employee may
 58 expend his or her own funds for any lodging expenses that exceed
 59 \$150 per day. For purposes of this paragraph, a meeting does not
 60 include travel to conduct an audit, examination, inspection, or
 61 investigation, or travel related to a litigation or emergency
 62 response.

63 (d)~~(e)~~ No one, whether traveling out of state or in state,
 64 shall be reimbursed for any meal or lodging included in a
 65 convention or conference registration fee paid by the state.

66 (9) RULES.—

67 (a) The Department of Financial Services shall adopt such
 68 rules, including, but not limited to, the general criteria to be
 69 used by a state agency to predetermine justification for
 70 attendance by state officers and employees and authorized
 71 persons at conventions and conferences, and prescribe such forms
 72 as are necessary to effectuate the purposes of this section. The
 73 department may also adopt rules prescribing the proper
 74 disposition and use of promotional items and rebates offered by
 75 common carriers and other entities in connection with travel at

76 public expense; however, before adopting such rules, the
 77 department shall consult with the appropriation committees of
 78 the Legislature.

79 (b) Each state agency shall adopt such additional specific
 80 rules and specific criteria to be used by it to predetermine
 81 justification for attendance by state officers and employees and
 82 authorized persons at conventions and conferences, not in
 83 conflict with the rules of the Department of Financial Services
 84 or with the general criteria to be used by a state agency to
 85 predetermine justification for attendance by state officers and
 86 employees and authorized persons at conventions, as may be
 87 necessary to effectuate the purposes of this section.

88 (c) The Department of Management Services may adopt rules
 89 to administer the provisions of this section relating to the
 90 statewide travel management system.

91 (16) STATEWIDE TRAVEL MANAGEMENT SYSTEM.—

92 (a)1. For purposes of this subsection, "statewide travel
 93 management system" means the system used by the Department of
 94 Management Services to:

95 a. Collect and store information relating to public
 96 officer or employee travel information.

97 b. Standardize and automate agency travel management.

98 c. Allow for travel planning and approval, expense
 99 reporting, and reimbursement.

100 d. Allow travel information queries.

101 2. For purposes of this subsection, the term "local
 102 constitutional officer" includes sheriffs, tax collectors,
 103 property appraisers, supervisors of elections, clerks of the
 104 circuit court, county commissioners, district school board
 105 members, and superintendents of schools.

106 3. For purposes of this subsection, the term "reporting
 107 entity" includes each municipality, county, local constitutional
 108 officer, county school district, state college, state
 109 university, and water management district.

110 (b) Each executive branch state government agency and the
 111 judicial branch must report on the statewide travel management
 112 system all public officer and employee travel information,
 113 including, but not limited to, name and position title, purpose
 114 of travel, dates and location of travel, mode of travel,
 115 confirmation from the head of the agency or designee
 116 authorization if required, and total travel cost.

117 1. Each executive branch state government agency and the
 118 judicial branch must use the statewide travel management system
 119 for purposes of travel authorization and reimbursement.

120 2. By November 1, 2018, the Department of Management
 121 Services shall make available to the public all travel reports
 122 posted on the statewide travel management system for executive
 123 branch state government agencies and the judicial branch.

124 (c) Each reporting entity must post on the statewide
 125 travel management system information relating to all travel

126 resulting in an overnight stay for public officers and
 127 employees, including, but not limited to, name and position
 128 title, purpose of travel, dates and location of travel, mode of
 129 travel, and total travel costs.

130 1. Each reporting entity shall post one travel report per
 131 entity. A local constitutional officer may post a separate
 132 travel report from the respective county travel report.

133 2. Every month, each reporting entity shall post a travel
 134 report for the previous month.

135 3. The Department of Management Services shall provide a
 136 format and method for reporting entities to post travel reports.

137 4. No later than November 1, 2019, each reporting entity
 138 shall post monthly travel reports relating to all travel
 139 resulting in an overnight stay for public officers and
 140 employees.

141 5. Beginning December 1, 2019, the Department of
 142 Management Services shall make available to the public all
 143 travel reports for reporting entities which are in the statewide
 144 travel management system.

145 (d) Travel reports made available on the statewide travel
 146 management system may not reveal information made confidential
 147 or exempt by law.

148 1. A reporting entity must redact confidential or exempt
 149 information from a travel report before posting the report on
 150 the statewide travel management system. If the reporting entity

151 becomes aware that an improperly redacted travel report has been
 152 posted, the entity must notify the Department of Management
 153 Services and immediately request removal of the travel report
 154 from the statewide travel management system. Within 7 business
 155 days of becoming aware that an improperly redacted travel report
 156 has been posted, the entity must post a properly redacted travel
 157 report on the statewide travel management system.

158 2. The Secretary of the Department of Management Services
 159 or an officer, employee, or contractor of the department is not
 160 responsible for redacting confidential or exempt information
 161 from a travel report posted on the statewide travel management
 162 system.

163 3. The posting of travel reports on the statewide travel
 164 management system or the provision of information on a website
 165 for public viewing and downloading does not supersede the duty
 166 of a reporting entity to respond to a public records request or
 167 subpoena for the information.

168 Section 2. For the 2018-2019 fiscal year, the sum of
 169 \$1,311,000 in recurring funds and \$4,067,000 in nonrecurring
 170 funds are appropriated from the General Revenue Fund to the
 171 Department of Management Services, and four full-time equivalent
 172 positions with associated salary rate of 350,000 are authorized
 173 for the purpose of implementing this act.

174 Section 3. The Legislature finds that a proper and
 175 legitimate state purpose is served when the travel records of

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176 | state and local employees are transparent to members of the
177 | public. Therefore, the Legislature determines and declares that
178 | this act fulfills an important state interest.

179 | Section 4. This act shall take effect July 1, 2018.