

July 19, 2006

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 01 (2006-07)

SUBJECT: REIMBURSEMENT OF TRAVEL EXPENSES

Rule 69I-42.003 (1), Florida Administrative Code (F.A.C.), requires the Voucher for Reimbursement of Travel Expenses, Form DFS-AA-15 be used by authorized travelers when requesting reimbursement of travel expenses. The attached Form DFS-AA-15, (revised 07/06) must be used for reimbursement of travel expenses unless an alternative form is approved by DFS pursuant to this Rule. The Rule will be updated to incorporate this latest version of Form DFS-AA-15.

Additionally, in the effort to reduce identity theft, state agencies are authorized, at their discretion, to omit an authorized traveler's social security number (SSN) on the Voucher for Reimbursement of Travel Expenses. The agency must ensure procedures and security measures are in place to correctly identify the authorized traveler. However, the taxpayer's federal identification number (SSN) is still required for entering the transaction into the state's accounting system (Florida Accounting Information Resource-FLAIR).

Please contact Cheri Greene at 850-413-5593, Suncom 293-5593 or Cheri.Greene@fldfs.com if you need additional information.



DFS-AA-15 revised
0706.xls