

Volunteer Travel Reimbursement Processes and Procedures

Kevin Askew is the Volunteer Travel Coordinator for the Statewide Guardian ad Litem Program. You may contact him directly at (850) 329-1429 if you have any questions or need assistance when completing a Travel Reimbursement Form. If you are unable to reach Kevin, you may also contact your local Human Resources and Budget Liaison for assistance in completing and submitting travel reimbursement forms.

The process for submitting a travel reimbursement request is as follows:

1. Volunteers seeking a travel reimbursement must record all hours and travel information in Optima.
2. After a volunteer records all hours and travel information in Optima, he or she must complete, print, **sign and date** both the Travel Reimbursement Form and the Volunteer Travel Verification Form (See attachments).
 - Volunteers **cannot** use electronic signatures on the Travel Reimbursement or Volunteer Verification forms.
 - Volunteers understand that the GAL Program receives a set amount of funding for volunteer travel each fiscal year (July – June). Volunteers are strongly encouraged to submit travel reimbursement requests in a timely manner in the event we run short on these funds.
 - Volunteers who have never submitted a travel reimbursement request must include the Vendor Information Worksheet (See attachment) with the Travel Reimbursement and Volunteer Verification forms.
3. Volunteers should scan and send all completed Travel Reimbursement and Volunteer Verification forms, along with all necessary receipts, to the Statewide Guardian ad Litem Budget office at travel@gal.fl.gov. Alternatively, volunteers may mail a copy of their Travel Reimbursement Form, Volunteer Verification Form and receipts to the Statewide Guardian ad Litem Office at PO Box 10628; Tallahassee, FL 32302.
4. When the Statewide Office receives the signed, dated travel reimbursement documents, staff in the Budget Office staff will audit

the documents and verify the reimbursement amounts requested. If no corrections are required, staff send the reimbursement request to the Justice Administrative Commission (JAC) for entry into the State's financial management system (FLAIR).

5. FLAIR assigns all invoices, including travel reimbursements, to a voucher schedule. JAC sends these voucher schedules to the Florida Department of Financial Services (DFS) for final auditing and payment.
6. DFS receives all voucher schedules and either processes them for payment or flags them for audit. While the State of Florida has up to 40 days to pay a valid invoice (Florida Statutes 215.422), DFS pays most invoices 7 to 10 days after the voucher schedule is prepared. If selected for audit, DFS will either pay an invoice flagged for audit (after a short delay) or return it to the Guardian ad Litem Program with a reason for the payment rejection. GAL will reach out to the volunteer to resolve any rejections and, once fully addressed, resubmit the travel reimbursement for payment.