

JUSTICE ADMINISTRATIVE COMMISSION TRAVEL PROCEDURE

The Justice Administrative Commission receives numerous inquiries and requests related to travel for court-appointed attorneys, investigators, expert witnesses, and mitigation witnesses. In an effort to assist counsel with travel cost for multiple witnesses, particularly in capital cases, we have paid in advance for such costs as air fare and lodging. When an attorney, investigator, mitigation specialist, or expert witness travels, it is our expectation that they utilize the following procedures, arrange their travel, pay for those expenses, and upon completion of the travel, submit the State of Florida Travel Voucher to JAC for processing reimbursement.

All travelers should:

- Include a valid court order identifying approved traveler with each travel request.
- Adhere to guidelines set forth in s. 112.061, F.S., Department of Financial Services Regulations, and the policies and procedures of the Justice Administrative Commission.
- Review information regarding travel at <http://www.justiceadmin.com>. Here you will find useful information including vouchers, forms, and tips.
- All travelers should maintain all original receipts. Exception: state standards for breakfast, lunch and dinner allowances apply.
- Bill only for authorized travel costs. Time spent arranging travel accommodations is considered clerical and nonbillable.

Travelers arriving from nondomestic or remote domestic locales:

When competitive carriers do not exist, please provide documentation indicating that the reserved carrier is the sole provider for the area.

Travelers using their own vehicle:

Travel must be via a usually traveled route from point of origin to point of destination. In-state city-to-city mileage calculations are found at <http://www2.dot.state.fl.us/CityToCityMileage/viewer.aspx>. If your in-state travel destination is not included at this website, or if your travel is out-of-state, calculate your mileage using www.mapquest.com.

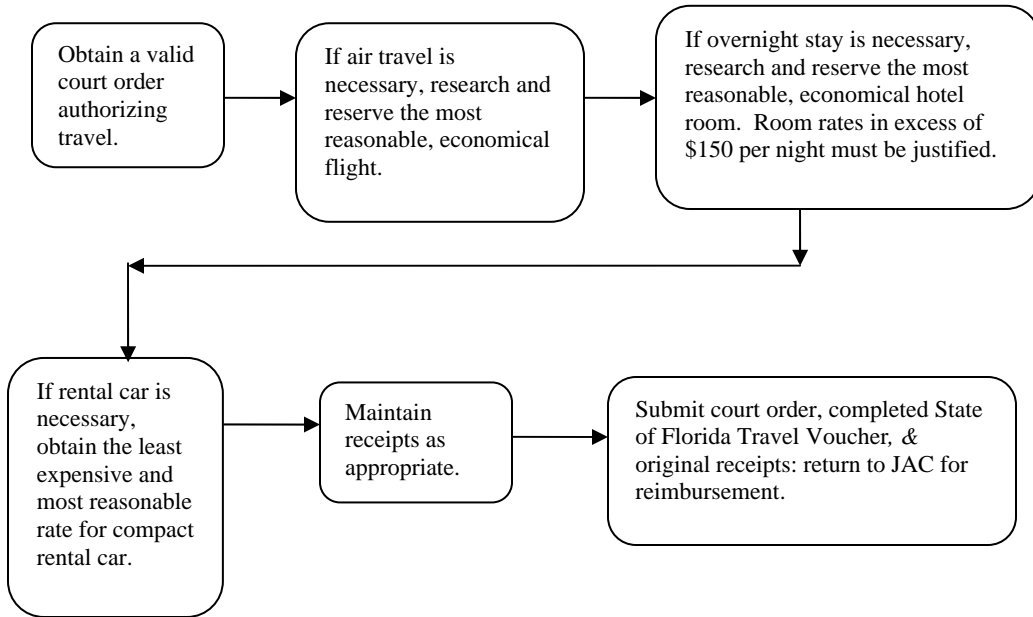
If, after a reservation has been acquired, an intended traveler does not travel:

The attorney who requested the witness/due process service provider should provide JAC with an explanation for the cancellation including, but not limited to:

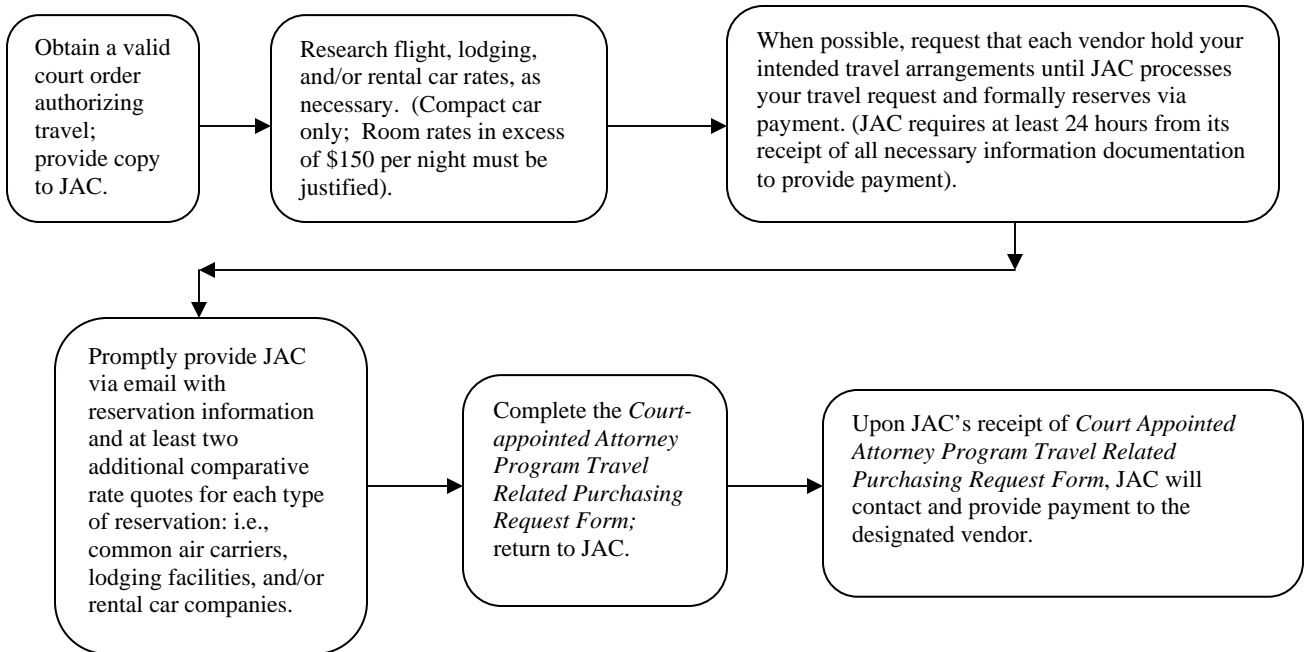
- The full name of the intended traveler and whether a subpoena was issued to this person,
- Facts related to the nonappearance: Did the traveler fail to appear?; Was his or her testimony no longer required?; Was there a sudden inability to travel due to weather, illness, death?; etc.

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Each traveler seeking reimbursement (preferred method of payment):



Each traveler seeking JAC’s advanced payment for travel expenses:



Please note:

- JAC realizes that some travel providers will not hold travel arrangements without prepayment or credit card. Please do not use your own credit card to hold a reservation in which you will seek prepayment. Instead, please help us better assist you in arranging your travel plans by providing us with detailed information as expeditiously as possible. As time is an essential element, JAC cannot guarantee specific accommodations.

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- Due to airline restrictions, JAC requires five day notice for air travel requests involving 3rd party payment.

Upon completion of the travel:

- Submit any receipts for all incidental expenses to JAC: e.g., cab fares, parking, tolls, portage, etc.
- JAC staff will prepare *STATE OF FLORIDA TRAVEL VOUCHER*.
- If the travel voucher is for an expert witness, investigator, etc., the completed voucher will be mailed to the vendor first for signature. It is then the responsibility of the vendor to forward the signed travel voucher to the court-appointed attorney for his or her signature, thereby certifying the travel expenditures.
- If the travel voucher is for court-appointed counsel, the completed voucher will be mailed directly to counsel, and he or she will sign as both traveler and supervisor.
- Court-appointed counsel is responsible for mailing the signed voucher to the appropriate JAC staff.
- JAC staff will process travel voucher for payment to the traveler.