

April 13, 1999

UNIVERSITY CONTROLLER'S MEMORANDUM #02 (1998-1999)

To: Deans, Directors, Department Heads and Fiscal Representatives
From: Larry D. Reese, Assistant Vice President and Controller
Subject: Travel Cost for Prospective Students

Recently, a couple of departments have subtitled travel reimbursements for prospective students that they were trying to attract into their programs. Chapter 112 of the Florida Statutes states that travel cost may only be reimbursed for public officers, employees, and authorized persons. Section 112.061(2) defines an Authorized Person as:

1. A person other than a public officer or employee as defined herein, whether elected or commissioned or not, who is authorized by an agency head to incur travel expenses in the performance of official duties.
2. A person who is called upon by an agency to contribute time and services as consultant or adviser.
3. A person who is a candidate for an executive or professional position.

According to the Auditor General's interpretation of this definition, a prospective student does not qualify as an authorized person. Therefore the University Travel Office will be required to return any Travel Authorization Request (TAR) and Reimbursement Voucher (RV) that indicates the purpose of the trip and/or benefit to the State is to recruit a prospective student to participate in an academic program.

Thank you for your assistance in this matter. Any questions concerning this matter should be referred to Bill Agner or Jennifer Pittman at 644-5021.

Cc: President D' Alemberte
Vice Presidents