



## SECTION 3. COUNTY ADMINISTRATION

### 3.50 TRAVEL

#### A. GENERAL POLICY

(1) It is the intent of Seminole County to reimburse employees travel as authorized by Section 112.061, Florida Statutes.

(2) Employees and non-employees traveling on official business are expected to exercise the same care in incurring official expenses that any prudent person exercises when traveling for personal reasons.

(3) It is the responsibility of the traveler to be familiar with these rules and be knowledgeable of the reimbursable expenses.

(4) All travel must be authorized and approved by the appropriate agency head and funds must be available in the budget. Travel plans, seminars, conferences and training known in advance should be documented as part of a department's travel budget request. However, it is expected that opportunities for and requirements of travel related to County business are often unknown at the time of budget adoption by the Board of County Commissioners (BCC). Thus, types of travel should be anticipated and must be documented as part of a department's travel budget request. Travel that falls within the parameters of the above descriptions is considered to be approved through the budget process. Additional funding for travel must be processed by way of the approved budget transfer policy. Budget transfer requests over \$1,000.00 for funding to a single destination must be approved by the BCC.

(5) The County Manager must approve travel by authorized persons not employed or under contract by the County who are called upon to contribute time and services as consultants or advisors or participants when the travel is on behalf of the County. Funding for this travel must have been approved through the budget process or must be processed by way of the approved budget transfer policy.

(6) Meals shall be reimbursed as provided by County Ordinance. Dollar limits exclude alcohol, but may include tips up to 15% if not included in the bill, or a maximum of 20% if the bill includes a calculated tip. **Receipts are required for reimbursements exceeding the statutory allowances of breakfast, \$3.00; lunch, \$6.00; dinner, \$12.00.**

(7) Other expenses which may be reimbursed include:

Registration fees – receipt required

Tolls and parking fees – receipt required

Taxi fares – receipt required for all fares. Tip on taxi service is allowed, not to exceed 15% of fare.



Hotel and single occupancy room rate – receipt required.

Copy of charge card receipt is required if paid by credit card. Room service meals are reimbursable under provisions for meal allowances. Use of food and beverage dispensers in hotel rooms is not reimbursable.

Business telephone calls or on-line access charges for use of computer or fax – receipt or documentation required as well as justification.

Vicinity mileage is allowed from office or home, whichever is less, to the destination or to the airport if applicable.

Airport parking – receipt is required. Travelers will be reimbursed for up to ten (10) days parking at Orlando International Airport and the Daytona Beach airport. However, this parking is discouraged, and instead, carpooling or rides to and from the airport are suggested. Airport parking out of town will be reimbursed as needed.

(8) All reimbursable expenses must be reported on the approved travel voucher no more than two (2) weeks after the end of the travel period. Receipts are required for all expenditures except for meals as noted in the Florida Statutes or as referenced above.

(9) Reimbursement or a travel advance repayment will be made after the travel takes place.

(10) Cash advances must be approved by the Department Director and should be requested two (2) weeks in advance from County Finance. County Finance should be notified of the expected return date. Expenses from the cash advance must be reported with receipts within five (5) working days of the last day of the trip or, if cash is unused, it must be returned to County Finance within five (5) working days in the form of a personal check, money order or cash. Travel advances will not be issued for less than \$250.00 and may not exceed 100% of the estimated cost of the trip. No advance will be issued if a previous advance is outstanding. County Finance should notify the County Manager of any cash advance outstanding over five (5) working days from the expected date of return. Failure to comply with policy will result in a payroll deduction of the total cash advance.

(11) Pre-registration and County payment is encouraged for hotel reservations to ensure waiver of sales tax charges.

(12) A credit card bill must be substantiated by receipts attached and a full explanation of the charge provided on the travel voucher.

(13) Employees using a credit card must not expect reimbursement for any item that is not used for the business purpose. Expenditures on the card, if not directly related to the business, will not be paid by the County. For example, if you stay in a hotel on business and you watch a movie for pay that appears on the hotel bill, the movie expense will not be paid by the County.



(14) There is no reimbursement for travel and/or meals that are complimentary or covered in a registration or other similar fee. Continental breakfast, rolls, danish, snacks, drinks or other small incidental food items provided by the registration shall not be considered a meal.

(15) If an employee wishes to alter travel plans for personal business, any additional cost of transportation must be paid by the employee.

(16) Employees are permitted one (1) personal phone call to a single location per day not to exceed \$5.00 plus any hotel connection fees.

(17) Any employee failing to comply with this policy may be subject to disciplinary action as described in the Personnel Policies and Procedures.

## **B. TRAVEL REIMBURSEMENT POLICY FOR ECONOMIC DEVELOPMENT**

(1) All travel associated with economic development must be within the Economic Development budget as approved by the BCC through the budget process. Any additional funding must be obtained through the approved procedure for budget transfers except that budget transfers for a single destination or event in excess of \$1,000.00 must be approved by the BCC. No costs or expenses for travel or entertainment or promotion may exceed the approved budget.

(2) In addition to reimbursable expenses outlined in Section 5.3, A. "General Policy", above, the following expenses of County officials and County employees are reimbursable if approved by the:

(a) Actual, necessary and reasonable costs of travel, meals, single occupancy lodging, presentations, token gifts such as pins and medallions and entertainment expenses of officials and employees of the County and other authorized persons who meet in direct connection with soliciting economic development on behalf of the County. Other persons or guests may be authorized by the County Manager. All expenses must be documented to include receipts and justification.

(b) Promotional and advertising expenses. Original receipts are required.

(c) Reimbursable expenditures as listed above when incurred for the purpose of directly promoting economic development include business association luncheons, taxi and airport limousine fares and tips up to 15%; ferry fares and bridge, road and tunnel tolls; storage and parking fees; mandatory valet parking; telephone, telegraph, facsimile and telex charges related to County business only; portage when used to transport County promotional materials; charges for travelers checks; foreign currency exchange fees; and maps. Advertising and promotions include cooperative ventures with airline, rental cars, hotels and attraction and convention and visitors bureaus.



(d) Food, beverages, including alcohol, coffee, gratuities associated with meetings, dinners, promotions, cocktail parties, and similar events whether catered or provided at a County or other facility or private location. Original receipts are required and justification must be included.

(e) Tips up to 15% of food and beverage is reimbursable unless calculated as part of the bill in which case a maximum tip of 20% is allowable.

(f) Rental cars are reimbursable. Receipts are required. Justification must be approved by the County Manager if a rental car larger than mid-size is used or if a rental car is driven fewer than twenty (20) miles.

### **C. TRAVEL IN FOREIGN COUNTRIES**

(1) Travel in foreign countries for County business is permitted if approved by the Board of County Commissioners.

(2) Travelers may select the following reimbursement policy:

(a) Reimbursement for personal meals and incidental expenses will be reimbursed based on the US Department of State publication, "Maximum Travel Per Diem Allowances For Foreign Areas". Meals and incidental expenses include all meals and beverages including tips, portage, cleaning and other expenses of a personal nature. Per diem reimbursement requests may be up to, but not exceed, amounts itemized in the most recent publication. Receipts will not be required.

(b) Receipts are required for: hotel accommodations; air or ground transportation expenses such as trains, ferries, car rental, parking fees and tolls; business telephone calls; and faxes. Receipts are required for any expense not included in the meal and incidental per diem allowance.

(c) Taxi fares and tips up to \$15.00 per trip do not require receipts.

(d) There is no reimbursement for meals that are complimentary, covered in a registration or other similar fee, or that are provided by any other person on entity. The traveler must reduce the per diem allowance by an appropriate amount to reflect any meals not paid by the traveler.

(e) The County will not reimburse "danger pay allowance" itemized in the "Maximum Travel Per Diem Allowances For Foreign Areas" for travel in any country.

(3) The County will not utilize lodging per diem amounts. Hotel bills will be reimbursed at actual cost and require receipts.



(4) A traveler who desires to be reimbursed for actual expenses must request reimbursement under Section I, General Travel, or Section II, Economic Development, of the Travel Policy.

(5) Reimbursements for each trip must all be requested under the same section of the Travel Policy. For example, reimbursement of any one trip may not be split between the Economic Development Section and the Foreign Travel Section.

**D. AUTHORITY.** Resolution Number 99-R-125 dated September 21, 1999.