

SECTION 3. COUNTY ADMINISTRATION

3.51 COMMISSIONER TRAVEL

A. PURPOSE. Establishment of a policy regarding reimbursement for Commissioners' travel.

B. USES AND AUTHORIZATIONS.

(1) Members of the Seminole County Board of County Commissioners are eligible for travel reimbursement in accordance with Section 112.061, Florida Statutes.

(2) The annually approved Commission Travel Budget shall be divided equally among the members of the Seminole County Board of County Commissioners for use at their discretion for travel expenses incurred for hotel accommodations, mileage, airfare and meals, within the confines of the policies and procedures established by this Code and statutory allowances and limitations. Travel funds may be used for the following purposes without prior approval:

(a) Travel outside of Seminole County, including airfare, when a County Commissioner is acting as an official representative of the County as approved by the Board of County Commissioners or Chairman, or acting as the Chairman/Board appointed alternate due to the appointed member's absence.

(b) Attendance at regional, state or national conferences conducted by organizations primarily consisting of government officials such as, but not limited to, the Florida Association of Counties (FAC) and National Association of Counties (NACo).

(3) No reimbursement is authorized when travel is confined to the territorial limits of Seminole County.

(4) Members shall be entitled to a mileage allowance in accordance with the Standard Mileage Rates issued by the Internal Revenue Service.

(5) The use of privately chartered or owned aircraft is authorized for official travel and will be reimbursed to the traveler as provided by Chapter 112, Florida Statutes.

(6) In the event that a Commissioner has exceeded his/her annual travel budget allotment, the Commissioner shall be personally responsible for the travel expenses incurred in excess of the budgeted amount.

(7) Commissioner travel directed by the Board of County Commissioners shall be outside of the individual Commissioner's budgetary allotment.

C. APPROVAL. Expense reports will be submitted for review and approval by the Board of County Commissioners as part of the Consent Agenda process.

D. AUTHORITY. Section 112.061, Florida Statutes
Resolution 2008-R-160 adopted June 24, 2008
Resolution 2014-R-45 adopted February 11, 2014