

GUIDELINES FOR PAYMENT AND/OR REIMBURSEMENT OF TRAVEL EXPENSES FOR PINELLAS COUNTY OFFICERS AND EMPLOYEES

1. PURPOSE AND POLICY.

The purpose of these guidelines is to foster equity, uniformity and efficiency in the payment and/or reimbursement of authorized travel expenses for officers and employees within Pinellas County government. ~~All travel on behalf of Pinellas County is to serve a direct and lawful public purpose, must receive appropriate approvals, and All authorized County travel~~ shall be by the most economical means taking into account the employee's time involved, the purpose of the travel, and the distance involved. ~~Travelers shall be allowed the appropriate subsistence when traveling out of town in order to conduct County business.~~

Commented [DE1]: Moved from Reimbursable Expenses section.

~~This policy and/or accompanying procedures may be administratively updated as needed to maintain appropriate consistency with state and federal guidelines. Examples include state/federal changes to dollar thresholds for specified expenditures, new state/federal authorized reimbursable expenditures not already addressed in the policy, and changes to website and statutory references. The County Administrator may approve such administrative updates in consultation with the Clerk of the Circuit Court and Comptroller.~~

Commented [DE2]: Recommendation 1 – Allow for Administrative updates

~~If a traveler utilizes his/her privately owned vehicle that results in more travel reimbursement in total than would have been the case had a commercial carrier been utilized, the reimbursement shall be limited to the total cost of the trip if a commercial carrier had been utilized.~~

Commented [DE3]: Out of place and moved to the Personal Vehicle section

In accordance with Florida Statutes § 112.061(3)(~~el~~) foreign travel shall be paid at the current rates as specified in the federal publication “Standardized Regulations (Government Civilians, Foreign Areas)”.

Commented [DE4]: Recommendation 1 – Update statutory reference

2. DEFINITIONS.

a. *Approving Authority* – The agency head or designated representative who must authorize and approve travel in accordance with § 112.061(3)(a), F.S., and these guidelines.

b. *Classes of Travel* – The following classes of travel, as provided for in § 112.061, ~~F.S.~~ shall be applicable to County travel:

(1) *Class A Travel* – is continuous travel of 24 hours or more away from official headquarters.

(2) *Class B Travel* – is continuous travel of less than 24 hours which involves an overnight absence from official headquarters.

(3) *Class C Travel* – is travel for short or day trips where the traveler is not required to be away from his official headquarters overnight.

~~(3)~~(4) *Foreign Travel* – is travel outside the United States.

Commented [DE5]: Recommendation 2 – Add Foreign Travel to class section

c. *Commuting Miles* – Miles traveled from the traveler’s residence to their official headquarters.

Commented [DE6]: Recommendation 2- New Definition

~~e-d.~~ *Conference* – The coming together of persons with a common interest or interests disputes and for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal groups for the purpose of deliberation, exchange of ideas/views, or for the removal of differences or meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some field or on a governmental problem or problems. A conference does not mean the coming together of agency or interagency personnel.

~~e-e.~~ *Convention* – An assembly of a group of persons representing persons and groups, coming together for the accomplishment of a purpose of interest to a larger group or groups. A convention does not mean the coming together of agency or interagency personnel.

~~e.~~ *DOT Map Mileage* – mileage which is published annually by the Florida Department of Transportation (DOT) or available on the state website at www3.dot.state.fl.us/mileage.

~~f.~~ *Emergency Notice* – Means for purposes of §112.061(13), F.S., notification of less than twenty-four (24) hours prior to scheduled departure. Such notification may be oral or written.

~~g.~~ *Emergency Situation* – Circumstances in which there is an immediate danger or a threat of immediate danger to the public health, safety or welfare or of other substantial loss to the County requiring emergency action.

~~h-f.~~ *Independent Mapping Service* – Any mapping website such as Google Maps or MapQuest used to determine the least number of miles between point of origin and destination.

~~i-g.~~ *Individual with a Disability* – Any person determined as having a disability, as defined at 25 CFR, §35.104(4), including but not limited to blindness, or the loss of one or more life functions leaving that person mobility-impaired (or sensory-impaired) requiring the use of trained animal companions or prosthetic equipment, including, but not limited to, crutches, walkers, canes or wheelchairs, and including temporary conditions requiring any of the above.

~~j-h.~~ *Local Mileage* – Locations within Pinellas, Pasco, Hillsborough and Manatee counties. Commuting mileage will be deducted from local mileage trips that occur at the start and/or end of the day.

~~k-i.~~ *Meal and Incidental Expense Rate* – The Federal Meal and Incidental Expense Rate (M&IE) authorized under the Federal Travel Regulation in Appendix A, 41 CFR, Chapter 301, for travel within the Continental United States (“CONUS”). This should cover meals and out of pocket expenses such as tips for mandatory valet parking, hotel staff, etc.

~~l.~~ *Most Economical Class of Transportation* – Means the class having the lowest fare which is available.

~~m.~~ *Most Economical Method of Travel* – The mode of transportation (County-owned vehicle, privately owned vehicle, common carrier, etc.) designated by an agency head in accordance with the criteria prescribed by §112.061, F.S., and these guidelines.

~~n-j.~~ *Non-business Day* – For a public officer or employee, a weekend or other "off" day, or an authorized County holiday; for an authorized person other than an officer or employee, i.e.

Commented [DE7]: Recommendation 2- Updated this definition to Independent Mapping Services and moved to alphabetical order

Commented [DE8]: Term not referenced in policy

Commented [DE9]: Term not referenced in policy

Commented [DE10]: Recommendation 2 - New Definition to replace DOT Map Mileage

Commented [DE11]: Recommendation 2 - New Definition

Commented [DE12]: Term not referenced in Policy

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contracted worker, means a day on which such person was not scheduled to be performing service or contributing time to an agency.

~~e.k.~~ Official Headquarters – The employee's geographically assigned work location specified by §112.061(4), F.S.

Commented [DE13]: Recommendation 2- Clarify Definition

~~p.l.~~ Out of Town Mileage – Any travel outside of Pinellas, Pasco, Hillsborough and Manatee counties is out of town. Out of town mileage is computed from the traveler's official headquarters or home to the point of destination, whichever is shorter. There is no deduction for commuting mileage.

Commented [DE14]: Recommendation 2 – New Definition

~~q.m.~~ Per Diem Rate – The amount authorized by §112.061(6)(a), F.S.

~~r.~~ Personal Time means the time outside the regular working hours of a business day, a non-business day, or a day for which the officer or employee had prior approval for a leave of absence.

Commented [DE15]: Term not referenced in Policy

~~s.n.~~ Point of Origin – The geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is the lesser distance from the destination.

~~o.~~ Post of Duty – The traveler's usually-assigned work location that can change based on work needs.

Commented [DE16]: Recommendation 2- Revise Definition

~~t.p.~~ Standard Mileage Chart – Establishes mileage between various posts of duty and frequently traveled location within the local mileage area.

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~~u.~~ Travel Day – A period of 24 hours consisting of four quarters of six hours each.

Commented [DE17]: Term not referenced in Policy

~~v.q.~~ Traveler – A public officer, employee, or ~~authorized~~authorized person, when performing authorized travel.

~~w.~~ Travel Period – A period of time between time of departure and time of return.

Commented [DE18]: Term not referenced in Policy

~~Vicinity Mileage~~ – Mileage incurred while on official County business which is not published in the official DOT road map mileage table.

Commented [DE19]: Recommendation 2 – Remove Definition

3. APPROVAL FOR TRAVEL.

a. All appointed officials and employees must have both pre approval for travel and post approval for actual travel expenses incurred. Appointed officials serving Boards should obtain approval of travel ~~reimbursement vouchers~~ from the Chairman of their governing Board, unless otherwise provided by these guidelines. All other County employees should obtain approval from their department head and their Appointing Authority or his/her designee.

b. ~~The~~ County Administrator or his/her designee must approve all travel as the Approving Authority except for the following officials, agencies or department heads:

Commented [DE20]: Recommendation 3- Review each Official/ Agency/ Department to ensure approval authorities are still relevant

Officials/Agencies/Departments

Department or Agency Head

(1) Office of Human Rights Director
~~(Director only)~~

Chairman of Affirmative
Action Committee

- (2) ~~Information Technology Business Technology Services Director~~ ~~(Director only)~~ Chairman of ~~IT-BTS~~ Board
- (3) Judges Chief Judge
- (4) County Commissioners Self
- (5) County Attorney Agency Head ~~(Agency Head only)~~ ~~Commissioner~~ Chair of Board of County Commissioners
- (6) Human Resources Director Personnel ~~(Director only)~~ Chairman of Personnel Board
- ~~(7) CVB~~ Asst. County Administrator
- ~~(8) Legislative Delegation~~ Chairman of Legislative Delegation
- ~~(9)(7)~~ Constitutional Officers Self
~~(Judges excluded)~~
- ~~(10) Construction Licensing Board~~ Chairman of Licensing Board
~~(Director only)~~
- ~~(11)(8)~~ Law Library Court Administrator
- ~~(12)(9)~~ The County Administrator ~~(Agency Head only)~~ ~~Commissioners~~ Chair of Board of County Commissioners

Commented [DE21]: Reports to the County Administrator already

Commented [DE22]: No longer a department

Commented [DE23]: Director of this department is now under the County Administrator

For the purposes of these guidelines and travel authorization approval, the heads of the above listed agencies or departments are the Approving Authorities who are hereby designated as the representatives who are authorized to approve travel for their respective employees pursuant to §112.061(3)(a), F.S.

~~Clerk's employees' travel must be approved by the department head and the Clerk.~~

Commented [DE24]: Incorporated as #10 above

~~All Judges' travel should be approved by the Chief Judge.~~

~~a. Except for reimbursement for mileage or tolls up to \$50.00 once per month, per employee, petty cash will not be used to reimburse travel expenses under these guidelines. In the event such petty cash reimbursement is made, appropriate documentation shall be attached to the petty cash reimbursement voucher.~~

Commented [DE25]: Redunant Statement as Judges are addressed above

Commented [DE26]: Incorporated into Petty Cash definition below.

4. TRAVEL REIMBURSEMENT:

A traveler is required to receive pre-approval and post-approval for their travel. Reimbursement for expenses not referenced in this policy will be addressed on a case by case basis, requiring written justification for the expense and the department director's approval. Any disallowed expenditure is the responsibility of the traveler. The post-travel approver is responsible for thoroughly reviewing each transaction, supporting documentation, and verifying that all transactions are allowable expenses.

Commented [DE27]: Recommendation 6- Remove "Vouchers" and moved section based on Goal 1- Provide policy clarity and understanding and structure

Commented [DE28]: Recommendation 6
-add narrative regarding advance and post approval
-add expenses not referenced in the policy guideline
-add a statement regarding traveler responsibility
-add a statement regarding travel approver responsibility

a. Submission Methods

~~(1) Petty Cash -- reimbursement for mileage, local parking and tolls up to \$50.~~

Commented [DE29]: Recommendation 6
-Restructured to address methods of reimbursement for items up to \$50 and over \$50

a Local Travel Form – used to obtain reimbursement from petty cash only for Class C Travel and includes only mileage, local parking and tolls.

Commented [DE30]: Recommendation 6 – remove all forms except Local Travel Form to be used only for Petty Cash

ab If a department does not have a petty cash fund, then reimbursement can be submitted through iExpense no more frequently than one per month unless in excess of \$50.

(2) iExpense – reimbursement for expenses.

a Travel Pre-approval – travelers should enter all known and anticipated expenses for items including but not limited to registrations, airfare, lodging, meals, mileage, and transportation fare, etc into iExpense to obtain pre-approval for travel. These include expenses pre-paid by County P-card.

Commented [DE31]: Recommendation 3 – outline pre approval and post approval

b Travel Post-approval – when travelers return from trips the iExpense created for the pre-approval should be reconciled against actual costs from the trip, updated as appropriate and submitted for post approval by those granted authority to approve invoices and expense reports.

ac Class C travelers should submit requests for reimbursement monthly, but no later than quarterly. Requests for travel reimbursement must be received not later than sixty (60) days following the end of the fiscal year within which the travel occurred.

5. TRAVEL ARRANGEMENTS

Commented [DE32]: Moved from section 6e. This made sense with the other section and subsection changes.

All departments and agencies shall be recommended to utilize the travel agency designated by the County for arranging County travel.

Commented [DE33]: Recommendation 4-Travel Arrangements – Move from Section 8

~~These services shall include airline tickets, lodging and rental cars, however, lodging or airfare may be arranged directly by an Appointing Authority utilizing the County’s purchasing card when doiso is determined to be more economical and expeditious. The travel agency should be given an opportunity to meet the best price available. Any questions or disagreements regarding fares should be handled directly by the department with the travel agency.~~

Commented [LAD34]: The travel agency has historically been used for airfare, not lodging, and should be omitted. Separating this section from airfare seems redundant and requires looking in 2 separate sections to get all applicable information related to airfare.

6.5. REIMBURSABLE EXPENSES

Commented [LAD35]: Should change shall to should or is recommended. Per Purchasing, the agreement with the contracted travel agency does not require using them. Additionally, the next sentence states they don’t have to use the travel agency.

a. Allowed Subsistence for Meals and Per Diem

Commented [DE36]:

~~All travelers shall be allowed subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide County business, when the convention, conference, or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conducting such business. Class A and Class B Travel is allowed reimbursement based on the Federal M&IE Rates for various locations in the Continental United States (CONUS). For any locations not listed as destinations in the Federal M&IE rate table the standard M&IE rate will be applied. The rate will change in accordance with the changes announced by the United States General Services~~

Commented [DE37]: Recommendation 4 – clarify when to use Travel Agency. The current agreement does not require the Travel Agency is used. Removed Section and included recommendation to use Travel Agency for airfare under the airfare section.

Commented [DE38]: Recommendation 4 – Restructure this section to be more clear and consistent

Commented [DE39]: Simplified and move to PURPOSE AND POLICY SECTION

Administration (GSA).

The following may be reimbursed for each day of such travel, depending upon its application, at the option of the traveler:

(1) ~~The per diem amount authorized by §112.061(6)(a), F.S. for Sixty dollars per diem (Class A or B Travel only as reflected in Table A); paid receipts are not required, maximum of \$60.00 per 24-hour period. For day of departure and return, if less than 24 hours, \$45.00 per day, receipts not required, shall be allowed, or~~

Commented [DE40]: Recommendation 4 – Meals and Per Diem
- Remove Dollar Amounts

(2) If actual expenses exceed ~~the statutory allowance, the Federal M&IE rates are \$60.00, the amounts~~ permitted below for meals, plus actual expenses for lodging at a single occupancy rate, which rates must be substantiated by paid bills therefor.

Commented [DE41]: Recommendation 4 – Meals and Per Diem
– Remove Dollar Amounts

(3) ~~Travelers on~~ Class A Travel, including witnesses who have been subpoenaed for testimony by the Public Defender or State Attorney, may switch back and forth between the above options, provided they do not receive overlapping payment during any 24-hour, midnight to midnight period. For example, if a traveler flies to Washington and arrives at 7:00 P.M. and stays at a hotel, he/she may opt to have hotel and meal expenses reimbursed and at midnight switch to per diem and not have the next day's lodging/meals reimbursed.

~~(1) All travelers (Class A and B travel) shall be allowed the Federal M & IE Rates listed on the Federal M & IE Rate Table (Appendix A – current version) for various locations in the Continental United States (CONUS). For the localities not listed, the rate shall be the standard CONUS rate for meals and incidentals. For locations not listed as destinations, county and/or other defined locations per the Federal M & IE Rate Table, the standard CONUS rate will be applied. The rates shall change in accordance with the changes in the CONUS rates. Changes will be effective October 1 of each year, or if not available as of that date, as soon as available thereafter. The Federal M & IE rates for CONUS localities may be viewed on the Pinellas County intranet: <http://intraweb.co.pinellas.fl.us/opus/payable.htm>. The traveler is allowed 75% of the M & IE rate on the day of departure and the day of return, and 100% of the M & IE rate for all full days of travel. If travel is for more than 12 hours, but less than 24 hours and includes an overnight stay, the traveler is allowed 75% of the M & IE rate as show in the following table.~~

Commented [DE42]: Condensed and moved to "a" as Table A outlines the subsection narrative. Goal 1- Provide policy clarity in understanding and structure

TABLE A

When travel is:	Your allowance is :	
Class A 24 hours or more	The day of departure	75% of the applicable M&IE rate
	Full days of travel	100% of the applicable M&IE rate
	The last day of travel	75% of the applicable M&IE rate

Class B Continuous travel less than 24 hours involving an overnight stay		75% of the applicable M&IE rate.
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~~(NOTE: These figures are established in accordance with §112.061, F.S., and are subject to change by amendment of this policy. The time travel begins shall be at the actual time the employee leaves their address to start their travel unless they are required to begin travel from another designated location.~~

Commented [DE43]: Not relevant after removing dollar amounts

- (4) There will be no reimbursement for meals and/or lodging ~~which has been that are~~ included in a convention or conference registration fee or airline ticket. This includes "continental breakfasts." Deductions will be made in accordance with ~~Table C. M&IE. However rates. However,~~ reimbursement may be permitted if the traveler is unable to consume the meal included in the registration or airline ticket due to medical reasons or religious reasons. The traveler must attach and sign a certification stating "The food could not be consumed for religious or medical reasons."
- (5) There will be no reimbursement of lodging ~~to counties falling under Local Mileage within a 50 mile radius of the traveler's official headquarters~~ unless the Approving Authority provides a written justification of extenuating circumstances requiring such lodging. Examples of extenuating circumstances would be an "around the clock" requirement to be available to assist in conduct of the seminar/convention, ~~special duties requiring attendance at evening meetings,~~ savings to the County from overtime not incurred, ~~etc.~~
- (6) No subsistence for meals ~~shall will~~ be provided for Class C ~~Travel within counties~~ falling under Local Mileage ~~50 mile radius of the traveler's official headquarters~~, unless travel has been approved to attend a conference or convention. Otherwise, Class C travelers ~~shall will~~ be allowed reimbursement for meals, according to ~~the following table~~ **Table B:**

Commented [DE44]: Updated to reflect new local mileage definition

Commented [DE45]: Updated to reflect new local mileage definition

TABLE B

Meal	Rate	Travel begins before:	And extends beyond:
Breakfast	See M-&-IE Rates on www.gsa.gov/travel/plan-book/per-diem-rates	6:00 A.M.	8:00 A.M.
Lunch		Noon	2:00 P.M.
Dinner		6:00 P.M.	8:00 P.M.

Commented [DE46]: Recommendation 4- Meals and Per Diem
- Update Table B to link the M&IE Rates

~~TABLE C~~

M & IE	\$ 3	\$ 3	\$ 3	\$ 4	\$ 4	\$ 5
	1	5	9	3	7	1
Break fast	6	7	8	9	9	1
					1	2
Lunch	6	7	8	9	1	1
					1	2
Dinner	1	1	2	2	2	2
	6	8	0	2	4	6
Incidentals	3	3	3	3	3	3

Commented [DE47]: Recommendation 4 – Meals and Per Diem
- Remove Table C

Miscellaneous incidental expense is not allowable for Class C Travel. Other incidental expenses, outlined in section ~~6(h)4(b)~~ of this policy may be allowed. All Class C meal reimbursement shall be taxable to the traveler. No advances will be provided to employees for subsistence (meals) for Class C travel.

Commented [DE48]: Updated to point to the new correct section

b. Hotels and Lodging

Commented [DE49]: Recommendation 4 – Hotels and Lodging
-Change subsection name
-Add narrative encouraging employees to research and book a hotel or lodging
-Rearrange the order of existing content to create these sections.

Travelers are encouraged to book a hotel or lodging resulting in the most economical means best savings to the County by searching for discounted rates and the availability of ~~to~~ government rates in nearby hotels.

- (1) Travel, including overnight lodging, prior to each day of attendance at authorized conference or convention shall only be reimbursed if the traveler would have to depart his home or post of duty prior to 6:00 A.M. on the scheduled date of the conference or convention in order to attend on time. Exceptions to this rule may be permitted only if the traveler must perform duties and/or preparation at the conference for convention site prior to the scheduled beginning date, or the approving authority determines such travel is necessary to further the public purpose in the attendance by the employee at the conference or convention. The Approving Authority shall submit a written and approved justification in such cases with the reimbursement request. ~~This rule shall not apply to instances where, due to an employee's or officer's duties, it is regulatory required that they travel on evenings prior to performance of scheduled work the following day.~~
- (2) A traveler may, at the discretion of the Appointing Authority, be asked to leave a day early ~~to~~ or stay a day later, with per diem or actual expenses paid by the County, in order to take advantage of a cheaper air fare, provided the savings there from will more than cover additional expenses incurred. If traveling by vehicle, overnight lodging for the final day of an authorized conference or convention will be permitted if the traveler is unable to return home by 10:00 P.M.

Commented [DE50]: Recommendation 4 – Hotels and Lodging
- add travel time threshold

c. Airline Fare

All departments and agencies are recommended to utilize the travel agency designated by the

~~County for airline travel. Airline fare shall will be scheduled on the basis of the lowest fare available to result in the most econciminal means of travel, unless the Approving through the contracted travel agency and reimbursed by the respective~~

~~Authority determines utilizing the lowest fare would seriously hinder the purpose of the trip or a different fare is required due to other public duties which the traveler must perform. Documentation of the itinerary and class of travel much be submitted with the reimbursement request. fare is required due to other public duties which the traveler must perform. Airline ticket stubs and air itineraries are to be attached to reimbursement requests.~~

Commented [DE51]: Recommendation 4 – Airline fare
-remove addressed in Travel arrangements section

Commented [DE52R51]: -In council with Finance decisoin was made to keep the reference to the Travel Agency here.

- (1) ~~Cancellation of non-refundable airline tickets –~~ cancellation of non-refundable airline tickets shall only be authorized where the Approving Authority determines that such cancellation is in the best interest of the County. Such cancellations should be immediately noticed to the Finance Division with a written explanation detailing the circumstances requiring cancellation. If a cancellation is made without such justification, the cancellation penalty shall not be paid or reimbursed by the County. ~~If the cancellation is approved, the traveler has the option to use the ticket later for business related travel or purchase the ticket from the County at face value for personal use.~~

Commented [DE53]: Recommendation 4 - Airline fare
– add option to use cancelled ticket for later business travel or purchase the ticket

- (2) ~~Additional costs incurred by travelers~~

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- a ~~One (1) checked bag per person is reimbursable.~~
- b ~~Any expenses above the base airfare such as seat selection, priority boarding, itinerary changes etc. must be justified and preapproved in writing by the Approving Authority prior to making reservation.~~

Commented [DE54]: Recommendation 4 - Airline fare
– add baggage fees as reimburseable expense

Commented [DE55]: Recommendation 4 – Airline fare
-add extra expenses must be pre-approved

- ~~bc Where additional costs are incurred by travelers due to airline overbooking, and the traveler wishes to have such costs paid directly or indirectly by the County, then any compensation, in whatever form, received by the traveler from the airline for such inconvenience shall must be turned over to the County. If the traveler is allowed to elect the form of compensation from the airline, his/her decision shall be based upon the best interests of the County. If additional costs are borne by the traveler, then such compensation from the airline shall accrue to the traveler.~~

Commented [DE56]:

~~Attendance at conferences and conventions. Approving Authorities may authorize the expenditure of public funds for attendance at conferences and/or conventions where:~~

~~The main purpose for the conference or convention relates to the performance of statutory duties and responsibilities of the Approving Authority's department or agency; and~~

~~Attending the conference or convention will benefit the individual attending in the performance of his/her public duties.~~

~~Fees for attending events such as a banquet or other function where the employee is receiving an award on behalf of Pinellas County or serving in an administrative capacity on behalf of Pinellas County, may~~

~~be reimbursed upon the adoption of a resolution by the Board in advance with a finding the event serves a public purpose under ordinance No. 00-16.~~

~~Travel, including overnight lodging, prior to each day of attendance at an authorized conference or convention shall only be reimbursed if the traveler would have to depart his home or post of duty prior to 6:00 A.M. on the scheduled date of the conference or convention in order to attend on time.~~

~~Exceptions to this rule may be permitted only if the traveler must perform duties and/or preparation at the conference or convention site prior to the scheduled beginning date, or the approving authority determines such travel is necessary to further the public purpose in the attendance by the employee at the conference or convention. The Approving Authority shall submit an explanatory memorandum in such cases with the reimbursement request. This rule shall not apply to instances where, due to an employee's or officer's duties, it is regularly required that they travel on evenings prior to performance of scheduled work the following day.~~

~~A traveler may, at the discretion of the Appointing Authority, be asked to leave a day early or stay a day later, with per diem or actual expenses paid by the County, in order to take advantage of a cheaper air fare, provided the savings there from will more than cover additional expenses incurred.~~

d. Registration Fees

~~Registration fees are reimbursable, provided the conference/convention requirements of these guidelines are met. However, no reimbursement shall be made for meals included in such registration fees.~~ If available, an agency or program schedule along with a receipt must be attached when requesting reimbursement. If not available, a written explanation stating the statement explaining that a purpose of the conference and that a schedule was not provided is required.

Commented [DE57]: Recommendation 3- Attendance at conferences and conventions moved and updated to new subsection b.

Commented [DE58]: Recommendation 4 – Restructure this section

Commented [DE59]: Removed because this is addressed in per diem section.

e. Mileage for use of Privately owned vehicles: Personal Vehicle and County Vehicle Reimbursement

- (1) Personal Vehicle – Where travelers are authorized to use their privately owned vehicles for any category of travel on official County business, they shall receive reimbursement at the rates announced by the IRS as the standard mileage rates for computing the deductible costs of operating an automobile for business purposes. The rate will change in accordance with IRS announced changes. Changes will be made effective January 1 following a change announced by the IRS. The mileage between the point of origin and the point of destination will be based upon the current Department of Transportation mileage chart when possible, otherwise the traveler's actual odometer mileage may be used. If travelers incur actual authorized mileage in excess of the DOT mileage, (up to a limit of ten (10) miles) they shall reflect such mileage as "vicinity mileage" on the appropriate travel form and they will be reimbursed for such mileage, provided it is approved by the Approving Authority. Vicinity mileage in excess of ten (10) miles may be approved if accompanied by information which details the locations visited, the public business performed and the actual mileage incurred. Mileage will be computed from the Official Headquarters or the traveler's home to the Point of Destination, whichever is shorter. Documentation of mileage is required using an Independent Mapping Service selecting the route

Commented [DE60]: Recommendation 4- Mileage
-Change subsection name
-Split into 2 sections Personal Vehicle and County Vehicle

Commented [DE61]: Remove DOT mileage reference and replace with independent mapping service
- Remove Vicinity Mileage
- Changed IRS changes will be announce January 1
- Clarify when employees carpool, only on mileage reimbursement is allowed.

Commented [DE62]: Recommendation 4 – Mileage
-Remove DOT mileage reference and replace with independent mapping service
- Remove Vicinity Mileage
- Changed IRS changes will be announce January 1
- Clarify when employees carpool, only on mileage reimbursement is allowed.

~~with the least number of miles. If the trip results in more travel reimbursement than the cost of utilizing a commercial carrier, then the traveler's reimbursement will be limited to the total cost of what the commercial carrier rate would have been. When employees carpool, only one mileage reimbursement is allowed.~~

Commented [DE63]: Recommendation 4 - Mileage Statement about Carpooling

a ~~*Local Mileage* -- This includes all locations within Pinellas, Pasco, Hillsborough and Manatee counties. Commuting mileage, which is the mileage between the traveler's residence and Official Headquarters, will be deducted from local mileage trips that occur at the start and/or end of the day. Travelers required to attend a meeting before reporting to their assigned location on a workday shall be entitled to reimbursement in the following manner:~~

i ~~If the mileage described above exceeds the usual mileage from the traveler's home to their normal work location, the traveler is entitled to be reimbursed only for the difference in mileage.~~

ii ~~If the total mileage described above does not exceed the usual mileage from the traveler's home to their normal work location, no reimbursement is permitted.~~

b ~~*Out of Town Mileage* -- Any travel outside of Pinellas, Pasco, Hillsborough and Manatee counties. Out of town mileage is computed from the traveler's Official Headquarters or home to the Point of Destination, whichever is shorter. There is no deduction for commuting mileage.~~

(2) ~~County Vehicle -- if a County vehicle is used, tolls and fuel will be reimbursed when receipts are submitted.~~

~~The Finance Division may establish distances between various posts of duty within the County and frequently traveled to locations within the immediate vicinity of the County. Once established, travelers shall be limited to mileage reimbursement based upon those established mileages. If there is no established distance, the traveler's actual mileage will be reimbursed for travel within the County.~~

(3) ~~When submitting local mileage reimbursement, the Standard Mileage Chart must be used to calculate distances between various posts of duty and frequently traveled locations. It is the responsibility of the department to prepare and submit to the Finance Division for approval a schedule of mileage for frequently traveled locations for inclusion in the Standard Mileage Chart.~~

Commented [LAD64]: This section should be left in; with the only change being that they are established based upon Finance approval of departmental submittals.

Commented [DE65]: In Council with Finance decided for Finance to create one standard mileage chart for the County to reference. This ensures the distances are established, maintained and enforced appropriately.

~~Approving Authorities, in lieu of reimbursing mileage under the above procedures, may grant monthly allowances in fixed amounts for the use of privately owned vehicles as provided for in F.S. §112.061(7)(f).~~

f. *Rental Cars*

- (1) Rental cars may be utilized when County-owned vehicles are not available for the required use, or when use of a County-owned vehicle is impractical, and the anticipated cost of using a commercial carrier will exceed the cost of the rental car. Documentation justifying the use of a rental vehicle shall be provided by the traveler and approved by the Appointing Authority.
- (2) Rental cars should be handled in advance of the trip through the current State of Florida Rental Car Contract ~~a contracted travel agency contracted with by the county.~~ Documentation shall be provided by the Appointing Authority when reimbursement is sought justifying the use of a rental vehicle. ~~The state contract for rental cars should be used whenever possible~~ where the daily cost includes third party liability coverage. When rental cars are not available through the state contract, employees are ~~encouraged~~ required to purchase \$100,000/\$300,000 bodily injury coverage per occurrence and \$50,000 property damage per occurrence to reduce exposure to the County Risk Management Fund.

Commented [DE66]: Added direct link to State of Florida Rental Contract

~~g. Private Aircraft for Business Travel – No private aircraft of any kind owned by an individual, County employee or business other than the County will be piloted by a County employee, while on County business unless:~~

Commented [DE67]: This section is no longer relevant. In consultation with Risk, they confirmed, no one has utilized this insurance policy for personal aircraft.

- ~~h. –~~
- ~~i. Approval is received from the department director, constitutional official, the office of the County Administrator (as may be applicable), and the director of Risk Management.~~
- ~~j. –~~
- ~~k. The County employee who may be the pilot of said aircraft must be approved and named as the qualified licensed pilot on the County’s aircraft liability policy, whether the aircraft be owned or not owned by the County and being operated during the course of County business.~~
- ~~l. –~~
- ~~m. Employees will be reimbursed for reasonable costs when it is proven to be cost effective and clearly demonstrated to be cost effective. A comparison based on the County’s travel agency quote must be provided.~~

- ~~n. –~~
- ~~o. –~~

g. Different Travel for Convenience

–In the event that a traveler, for his/her own convenience, either departs from or returns to his/her Post of Duty at a time or by a different route than he/she normally would, had he/she departed immediately prior to or immediately after a meeting or conference, all per diem, mileage and airfare reimbursement ~~shall~~ must be calculated as though the traveler departed immediately prior to or after the event using the first available transportation.

p-h. Other Expenses

The following expenses may be reimbursed if incurred while conducting official County business. Allowable reimbursement rates and required receipts are as follows: State of Florida Expenditure Guide

Commented [DE68]: Recommended reference to Florida State Expenditure Guide removed in Council with Finance

Commented [LAD69]: The requirement for receipts should not be tied to the expenditure guide. Our policy should state that receipts are required except as otherwise stated and then in each sub-category we can include where a receipt may not be required.

~~If required receipts are missing or -lost, a written explanation approved by management must be submitted. refunded, provided the cited documentation is attached:~~

Commented [DE70]: Recommendation 6- Add a missing or lost receipts section

~~(4) Transportation, Parking, Storage, Tolls -- transportation network companies, taxi-s and bus fares. Reimbursement for parking will be for the amount of the self-parking rate. Valet parking is reimbursable where self-parking is not available or there is an approved written justification. Receipts are required for expenses in excess of \$15. Taxi and bus fares. Receipts for fares in excess of \$15.00 shall be required, other fares of lesser amounts shall be accounted for by appropriate memoranda from the traveler if receipts are not obtained.~~

Commented [DE71]: Recommendation 4 – Other Expenses-
- Combine subsections and rename
-Add Transportation Network Companies
-Add parking reimbursement narrative

~~(1)~~

Commented [DE72]: Recommendation 4 – Other Expenses-
- Combine subsections and rename
-Add Transportation Network Companies
-Add parking reimbursement narrative

~~e.~~

~~(4) Tips and Gratuities -- reasonable tips and gratuities may be reimbursed to the traveler for actual tips paid for transportation not to exceed 15% of the total expense incurred.~~

~~(2) Parking or storage fees and tolls. Parking or storage fees and tolls shall be reimbursed and, if the amount is in excess of \$10.00, receipts must be provided or, if no receipts were provided, traveler shall submit an explanatory memorandum.~~

~~(3) Telecommunication Fees -- telephone calls, and Wi-Fi fees will be reimbursed if they are not included in hotel fees and are required for official County business. Business use must be documented to include details on who was called and the nature of the business. Telephone calls shall be reimbursed if made for official County business. Appropriate receipts should be provided, such as lodging receipts reflecting the calls. Business calls should be detailed with the person called and the nature of the business.~~

Commented [DE73]: Recommendation 4 – Other Expenses
– Rename Telecommunication Fees and add Wi-Fi fees

~~(4) Actual laundry and pressing expenses-Laundry Services -- tThe costs of actual laundry and pressing expenses may be reimbursed if the traveler's stay exceeds seven (7) days and such expenses are necessary to complete the assigned travel. Receipts shall be required if laundromats are utilized, travelers shall submit documentation reflecting their actual expenses incurred.~~

Commented [DE74]: Recommendation 4– Other Expenses
– Rename Laundry Services

~~(5) Actual and necessary fees charged to purchase traveler's checks.Traveler's Checks -- tThe costs of purchasing traveler's checks for official travel expenses, shall be reimbursed. Receipts shall be required.~~

Commented [DE75]: Recommendation 4– Other Expenses
– Rename Traveler's Checks

~~(6) Currency Exchange Fees -- Actual fees charged to exchange currency. tThe actual and necessary costs of fees to exchange currencies incurred, during official travel shall be reimbursed. Receipts shall be required.~~

Commented [DE76]: Recommendation 4– Other Expenses
– Rename Currency Exchange Fees

~~(7) Reasonable tips and gratuities may be reimbursed to the traveler for actual tips paid to taxi drivers which shall not exceed 15% of the fare.~~

~~(8)(7) Portage Fees -- actual portage charges paid which shall may not exceed \$1 per bag, not to exceed total of \$5.00~~

Commented [DE77]: New Section added after reviewing TBARTA's Travel Policy and Guidelines

7-6. NON-REIMBURSABLE EXPENSES

- a. Alcoholic beverages
- b. All costs pertaining to spouses or other non-County personnel accompanying the traveler on a business trip
- c. Parking tickets, fines, and the like are deemed to be personal to the employee
- d. Gifts of any value
- e. Damages to an employee's vehicle while on County business
- f. Purchase of clothing and other personal items such as haircuts, shoe shines, newspapers, magazines, tobacco, alcohol, etc. unless under § 125.0104 (9), F.S.
- g. Purchase of in-room movies and entertainment
- h. Loss of personal property while on company business
- i. Cost of personal credit cards
- j. Purchase of life or travel insurance during travel
- k. Loss of cash advance, company paid airline tickets, or personal funds

8.7. METHOD OF PAYMENT FOR TRAVEL EXPENSES.

Travel expenses may be paid by advance, directly paid to the vendor by County purchasing card, or by reimbursement. Travelers should request no more than 80% of the total estimated out-of-pocket cost of the trip for travel advances and reconcile within ten (10) working days of returning home from the trip.

a. *Travel Advances*

- (1) Travelers may not have travel advances outstanding for more than one trip at any time without written justification of the circumstances necessitating such travel advances.
- (2) Travel advances will not be provided to requesting travelers until the check date immediately prior to the scheduled travel.
- (3) If travelers spend less than estimated advanced funds, the Approving Authority will make such a determination and obtain a refund from the traveler and provide same to the Finance Department within ten (10) working days of the traveler's return to his/her post of duty, unless circumstances beyond the traveler's control, prevent it. Failure to comply with this time requirement may result in a forfeiture by the affected travelers of the right to receive travel advances for a period of six months from the date of such travel.

~~a. TRAVEL REIMBURSEMENT VOUCHER FORMS.~~

~~b.~~

~~c. The Board utilizes three voucher reimbursement forms. These forms are:~~

Commented [DE78]: Recommendation 5 – additional narrative of % of requested advance and time to reconcile actual expenses

Commented [DE79]: Recommendation 6 – Remove all forms except for Local Travel Form
Goals- structure and clarity
Moved to Section 4 and updated

- d. ~~—~~
- e. ~~(1) Form A 1 — Travel Request — this form is used to:~~
- f. ~~—~~
- g. ~~obtain advance approval for travel where airfare, hotel or registration is prepaid by check or the County P Card; if no advance is requested form is not required to be submitted to Finance.~~
- h. ~~—~~
- i. ~~request payment for registrations for meetings; conventions; and hotel costs, in advance of the actual event;~~
- j. ~~—~~
- k. ~~request in advance for travel which is authorized by §112.061(12) and these guidelines. This section authorizes advancement of County funds to cover anticipated costs of travel. Travel advances are not disbursed to the employee until the check date immediately prior to the traveler's departure date.~~
- l. ~~—~~
- m. ~~Form A 2 — Estimate of Travel Costs — this form is used to:~~
- n. ~~—~~
- o. ~~provide management with anticipated costs of travel which may include airfare, hotel, registration, mileage and meals etc.~~
- p. ~~—~~
- q. ~~provide any additional explanations for unusual planned expenses.~~
- r. ~~—~~
- s. ~~—~~
- t. ~~—~~
- u. ~~Form B — Not in Use.~~
- v. ~~—~~
- w. ~~Form C — Local Travel Expenses — this form is used to obtain reimbursement for Class C travel and includes only mileage, local parking and tolls. This form should be self-explanatory.~~
- x. ~~Form D — Travel Reimbursement Voucher — this form is used to account for travel advances and obtain reimbursement for all but Class C travel expenses, which are reimbursed on Form C. Instructions for the form preparation are printed on a separate sheet which is distributed with Form D.~~

9-8. TRAVEL EXPENSES BY OFFICERS/EMPLOYEES WITH DISABILITIES.

When travelers having disabilities incur expenses in excess of those ordinarily authorized pursuant to travel law and these guidelines, and such excess travel expenses were incurred to permit the safe travel of such disabled traveler, the excess expenses will be reimbursed to the extent that the expenses are reasonable and necessary for the safe travel of the Individual with a Disability. ~~individual~~. All such claims for reimbursement require a written memorandum statement of explanation from the Approving Authority detailing the excess travel expenses and the reasons therefor.

TRAVEL ARRANGEMENTS.

Commented [DE80]: Recommendation 6 – Remove all forms except for Local Travel Form
Goals- structure and clarity
Moved to Section 4 and updated

Commented [DE81]: Recommendation 4 – Travel Arrangements
- Moved to Section 5

All departments and agencies shall utilize the travel agency designated by the County for arranging County travel, whenever possible unless prevented by an emergency or unusual circumstances which are documented by the Approving Authority. These services shall include airline tickets, lodging and rental cars, however, lodging or airfare may be arranged directly by an Appointing Authority utilizing the County's purchasing card when doing so is determined to be more economical and expeditious. The travel agency should be given an opportunity to meet the best price available. Any questions or disagreements regarding fares should be handled directly by the department with the travel agency.

Commented [DE82]: Recommendation 7 – Add a section for Sales Tax Exemption

~~10.9.~~ SALES TAX EXEMPTION.

Purchases made in Florida and for use in Florida are exempt from sales and use tax if paid for with a County Purchasing card. It is the department cardholder's responsibility to be diligent to avoid paying sales tax. The County's [Sales Tax Exemption Certificate](#) must be presented prior to or at the time of payment. The primary responsibility for adherence to this policy rests with the traveler incurring the business expense. The traveler must review the bill prior to check out and obtain a credit at that time for any inappropriate charges. If sales tax is identified during the audit of the expense report, it is the cardholder's or traveler's responsibility to recover a reimbursement for the sales tax charges. If the merchant will not provide a refund, documentation stating they attempted to obtain the reimbursement must be provided. If a reimbursement for sales and use tax is due to the County, it is the department's responsibility to track and reconcile the refund due from the merchant.

Commented [DE83]: Recommendation 7-Add a Link to the Tax Exemption form

~~11.~~ JUDGES' TRAVEL.

As State employees, most judicial travel should be reimbursed by the State; however, Board funds may be used for Judges and related court personnel travel, dues and subscriptions when not paid by the State. The Chief Judge will insure that funding for judicial travel is not available from the State before billing the County. When this is the case, travel expenditures will be paid in accordance with §112.061 as authorized by the Chief Circuit Judge, including, but not limited to, the following:

Commented [DE84]: This section was included prior to adoption of Article V, Revision 7 of the State Constitution in 2004/2005 and is no longer applicable as the County has no statutory obligation to pay for such expenses

- ~~a. Membership Dues for the Judges to the Conference of County Court Judges or the Conference of Circuit Court Judges.~~
- ~~b. Travel to Summer Business Meeting of the Conference of County Court Judges usually held in June.~~
- ~~c. Visits to other court systems to review procedures for improvements to the court system.~~
- ~~d. Educational meetings or seminars being attended that are on the list approved for funding by the Florida Court Education Council, but for which State funds are not available.~~

10. All requests for reimbursement must be submitted no later than 30 calendar days after completion of travel or request may be denied.

~~12.11.~~ EFFECTIVE DATE.

These guidelines ~~shall~~ will become effective ~~October 1, 2019~~ November 1, 2003.

Commented [DE85]: Update effective date after approval to October 1, 2019

~~13.12.~~ RESOURCES

- a. M&IE Federal Rates

Commented [DE86]: Recommendation 7 - Added a resources Section to reference other County Policies and recommendation links throughout the document

- b. *State of Florida Rental Car Contract*
- c. *Purchasing Card Program Guidelines*
- d. *Local Travel Form*
- e. *Standard Mileage Chart*
- f. *Sales Tax Exemption Certificate*
- g. *iExpense Computer Based Training*

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<https://pinellasgov.sharepoint.com/sites/CrossFunc/boards/OBAEC/OPUS/opussup/Clerk%20Finance%20Division/22/AP/TravelGuidelines.pdf>

Commented [DE87]: Updated the path to Interweb