



# Taylor County

## Board of County Commissioners'

### Policy Manual

2.06

Policy #:	Title:	Effective Date:
2014-01	Travel Policy	March 3, 2014

#### PURPOSE

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**To establish a policy for the approval and reimbursement of expenses incurred while an employee is traveling on official County business that is compliant with Chapter 112.061, Florida Statutes.**

#### REFERENCE

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Section 112.061, Florida Statutes

#### POLICY

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- (1) **DEFINITIONS.**—For the purposes of this policy, the following words shall have the meanings indicated:
- (a) Travel day—A period of 24 hours consisting of four quarters of 6 hours each.
  - (b) Travel period—A period of time between the time of departure and time of return.
  - (c) Class A travel—Continuous travel of 24 hours or more away from official headquarters.
  - (d) Class B travel—Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
  - (e) Class C travel—Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.
- (2) **APPROVAL FOR TRAVEL--** All travel must have prior authorization by the Board of County Commissioners or the County Administrator. The County Administrator must pre-approve all travel outside the County for employees of the Board of County Commissioners to include a trip that can be made within normal work hours.

(a) All travel involving more than one overnight stay away from the County must be pre-approved by the Board for the Board or the County Administrator for Board employees.

(b) The following instructions will apply:

(1) All requests for travel for Board employees will be made in writing to the County Administrator. The written Travel Authorization Request Form (See Attachment A{1}) will state the Class of travel, purpose/benefits to the County, dates of the travel, and other required information. All hotel reservations will be secured with the Board's credit card and paid for by a check from the Board. The employee must then fill out a Request for Vendor Payment Form (See Attachment B{1}), have it approved by the Department Head and then turn it in to the Finance Department to get a check to pay for their lodging and/or registration fees. The employee must present a copy of the County's Tax Exemption Certificate at the time of registration in order to prevent paying tax on the room. If a room is paid for with a personal credit card, taxes are normally charged, and the Board will not be responsible for reimbursement of said tax.

(2) All requests for overnight travel by a County Commissioner will be made to the Board by the requesting Commissioner if County funds are to be expended for travel, registration fees, reservations or per diem. The Commissioner requesting the travel will fill out a Commissioner Travel Authorization Request Form (See Attachment A{2}) stating the Class of Travel, purpose/benefit to the County, dates, and other pertinent information. All hotel reservations will be secured with the Board's credit card and paid for by a Board check. Upon approval by the Board, staff will fill out a Request for Vendor Payment Form and turn it in to the County Administrator for delivery to the Finance Department to get a check to pay for their lodging and/or registration fees. Commissioners must present a copy of the County's Tax Exemption Certificate at the time of registration in order to prevent paying tax on the room. If a room is paid for with a personal credit card, taxes are normally charged, and the Board will not be responsible for reimbursement of said tax.

(3) The most efficient and/or economical method of travel shall be chosen. Consideration will include the nature of the business, number of persons making the trip, and the most efficient means of travel reasonably available.

(c) While engaged in travel for County business or duties, pay will be calculated on the basis of the employee's normal wages during the standard eight (8) hour workday, or ten (10) hour workday for Public Works employees. However, under certain conditions, an employee's travel may extend beyond an 8-hour workday. These situations will be handled on a case-by-case basis to determine if overtime is warranted. Fire Rescue personnel in travel will be paid their normal workweek.

(3) REIMBURSEMENT FOR TRAVEL EXPENSES - It is the intent of Taylor County to reimburse employees' and commissioners' travel as authorized by Chapter 112.061, Florida Statutes. It is the responsibility of the traveler to be familiar with these rules and be knowledgeable of the reimbursable expenses.

- (a) 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.
- (b) All vouchers for reimbursement (See Attachment A{3}) must be submitted to the employee's Department Head within ten (10) days after the return date of the trip. Department Heads will submit original completed vouchers to the Finance Department. County Commissioners will submit their vouchers directly to the County Administrator. Completed vouchers shall include, at a minimum, as attachments:
- (1) Hotel statement
  - (2) Conference/meeting agenda
  - (3) Copy of approved travel authorization form
  - (4) Certificate of attendance/participation (if available)
- (c) The Board will not reimburse travelers for meals on Class C travel. No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved.
- (d) The travel day for Class A travel shall be a calendar day (midnight to midnight). The travel day for Class B travel shall begin at the same time as the travel period. For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period.
- (e) For each day of Class A or B travel, the traveler may choose to be reimbursed at the established per diem rate or, if actual expenses for lodging at a single occupancy rate and meals exceeds the per diem rate, then meals will be reimbursed, at the established subsistence rate, according to the schedule below and accommodations will be paid directly by the County.
- (1) Breakfast—When travel begins before 6 a.m. and extends beyond 8 a.m.
  - (2) Lunch—When travel begins before 12 noon and extends beyond 2 p.m.
  - (3) Dinner—When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.
- (f) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the state.
- (g) The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the County Administrator or his or her designee. Mileage or transportation expense reimbursement shall not be authorized to any traveler if he or she is transported by another person. Whenever travel is by privately owned vehicle:
- (1) A traveler shall be entitled to a mileage allowance at the established rate; or the common carrier fare for such travel if determined by the County Administrator to be more economical.

(2) All mileage shall be based on the most direct route and shown from point of origin to point of destination. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

(3) Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business and reimbursement is made pursuant to this paragraph, except as provided in Chapter 112.061, Florida Statutes.

(h) When substantiated by receipts, the following incidental travel expenses of the traveler may be reimbursed:

(1) Taxi fare.

(2) Ferry fares; and bridge, road, and tunnel tolls.

(3) Storage or parking fees.

(4) Communication expense.

(5) Convention registration fee while attending a convention or conference which will serve a direct public purpose with relation to the public agency served by the person attending such meetings. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the department in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary. However, any meals or lodging included in the registration fee will be deducted

(6) Other expenses which are not specifically authorized by this section may be approved by the Office of the County Administrator. The Office of the County Administrator shall report approved other expenses annually to the Board.

(i) Federal tax shall not be reimbursable to the traveler unless the County and other public agencies are also required by federal law to pay such tax.

(4) RATES FOR THE REIMBURSEMENT FOR TRAVEL EXPENSES -- At its discretion the Board may change the below rates by resolution. The current rates for the reimbursement for travel expenses are:

- |     |           |            |
|-----|-----------|------------|
| (a) | Breakfast | \$6        |
| (b) | Lunch     | \$11       |
| (c) | Dinner    | \$19       |
| (d) | Per Diem  | \$80       |
| (e) | Mileage   | 44.5 cents |

(5) ADVANCEMENTS.—Notwithstanding any of the foregoing restrictions and limitations, the County Administrator or his or her designee may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his or her duties.

(6) EMERGENCY TRAVEL— In emergency situations, the County Administrator or his or her designee may authorize an increase in the amount paid for a specific meal. Such increase shall be justified in the employee's travel voucher.

**RESPONSIBLE DEPARTMENT**

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Office of the County Administrator

**DATES REVISED**

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**Revision Date: 3/3/2014**



**TRAVEL AUTHORIZATION REQUEST FORM**  
Taylor County Board of County Commissioners/Commissioner Form

I am requesting the following Class of travel:

**Class A:** \_\_\_\_\_ Continuous travel of 24 hours or more away from Taylor County

**Class B:** \_\_\_\_\_ Continuous travel of less than 24 hrs which involves overnight absence from Taylor County

**Class C:** \_\_\_\_\_ Travel for short or day trips where the traveler is not away from Taylor County overnight

**Requested By:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Name of Conference/Workshop/Event:** \_\_\_\_\_

**Purpose/Benefit to County:** \_\_\_\_\_

**Location/Address of Event:** \_\_\_\_\_

**I Plan to Stay in a Hotel Overnight (Y/N) Where?:** \_\_\_\_\_

**I Plan To Depart On:** \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

**I Plan To Return On:** \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

**I Plan To Travel By:** \_\_\_\_\_ Personal Vehicle \_\_\_\_\_ As a Passenger  
\_\_\_\_\_ County Vehicle \_\_\_\_\_ Commercial Plane

**Cost:** Registration \_\_\_\_\_ Accommodations \_\_\_\_\_ Travel \_\_\_\_\_

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I understand that it is my responsibility to fill out all forms correctly and turn them in to Finance in a reasonable time to ensure proper payment can be made. I further understand that if I do not travel, I must call and cancel any hotel reservations and/or conference registration and return the check to the Finance Department.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
APPROVED  
County Chair

\_\_\_\_\_  
DENIED  
County Chair

DATE: \_\_\_\_\_

**\*MUST BE FILLED OUT BY ANY COMMISSIONER REQUESTING TRAVEL EXPENSES**

# TAYLOR COUNTY

## VOUCHER FOR REIMBURSEMENT ON TRAVELING EXPENSES

PAYEE: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ ACCOUNT CODE: \_\_\_\_\_

Date:	Travel Performed from Point of Origin to Destination	Purpose or Reason (Name of Conference)	Hour of Departure and Hour of Return	Per Diem or Meals	Map Mileage Claimed	Vicinity Mileage Claimed	Incidental Expenses	
							Amount	Type
					MILES			
					@ .445/MILE			TOTAL
				\$	\$		\$	\$
					NET AMOUNT DUE			\$

I hereby certify or affirm that above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties: attendance at a conference or convention was directly related to official duties of the agency; my meals or lodging included in a conference or convention registration fee have been deducted from this travel claim. And that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061 Florida Statutes.

Date Prepared: \_\_\_\_\_ Title \_\_\_\_\_

Payee Signature: \_\_\_\_\_ :

Pursuant to Section 112.061 (3) (a), Florida Statutes: I hereby certify or affirm that to the best of my knowledge the above travel was on official business of Taylor County and was performed for the purposes stated above.

Supervisor Signature: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Title \_\_\_\_\_