

# **CITY OF KEY WEST**

## **TRAVEL POLICY**

**AUGUST 2014**

### **PURPOSE**

In the course of conducting City business or obtaining training, employees are sometimes required to travel to different locations and incur costs in doing so. The purpose of this policy is to establish equitable compensation to cover such costs, while assuring that travel occurs as economically as possible. Except as noted herein and in Resolution 14-; the City follows State travel guidelines in F.S. 112.061.

This policy shall supersede other previous policies and agreements.

### **DEFINITIONS**

- A. Authorized Representative: A person, other than a City officer or employee, authorized by the City Commission or City Manager to contribute time and services such as, but not limited to, a consultant, volunteer, or as a candidate for an executive or professional position.
- B. Common Carrier: Train, bus, commercial airline or rental cars of an established rental car firm.
- C. Day Travel (Class C as defined by Florida Statute 112.061): Travel that does not require the traveler to stay overnight. Day travel requires approval at the Department Director level only. Directors must have City Manager approval.
- D. Overnight Travel (Class A or B as defined in Florida Statute 112.061): Travel that requires traveler to be away from the official headquarters for one or more nights. Overnight travel requires Department Director and City Manager approval in advance.
- E. Traveler: A City officer, employee or other authorized representative on official City business.

## **AUTHORIZATION**

Day travel may be approved by the Department Director; Travel Authorization Request must be completed and approved by Department Director prior to travel. Day travel for Directors must be approved by City Manager. For overnight travel, a completed Travel Authorization Request must be submitted and approved by the Department Director and City Manager.

## **POLICY**

Authorized persons of the City who incur travel expenses while conducting City business shall be reimbursed for approved costs in the following manner:

### **Transportation**

A. Mode of Transportation: The most practical and economical method of travel shall be used for each trip. The following conditions shall determine the mode:

1. cost of time of traveler
2. cost of transportation and per diem required
3. number of travelers
4. time allowed for travel

B. Routes of Travel: All travel must be by a usually traveled route. Any extra costs incurred by a traveler using an indirect route or an alternate source of transportation for his/her own convenience shall be the responsibility of the traveler.

#### Allowable Methods:

1. Common Carrier
  - a.) Common carrier transportation shall be authorized for out of city official business when it is the most efficient and economical means.
  - b.) The most practical type or class of common carrier shall be used.
  
2. City Vehicles

When available, City vehicles may be used for travel on official business. When more than one traveler is scheduled to the same destination, only one vehicle, when practical, shall be authorized.

### 3. Privately Owned Vehicles

- a.) The use of privately owned vehicles may be authorized for official business, if the most economical method of travel. Should employee chose to use POV instead of a more economical method of transportation, reimbursement rate will be limited to the most economical rate; i.e. if rental car or plane ticket is cheaper than using POV, then reimbursement will be based on that rate.

## **Reimbursement**

A. Rates of Per Diem Allowance: For purposes of reimbursement rates and methods of calculation, per diem allowances are divided into the following groups and rates.

1. All travelers shall be eligible for travel reimbursement allowance when traveling to conduct bona fide City business, which serves a direct and lawful public purpose.
  - a.) Class A Travel: overnight travelers may be allowed either of the following for each day of travel with required approvals:
    - 1) Fifty dollars per diem; or
    - 2) If actual expenses exceed \$50, the amounts permitted in #2 per diem meal rates; plus actual expenses for lodging at a single occupancy rate (with prior approval) to be substantiated by a paid receipt.
2. Class B travelers may be allowed individual amounts for breakfast, lunch and dinner and will be reimbursed for meals as allowed by resolution adopted by the City of Key West. The applicable per diem meal rates have been set by the City Commission as follows:

<u>Breakfast</u>	<u>\$7.00</u>	travel begins before 6am and extends beyond 8am.
<u>Lunch</u>	<u>\$11.00</u>	travel begins before 12 noon and extends beyond 2pm.
<u>Dinner</u>	<u>\$18.00</u>	travel begins before 6pm and extends beyond 8pm.
<u>Incidentals</u>	<u>\$3.00</u>	

3. No one, whether traveling out of the state or in state, shall be reimbursed for any meal or lodging included in a convention, conference or training registration fee.
4. Tips, gratuities and other costs of a meal are considered included in meal rates/incidentals.
5. No allowance shall be made for meals when travel is confined to the vicinity of employees official headquarters. Vicinity is generally considered travel up to and including Marathon.

B. Computation of Travel Time for Reimbursement: For purposes of reimbursement and methods of calculating fractional days of travel, the following will be used:

1. The overnight travel day shall begin at the time the traveler leaves for their destination, includes an overnight stay and ends upon return to their official worksite or their home.

C. Reimbursement Requests:

1. All requests for reimbursement of traveling expenses for overnight travel must be itemized on the Travel Reimbursement Voucher and submitted along with the approved Travel Authorization Request

and receipts to the Department Head for approval and forwarded to City Manager for final approval.

2. All requests for reimbursement of traveling expenses for day travel must be itemized on the Travel Reimbursement Voucher and submitted to the Department Head for approval along with all receipts. Per diem rates are not included.
3. Approved Travel Reimbursement Vouchers will be forwarded to the Finance Department where the accuracy of the voucher will be determined. Finance will reject any items that are determined to be ineligible in accordance with this policy.

#### D. Mode of Travel

1. Privately Owned Vehicle
  - a.) Only the mileage determined to be for official business is eligible for reimbursement. Travelers shall receive the City Commission approved mileage rate for authorized mileage. Should travel be more economical by rental car, travelers will be reimbursed based on the rental car rate. Travelers receiving monthly auto allowance will not be eligible for mileage reimbursement for any in county travel.
2. If the travel is complimentary, it shall be noted on the Travel Reimbursement Voucher as such.
3. If a City vehicle is used for travel, it shall be noted on the Travel Reimbursement Voucher. Fuel shall be reimbursed only if substantiated by paid receipts.
4. If a common carrier is the mode of travel, it shall be noted on the Travel Reimbursement Voucher and the name shall be noted in the space provided. Receipts must be attached to voucher.

#### E. Lodging

1. If single occupancy lodging and meals are claimed, the amounts shall be indicated on the Travel Reimbursement Voucher in the "Actual Cost of Hotel Room" and "Meals" section.
2. For overnight travel, a substantiated paid receipt for the lodging cost must be included with the Travel Reimbursement Voucher when submitting. The City's Tax Exempt Certificate (for Florida travel) should be used when making overnight accommodations to ensure that room taxes are not charged.
  - a.) If a traveler is not staying in rented accommodations, they may request and receive \$50 per night per diem which includes the meal allowance.

F. Other Expenses

1. The following expenses shall be authorized for reimbursement when incurred while on travel status:
  - ◆Taxi/shuttle and ferry fares;
  - ◆Tolls;
  - ◆Parking fees;
  - ◆Official communications and fax costs;
  - ◆Fuel for City vehicle if paid directly by traveler.
2. The amount and type of the incidental expenses shall be listed on the Travel Reimbursement Voucher under "Other Expenses" section.
3. A substantiated receipt for each expense listed under the "Other Expenses" section must accompany the Travel Reimbursement Voucher.

- G. All travelers requesting reimbursement shall certify that the statements of travel expenses are true and correct and incurred in the conduct of City business for a public purpose authorized by law.

