

7.12 TRAVEL

I. POLICY

These regulations shall apply to all Orange County Executive Branch employees and all others who are authorized to travel on County business with the exception of the Convention Center Enterprise Fund.

All persons traveling on official County business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. It is the responsibility of each department director and division manager to ensure compliance with these regulations. Exceptions and/or variations from these regulations require prior approval of the Orange County Administrator or designee.

II. PROCEDURES

A. *Out of County Travel.* All official travel outside the boundaries of Orange County which involves the expenditure of County funds must be approved by the appropriate Department Director and the division manager unless special requirements exist and are approved by the County Administrator (or his/her designee). Prior to travel, a Travel Request and Reimbursement Form must be completed for any authorized travel for which costs to the County are anticipated unless specific prior approval is received from the County Administrator (or designee). Prior to travel, the traveler must submit the original of the Travel Request and Reimbursement Form (Form 8-1) to the Finance and Accounting Department with required information relating to the Travel Request completed and signature approvals of the department director and/or division manager. Travel requests must be submitted to Finance and Accounting Department ten (10) days in advance of the scheduled departure date. If the travel is related to a conference, convention, seminar, etc., the travel request must be submitted thirty (30) days in advance of the scheduled departure date. However, requests may be submitted on less than thirty (30) days notice if authorized by department directors, or County Administrator or designee as appropriate.

If travel involves the need for a common carrier, accommodations, rental care, etc., the traveler

shall make tentative arrangements with the County's authorized travel agency(ies). The traveler shall attach a copy of the tentative arrangement to the travel request form.

The department director will return the executed form to the originating division. The division manager will forward the first sheet of the three-part approved Travel Request and Reimbursement Form to the Finance and Accounting Department for processing in accordance with established policies and procedures. The division manager or his/her designee will authorize the travel agency to confirm travel arrangements with the traveler and the selected vendors. Travel Requests for department directors will be approved by the County Administrator (or designee).

B. *Reimbursement of Travel Expenses.* All claims for reimbursement of travel expenses shall be submitted on the second sheet of the three-part Travel Request and Reimbursement Form (Form 8-1).

1. The form shall show the signature approval of the appropriate department director and division manager of the requesting department to ensure funds availability. The form shall be forwarded to Finance for review and processing. If the actual amount of travel expenses exceeds the amount as approved on the original Travel Request and Reimbursement Form by more than 20%, the department director will forward the form to the County Administrator (or designee) for approval before forwarding to Finance.

2. Per diem and subsistence allowance rates shall be governed by the provision of Chapter 112.061(6), Florida Statutes, as amended. (Pertinent portions of this law may be found printed on the back of the Travel Request and Reimbursement Form.)

3. Departments/Divisions will be responsible for requesting Travel Request and Reimbursement forms from the Graphic Reproduction Division. The requesting department shall retain the third sheet of the three-part Travel Request and Reimbursement Form with completed request and reimbursement information.

C. *Local Travel Expenses.* A Travel Request and Reimbursement Form is required to attend meetings, conferences, conventions,

seminars, etc., which occur within the geographical boundaries of Orange County when costs other than local mileage (and associated costs, such as tolls) are anticipated.

1. The request and reimbursement procedures should be followed as explained for out-of-county travel (see above).

2. The use of County vehicles may be authorized by a division manager. Reimbursement of local mileage for private vehicle usage shall be at a rate established by the Board of County Commissioners. Claims for local mileage shall be submitted to the Finance and Accounting Department on a Statement of Local Traveling Expenses Form, with appropriate signature authorizations completed. These forms do not require OMB approval.

3. The Board of County Commissioners may grant monthly allowances in fixed amounts for the use of privately-owned automobiles for official business in lieu of the mileage rate provided by ordinance.

D. Travel to Conferences, Convention and Seminars. The following shall apply when travel involves attendance at a conference, convention, seminar, etc.:

1. The conference, convention, seminar, etc., must be in connection with the official business of the County or the activity must provide a direct, job-related education benefit for the employee, or the employee must have been requested by a sponsoring organization to participate in the official program.

2. Travel request for a conference, convention, seminar, etc., must be submitted thirty (30) days in advance of the scheduled departure date and must include a copy of the program or agenda of the activity indicating the nature of the activity, the registration fees and any meals or lodging included in the registration fee.

If an event is less than 30 days away, the travel request can be authorized by the department director /division manager if special circumstances are involved.

3. If a program is not available, a

Employee Relations

written justification for travel should be submitted with the travel request. Receipt showing payment of the registration fee must be submitted with the reimbursement request.

4. Other costs shall be reimbursed, with certain restrictions, as indicated under related categories (i.e., Transportation, Meals, Lodging, etc.) In the following sections.

E. Transportation.

1. All travel must be a usually traveled route. If a person travels by an indirect route for his own convenience, any extra costs shall be borne by the traveler. Reimbursement for expense shall be based only on such charges as would have been incurred by a usually traveled route. If travel by most direct route is not possible because of construction, detour, or other legitimate reason, the claim for the additional mileage shall be separately stated and explained on the Actual Travel Expenses section of the Travel Request and Reimbursement Form.

2. The most economical and efficient mode of transportation shall be used. Both travel costs and time will be considered. When feasible, County vehicles should be used. Receipts or ticket stubs for all modes of transportation, except private or County vehicle, must be submitted with the reimbursement request.

a. Commercial air travel is permitted when it is advantageous to the County. County departments/divisions shall only use the Board approved and authorized travel agencies. If travel circumstances require another agency to be used, documentation must be attached and approved by the division manager. All travelers shall purchase the least expensive fare if possible. We encourage the use of penalty fares when travel plans are certain.

A person choosing to use first class air transportation when coach class is available will be reimbursed for only the coach class fare. The additional cost for first class shall be paid by the traveler. First class fare shall be paid by the County only when the travel agent certifies that less expensive accommodations were not available and the traveler must travel at that particular time.

b. The use of private-owned vehicles for the official travel must be authorized by the Division Manager.

(1) In certain instances, the traveler shall be entitled to a mileage allowance determined by the Board of County Commissioners.

(2) Mileage shall be shown from point-of-origin to point-of-destination. The Official Highway Mileage Chart from The Florida Department of Transportation is used in the calculation of mileages within the State of Florida. Vicinity mileage necessary to conduct official business is allowable and must be shown as a separate item on the Travel Request and Reimbursement Form. However, employees receiving Administrative Travel Reimbursement cannot claim vicinity mileage if that mileage is confined to Orange County. Point-of-origin is the "official headquarters" as defined by the Florida Statutes, or it may be the traveler's residence in specific circumstances, such as the travel beginning on a Sunday when the traveler would not normally be at the work site, or if the meeting site is closer to the residence.

(3) Parking shall be reimbursed. Receipts for all parking charges must be attached to the Travel Request and Reimbursement Form.

(4) Reimbursement for bridge, road and tunnel tolls are allowable. Receipts for these charges must be attached to the Travel Request and Reimbursement Form.

(5) Charges for gasoline, lubricants, repairs, towing, etc. will not be reimbursed when privately-owned vehicles are used.

(6) Any violations of the Uniform Traffic Code are the traveler's responsibility.

c. The use of County-owned vehicles must be authorized by the division manager.

(1) Parking charges shall be reimbursed. Receipts for all parking charges must be attached to the Travel Request and Reimbursement Form.

(2) Reimbursement for bridge, road and tunnel tolls is allowable. Receipts for these charges must be attached to the Travel Request and Reimbursement Form.

(3) Charges for gasoline, lubricants, repairs, towing, etc., will be reimbursed if supported by receipts.

(4) Any violations of the Uniform Traffic Code are the traveler's responsibility.

3. *Rental Cars.* Automobiles rented by an employee should always be rented in the County's name with the employee's name following. Employees should **not** accept the "Collision Damage Waiver" (CDW) for the rental cars, as coverage is provided by the County's self-insurance program. Additional accident or life insurance for persons traveling by common carrier will not be reimbursed. Reimbursements on rental cars will be granted only if a previous request has been submitted.

4. *Gratuitous Transportation.* No traveler shall be allowed either mileage or transportation expenses when he is gratuitously transported by another person or when he is transported by another traveler who is entitled to the mileage or transportation expense another person gratuitously transports him or her or when another traveler who is entitled to the mileage or transportation expense transports him.

5. *Computation of Travel Time for Reimbursement.* Travel time begins/ends when the traveler leaves from/returns to his home or official headquarters. A reasonable check-in time at the airport will be allowed. However, any excess time for personal reasons shall be deducted.

F. *Reimbursement for Meals, Lodging, and Miscellaneous Expenses*

1. Any person traveling to attend a convention, conference, or meeting or to conduct official County business is eligible to be reimbursed for registration, lodging and other necessary expenses depending on the class of travel taken.

2. For purposes of reimbursement and calculating fractional days of travel, the following definitions will be used:

a. Class A Travel - Continuous travel which involves overnight absence from official headquarters.

b. Class B Travel - Travel for short or one day trips outside the County.

c. Class C Travel - Travel within the boundaries of Orange County.

3. Class A travelers may request either a per diem allowance (\$50/day) or meal allowance plus actual lodging costs and other necessary expenses. Class B travelers will receive meal allowance and other necessary expenses. Class C Travel is discussed in Section C, Local Travel Expenses.

4. *Per Diem*

a. Class A travelers who request per diem will be paid \$12.50 for each full or partial quarter of a day away. The quarters will be 12:00 midnight to 6:00 a.m., 6:00 a.m. to 12:00 noon, 12:00 noon to 6:00 p.m., and 6:00 p.m. to 12:00 midnight.

b. Class A travelers who do not request per diem and all Class B travelers will receive a meal allowance on the following basis:

(1) Breakfast - When travel begins before 6:00 a.m. and extends beyond 8:00 a.m. - \$3.00.

(2) Lunch - When travel begins before 12:00 noon and extends beyond 2:00 p.m. - \$6.00.

(3) Dinner - When travel begins before 6:00 p.m. and extends beyond 8:00 p.m. - \$12.00.

5. *Meals*

a. Travelers shall not be reimbursed for any meals included in a convention or conference registration fee paid by the County. If per diem is requested, these meals will be deducted at the rates shown in paragraph F4b. If the traveler elects to eat

Employee Relations

elsewhere, the meal will be at the traveler's expense.

b. Travelers shall not be reimbursed for any meals served on airlines that are included in the airline cost.

c. Receipts are not required for reimbursement of meals.

6. *Lodging*

a. Actual expenses for lodging, substantiated by receipts, shall be reimbursed at the single occupancy rate unless authorized County travelers share a room, then the double occupancy rate shall be allowed.

b. Travelers shall not be reimbursed for any lodgings included in a convention or conference registration fee paid by the County.

c. Travelers shall not be reimbursed for lodgings paid for by another person or organization.

d. Traveler will not be reimbursed for lodging when the lodging receipt is in someone else's name other than the employee, unless it is a shared room with authorized County traveler. Only the employee whose name is on the receipt should request reimbursement.

7. *Miscellaneous Expenses Allowable for Reimbursement*

a. Miscellaneous expenses shall be held to the minimum amount required for essential and efficient conduct of County business. By his certification, the department director and division manager approving the travel reimbursement will be held responsible for all items of expenses as being necessary and correct (*i.e.*, books, tapes, etc.).

b. Limousine, taxi and mass transit fares necessary for official County business will be reimbursed if receipts accompany the Travel Request and Reimbursement Form. Gratuities for such services up to 15% of total will be reimbursed if so stated on the receipt.

c. Reimbursement shall also be allowed for other gratuity such as for meals

bellhops or valet parking. Each traveler is allowed a maximum of \$5 per trip for reimbursement of gratuity. Receipts are not required.

d. Telephone charges are allowable when necessary for official County business. A note indicating the person called must be attached to the Travel Request/Reimbursement Form or the information could be written on the billing statement.

e. *Sales and Resort Taxes:*

(1) Orange County is exempt from the Florida Sales Tax. A copy of the Sales and Use Tax Division Consumer's Certificate of Exemption should be presented to the hotel/motel at check-in. Every effort should be made by the traveler to obtain an exemption from these taxes; however, if he is unable to do so, a written explanation of that fact should be included with the Travel Request and Reimbursement Form.

(2) Out-of-State taxes will be reimbursed to the traveler.

f. *Non-reimbursable Expenses:*

Non-authorized, non-reimbursable expenses are those generated by activities and events which do not serve a direct purpose to the County. Such expenses include the following:

- (1) Laundry and dry-cleaning
- (2) Personal telephone calls
- (3) Gratuities (In excess of \$5)
- (4) Entertainment and alcoholic

beverages

- (5) Room Service
- (6) Any other non-business

related expenses

g. *Exchange Rates:*

All expenditures should be made in the currency of the foreign country. These expenditures should be converted to U.S. dollars prior to completing the actual travel expenses section of the Travel Request and Reimbursement Form. A detailed conversion must be attached as backup.

G. *General.* Each person traveling within the boundaries of Orange County on business shall be reimbursed for certain expenses. A Travel Request and Reimbursement Form is

required for all local travel which involves expenses other than mileage/tolls/parking. (Refer to Section C for more information.)

1. *Transportation*

a. Routing of Travel - (Refer to Section A, Out-of-County Travel).

b. Mode of Transportation - (Refer to Section A, Out-of-County Travel).

c. Transportation by Privately-Owned Vehicle - A Statement of Local Mileage Traveling Expenses Form (Form 4-1119) shall be submitted when an employee uses his personal vehicle to conduct official County business. Commuter miles (to/from residence or to/from work) are not reimbursable).

(1) Mileage shall be shown from point-of-origin to point-of-destination. A traveler's residence may be the point-of-origin in specific circumstances which are outside of normal commuter miles. Commuter miles shall be defined as mileage from an employee's home to work site, regardless of work site location. An employee is not entitled to mileage reimbursement from home to work site, but is entitled to reimbursement from a remote work site to the usual post-of-duty.

For example, an employee whose normal work site is the County Administration Center, leaves home and drives directly to Apopka for a business meeting. The employee shall be entitled to mileage reimbursement for that portion of the mileage that exceeds the number of commuted miles (miles from home to normal work site or vice versa) normally driven.

(2) The traveler shall be entitled to a mileage allowance determined by the Board of County Commissioners. It is the responsibility of the employee to report the actual miles traveled.

(3) Charges for gasoline, lubricants, repairs, towing, etc., will not be reimbursed.

Note: When expenses other than mileage are incurred, the traveler should provide receipts (i.e., tolls).

2. *Meals.* See Administrative Regulation No. 7.14 and Administrative Regulation No. 7.15 (Credit Card Usage Policy and Procedures).

FOR FURTHER INFORMATION CONTACT: Office of Management and Budget; Finance and Accounting Division

REFERENCES: Florida Statutes, Chapter 112.061(6)

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