

CITY OF BOCA RATON
TRAVEL / PER DIEM EXPENSE POLICY

A. Statement of Purpose

To establish the required procedures related to travel by City employees; to establish procedures to be used to obtain reimbursement of travel expenses; to establish allowable reimbursement rates; and to provide for forms and appropriate accounting methods.

B. Definitions

Travel – for the purpose of this policy, a travel is a seminar/conference that does not exceed 10 consecutive days.

Educational Seminars - employees may attend seminars offering training which improves job skills needed to perform their job responsibilities. As practicable, seminars of a general nature providing improved skills for a group of employees will be offered "in house".

Certification Training- Sessions - employees requiring State, National or Professional certification to perform their job may attend sessions offered to maintain or improve certifications.

National/State Conferences - department heads, division heads and other employees, as approved by the City Manager during the budget process, whose job performance can be most enhanced or whose national or state affiliation brings recognition and distinction to the City, may attend national or state conferences.

Final - Within 10 days after returning from the travel, Travel Voucher Part II (yellow) must be completed and submitted to the Financial Service Department with the supporting documentation to close the travel.

Local Travel - Any travel within Palm Beach, Broward or Dade Counties that is within 50 miles from an employee's City worksite.

Class A Travel: Continuous travel of 24 hours or more away from the work site. Travel day is a calendar day, midnight to midnight; the day is divided into four six-hour quarters; credit for travel status is given for each quarter or fraction thereof.

Class B Travel: Continuous travel of less than 24 hours, but involving overnight absence. Travel day starts when trip starts and computation is based on each ensuing six-hour period or fraction thereof as credit for 1/4 of the per diem rate for each period.

Class C Travel – any travel within Palm Beach, Broward or Dade Counties that is within 50 miles from an employee's City worksite that will be completed within one day and where all expenses, including mileage, seminar/conference fees etc, are less than \$50.00. An overnight stay is not required and the traveler will not be reimbursed on a per diem or a subsistence allowance.

C. General Policy

1. In all cases, first consideration will be given to the public benefit to be derived from the expenditure of public funds for educational travel expenses. Expenditures must have a direct correlation to the position.

2. Travel outside the North American Continent must be justified in writing to and approved by the City Manager.
3. Budgets for training and education will be justified during the annual budget process. Travel and training requests must be within the approved budget for the training/travel line item.
4. Reimbursement of expenses will conform to procedures established by this procedure.
5. Department Heads must approve all travel requests for their respective employees prior to incurring any costs. The Department Head is responsible to insure proposed travel is in the best interest of the City and the employee.
6. As practical, the most cost-effective method of travel and education will be approved by Department Heads.
7. For local travel, as defined, City employees are encouraged to use City vehicles. A hotel stay is not authorized for this travel, unless approved in advance by the City Manager.
8. City employees receiving a monthly auto allowance who use their personal vehicles for travel, will receive mileage reimbursement **only** for travel in excess of 50 miles from City Hall or for travel that is outside Palm Beach and Broward counties. Mileage reimbursement is computed on the distance from the employee's home or City worksite to the final travel destination, whichever is less.

D. Specific Policies

1. More than one (1) employee from the City may attend the same seminar if the travel is local and when hotel accommodations are not required. These travel vouchers are to be authorized by the Department Head. Attendance at local seminars is encouraged as an economical means to acquire information and education.
2. No more than one (1) payment per private vehicle is authorized. No reimbursement of incidental expenses shall be allowed when those costs are incurred and accounted for by another person. For example, two persons traveling in one vehicle cannot both claim a mileage reimbursement.
3. Mileage will be calculated based on the actual mileage as determined by the odometer readings or mileage shown on the official Florida Department of Transportation road map. Mileage will be computed to and from the employee's work site location. Reasonable local mileage will be also be allowed for use of private vehicle at destination.
4. Per Diem allowance shall be reduced for any meals or lodging included in the conference, seminar or meeting registration.
5. Reimbursement shall be provided only for actual costs incurred. For example, lodging in a personal residence with meals provided at no cost to employee is not reimbursable.
6. Reimbursement shall be provided for City employees, Council Members, Board Members or contractual employees only. The employee is responsible for spouses, family, or guests.
7. No reimbursement shall be allowed for personal phone calls while on trips for business. The City will reimburse business calls to the office while away on City business provided a receipt is furnished.
6. All Class C (short trips) employee travel and associated training must be authorized by the Department Head prior to incurring any costs. Advance funding or reimbursement of travel expenses (seminar/conference, mileage to seminar/conference, etc.) for this travel type shall be allowed only with express prior approval from the Department Head. This requirement assumes lodging would be at employee's personal residence and transportation would be by a City

owned vehicle (when available). Travel cannot exceed a total cost of \$50 and will be reimbursed through petty cash when submitted on the Petty Cash Travel Voucher Reimbursement Form.

7. A minimum of ten (10) working days is required to guarantee advance funding (prepayment for registration, transportation, or accommodations) for approved travel.

8. All travel advances must be accounted for within ten (10) working days upon returning from the trip. Any employee failing to meet the 10-day time limit may be denied future advances by the City Manager and future departmental travel may be suspended. If an employee is terminated, and the travel advance has not been accounted for, the travel advance may be withheld from the employee's final paycheck.

E. Reimbursement of Travel Expenses

1. The Travel Expense Voucher (TR) Form is a three-part form to be utilized as follows:

a. **Part I:** This part is used to obtain prepayments of registration fees or travel advances. Information recorded on this part will be automatically copied on Part II and Part III. A copy of the completed registration form, and any appropriate supporting documentation must be attached to the TR Form.

b. **Part II:** This part is used to obtain reimbursement after the trip or to refund unused advances. Information recorded on this form will also be recorded on Part III. This form must have the signature of the traveler and original receipts attached when submitted for reimbursement of expenses. The Department Head must also approve the final reimbursement of expenses in order to finalize the travel.

c. **Part III:** Upon completion, this part, along with any supporting documentation, is to be retained by the issuing department for three (3) fiscal years.

2. All travel reimbursement requests shall be made on TR Form Part II, signed by the responsible Department Head, and remitted to the Accounts Payable Supervisor for payment processing. A purchase order will not be issued for any travel. The pre-numbered Travel Expense Voucher form is the authorized document and will be monitored via the voucher number.

3. If a conference or seminar must be paid at time of registration, the employee must obtain a valid receipt for the registration fee. A check copy is not an acceptable receipt. The registration fee must be included on the TR Form, Part I and a copy of the program or agenda of the conference or seminar, itemizing registration fees and any included meals or lodging, shall be attached to the form.

4. The TR Form is to be completed in detail and must be approved by the responsible Department Head.

5. All requests for travel advances will be made on the TR Form, Part I.

6. A separate TR Form will be required when more than one (1) City employee is traveling or attending the same conference/seminar and there are expenses in addition to the registration fee.

7. Receipts are required for all travel expenses paid except for per diem meal amounts. Lodging statements must be attached to all Finals.

F. Allowable Costs of Travel

1. **Classification** - For the purpose of computing fractional days of travel status for reimbursement, travel is classified in three types: Class A, Class B, and Class C. See Section B; Definitions, above.

G. Reimbursement for Meal Allowance Rates – travel per diem rates are as follows:

1. Breakfast (\$8.00) - When travel begins before 7:00 a.m. and extends beyond 8:00 a.m.
2. Lunch (\$12.00) - When travel begins before 12:00 p.m. noon and extends beyond 2:00 p.m.
3. Dinner (\$20.00) - When-travel begins before 6:00 p.m. and extends beyond 8:00 p.m., or during nighttime hours on special assignment.

No per diem is available when travel destination is within Broward, Dade, or Palm Beach County.

Other than Continental Breakfast, if a seminar or conference registration includes breakfast, lunch or dinner, the employee will not receive per diem for those meals.

H. Transportation

1. Local mileage will be reimbursed at the per mile rate approved by the IRS, but cannot exceed the cost of common carrier fare. Tolls and parking fees will be reimbursed at actual cost and must be documented with receipts.
2. If there are anticipated transportation costs, such as taxi, bus or limousine fares, the employee may receive an estimate of these fees in advance. Taxi, bus, or limousine fares will be reimbursed at actual cost when supported with receipts. If the employee has received an advance for these fees, he or she will be reimbursed or have to pay the difference between the actual and estimated fees.
3. The City's contract for Travel Management Services is to be utilized by City employees for the rental of automobiles. A reservation must be made with the contracted rental car vendor after the travel voucher has been approved by the Department Head. A confirmation number must be noted on the travel voucher for the rental car. Accounts Payable will provide the employee with a rental car voucher prior to the trip. Auto insurance is included in the City's contract of the automobile rental agreement. Optional insurance on rental vehicles is considered a personal expense and will not be reimbursed by the City.
4. Airline tickets can be purchased on-line when using a City procurement credit card. Employees should not use personal credit cards for purchase of airline tickets.
5. Flight Insurance may be purchased by the traveler at the traveler's expense.

I. Other Costs

1. Other incidental costs not specifically covered above need to be documented for reimbursement and should be attached to the TR Form.
2. Alcoholic beverages and gratuities are not reimbursable.
3. Movie or cable television fees charged by hotels or airlines are not reimbursable.
4. Certain host expenditures may be reimbursed from the City Manager's host fund when approved in advance by the City Manager.

J. Payment Methods

1. **Procurement Card** (Each entity vendor can not exceed \$749.00)

- a. Registration fees.
- b. Lodging reservatons or actual expense.
- c. Airfare.

NO PERSONAL CREDIT CARDS ARE ALLOWED TO BE USED FOR TRAVELS.

2. **Accounts Payable Vendor Checks and/or Petty Cash**

Accounts Payable vendor checks can be used to pay for registration, lodging and airfare to vendors that do not accept credit cards. Accounts Payable checks will also be used to pay travel advances and final reimbursements greater than \$20.00. If the amount to be advanced or reimbursed is less than \$20.00, the Traveler will be given a copy of the approved TR Form or Final TR Form by the Accounts Payable Supervisor and directed to obtain funds from the petty cash custodian.

K. **Documentation and Accountability**

Receipts are required for all travel expenses paid except for per diem meal allowances. Documentation is required to substantiate telephone calls and mileage. All required receipts and documentation must be submitted with the Final TR Form. Any expense (excluding meals) not substantiated by the required receipts and documentation will not be reimbursed and will be considered a personal expense of the Traveler. When incurring expenses during a trip, the Traveler is responsible for presenting the City's Florida State Sales Tax Exemption Certificate to the vendors to prevent unnecessary charges for sales tax. Any sales taxes paid as a result of the Traveler's failure to present the City's exemption certificate shall be considered a personal expense of the Traveler and will not be reimbursed by the City. The tax exempt form is available for printing on the City website; <http://www.ci.boca-raton.fl.us/city/purch.cfm>.

L. **Exceptions**

These general policies are not expected to address every issue, exception or contingency that may arise in the course of City travel. Accordingly, the basic standard that should always prevail in dealing with exceptions is the exercise of good judgment in the use and stewardship of the City's resources. Unless otherwise specified herein, exceptions will require the approval of the Traveler's Department Head and the Finance Director.

M. **Additional Information**

City Resolution Number 127-2003 adopted this Travel/Per Diem Expense Policy effective July 23, 2003.

**CITY OF BOCA RATON
PETTY CASH TRAVEL VOUCHER
REIMBURSEMENT FORM**

(This form is to be used for reimbursements of a one time only, for a limit of \$50, and should **not** be associated with a Travel Voucher submitted for the same trip)

CLASS C TRAVEL ONLY

EMPLOYEE NAME: _____ DATE: _____

TRAVEL DATE: _____ DESTINATION: _____

PURPOSE:

ACCOUNT # _____ DEPT/DIV: _____

COST

REGISTRATION FEE (Per attached receipts)	
PERSONAL AUTO _____ MILES @ \$.36	
CITY VEHICLE EXPENSE (Per attached receipts)	
PARKING/FEES/TOLLS (Per attached receipts)	
TOTAL (MAY NOT EXCEED \$50.00)	

EMPLOYEE SIGNATURE: _____ DATE: _____

DEPARTMENT HEAD APPROVAL: _____ DATE: _____

PETTY CASH CUSTODIAN: _____ DATE: _____

NOTE: REIMBURSEMENT IS PAYABLE ONLY TO CITY EMPLOYEES!