



POLICY AND PROCEDURE

SUBJECT: Travel Policy and Procedures

DATE: November 6, 2013

NUMBER: FN-13-004

POLICY STATEMENT

An Elected Official or Employee traveling for business purposes on behalf of the City of Riviera Beach ("City") may charge against appropriate City accounts reasonable and necessary costs, as defined herein, for such travel.

PURPOSE OF THE POLICY

The intent of the Travel Policy and Procedures is to ensure that individuals traveling on City business neither gain nor lose personal funds as a result of that travel and to ensure that travel costs are reasonable and necessary for the conduct of City business. The City also desires to present a comprehensive statement of travel policies and procedures that is easy to understand by Travelers and easy to comply with. Adherence to this policy and the associated procedures will ensure that Travelers are in compliance with local, state, and federal laws, rules, and regulations regarding business travel, along with the requirements of other agencies and outside funding sources.

APPLICABILITY

This policy applies to elected officials, employees, advisory or other types of board members, or any person authorized to travel on the City's behalf in the conduct of official City business.

DEFINITIONS

For the purposes of the Travel Policy and Procedures, the following words shall have the meaning indicated:

- A. Employee - an individual who fills a regular full-time, temporary or part-time authorized and budgeted position with the City of Riviera Beach. The position filled by the individual may be regular or temporary.
- B. Elected Official -- City of Riviera Beach Mayor or Councilperson.
- C. Traveler - An Elected Official, an Employee, an advisory board member, or any person authorized to travel on the City's behalf in the conduct of official City business.
- D. Authorizing Individual -- an individual authorized by this Policy to authorize a travel request.
- E. Travel -- Moving from place of the normal business to conduct official City business.



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- F. Travel Expense, Traveling Expenses and/or Necessary expenses while traveling, or words of similar nature - The usual ordinary and incidental expenditures necessarily incurred by a Traveler.
- G. Common Carrier - Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
- H. Grantor - Outside agency providing funding to the City for reimbursement of travel expenses.

RESPONSIBILITY

- A. The City Council, City Manager, and Department Heads are responsible for ensuring that:
 - 1. Travel commitments are within their budgeted funds and accounts will not be over-expended.
 - 2. Travel is directly related to City business.
 - 3. Proper authorization for travel expenses is received before any travel commitments are made or travel expenses incurred.
 - 4. Travel expenditures are supported by proper documentation and/or receipts.
 - 5. Travel is completed in the most cost effective manner.
 - 6. All travel expenditures and reimbursements are in compliance with this Policy.
- B. The City Manager and/or designee shall promulgate policies and procedures to effectuate the City's travel expense and reimbursement policies and procedures.
- C. The Authorizing Individual shall designate the most economical method of travel for each trip, keeping in mind the following conditions:
 - 1. The nature of the business.
 - 2. The day and length of travel, subsistence allowances, transportation costs, and other incidental expenses.
 - 3. The number of persons traveling and the amount of equipment or material to be transported.
- D. The Director of Finance and Administrative Services shall provide any and all forms necessary to cover the authorization and documentation of official City travel.



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TRAVEL AUTHORIZATION

- A. All travel must be approved prior to any travel commitments being made or before travel expenses are incurred as follows.
 - i. Elected officials, the City Manager and the City Attorney are authorized to approve their own respective travel.
 - ii. The City Manager is authorized to approve travel for City Department Heads.
 - iii. City Department Heads are authorized to approve travel for individuals in their assigned department.
- B. Obtaining Authorization - Before making any travel commitments, a Traveler should be aware of the City's and/or a grantor's travel policies. If a grantor's travel policies and procedures are more restrictive, the grantor's policies and procedures should be followed. The City Manager or the Director of Finance and Administrative Services must authorize, in writing, any travel related expenditure that deviate from the Travel Policy.
- C. Combining Personal Travel with Business Travel - When a Traveler combines business related travel with personal travel the City will only reimburse City-related travel expenses. Documentation of the Traveler's business related expenses, exclusive of any expenses associated with personal travel, must be submitted with the Travel Authorization form.
- D. Traveling with an Attendant - The City may pay for travel and subsistence expenses for attendants for physically challenged City employees while traveling on City business in the same manner as City employees. The City Manager must approve a request in writing prior to incurring travel expenses.
- E. Emergency response Travel - In the event an Employee is required to travel in an emergency with limited advance knowledge, Paragraph B of this Section is waived.

SUBSISTENCE ALLOWANCE

Except as otherwise stated, a Traveler shall be allowed subsistence when traveling on City business.

- A. Lodging
 1. Actual expense of lodging shall not exceed a rate of \$150.00 (exclusive of taxes and tips) per day for single occupancy, the conference discounted lodging rate or an amount approved by the Authorizing Individual when local conditions require such adjustment and documentation is provided.



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2. All expenses for lodging must be substantiated by suitable receipts and documentation.

B. Meals

1. Reimbursement for meals – Meals is reimbursed in an amount not to exceed \$60.00 (inclusive of taxes and tips) for each full day of travel, as set out in more detail below.
2. Per Meal Allowance - The following shows the breakdown of breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals while on travel status. Travel must begin prior to and end after the times stated below.

Breakfast \$12.00 - Travel begins before 6 a.m. and extends beyond 8 a.m.

Lunch \$18.00 - Travel begins before 12 noon and extends beyond 2 p.m.

Dinner \$30.00 - Travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.

3. The per diem allowance covers cost of the meal and all taxes and tips.
4. The per diem allowance rate may be adjusted by the Authorizing Individual and the Director of Finance and Administrative Services for high cost travel destinations or when local conditions require such adjustment and documentation is provided.
5. Meals in lieu of those provided by a common carrier, included in conference/seminar registration fees, or hotel will not be reimbursed by the City. The City will not reimburse the Traveler for meals that are provided at no cost to the Traveler. Hors d'oeuvres do not constitute a provided meal.

TRANSPORTATION EXPENSES

Transportation expenses will be reimbursed based on the most economical mode of transportation and the most direct route to and from the authorized business travel destination. If an indirect route is used for travel for the Traveler's convenience, then any additional costs shall be borne by the Traveler. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.



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A. Mileage Expenses

1. Mileage shall be computed between the Traveler's headquarters location and the work-related travel destination. The official headquarters of a Traveler shall be the Traveler's normal place of employment within the City's limits. (See exception in item 4 below)
2. Mileage claims shall be based on verifiable documentation.
3. Travel between the Traveler's residence and the Traveler's work headquarters are not allowable expenses.
4. Mileage from the Traveler's residence to the travel destination or common carrier site is eligible, if any of the following occurs.
 - (a) Travel originates from the Traveler's residence and the distance to the common carrier site or work related travel destination is less than the distance from the Traveler's headquarters location.
 - (b) City business travel starts or ends before or after the Traveler's normal working hours.
 - (c) City business travel starts or ends on a scheduled and approved holiday or day-off.
5. Vicinity mileage necessary for conduct of official business is allowable and should be reported as a separate item on the Mileage Reimbursement Form.
6. A Traveler shall not claim for mileage or transportation expenses when the Traveler is transported gratuitously by another person, or when a Traveler is transported by another Traveler who is entitled to mileage or the transportation allowance.
7. Actual miles driven must be reported on the Travel Authorization Form.

B. City Vehicles

1. Travelers shall initially determine if travel by the use of a City vehicle is cost effective and feasible. If so, arrangements should be made to use a City vehicle. If a City vehicle is available for use, the City's policies and procedures should be used to reserve the City vehicle and for the care and maintenance of the vehicle while in the Traveler's custody.



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2. Individuals other than Elected Officials and Employees may not travel in City vehicles unless related to City business.
3. The Traveler should report on the Travel Authorization Form that a City vehicle was used.

C. Rental Cars

1. A vehicle may be rented if it is more cost effective and expedient to do so.
2. A standard model sedan shall be used when renting an automobile unless unusual circumstances dictate otherwise. Such circumstances must be documented and approval must be obtained from the Director of Finance and Administrative Services in advance.
3. Any available discounts negotiated with the car rental company should be obtained.
4. The individual renting the vehicle shall purchase at the City's expense the vehicular Loss damage waiver offered by the rental agency. The liability portion is covered under the City's Self-Insured plan which is subject to a \$100,000 SIR and should, therefore, not be purchased.

D. Common Carrier

1. Transportation by common carrier when traveling on official business and paid for personally by the Traveler shall be substantiated by a receipt.
2. A Traveler shall use coach, tourist or economy flights and shall obtain special authorization to travel first or business class from the Authorizing Individual if urgent travel is required and air coach, tourist or economy flights are not available.
3. In the event the Traveler elects to use transportation other than the most economical class, the charges in excess of the most economical class shall be refunded by the Traveler.

E. Personal or Privately Owned Vehicle

1. The Traveler should use a City vehicle when practical; if it has been determined that automobile travel is to be used.
2. The use of privately owned vehicles for official travel in lieu of City vehicles or common carrier may be authorized by the Authorizing Individual, if a City vehicle is not available.



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3. The Traveler shall be entitled to a mileage allowance at the IRS rate in effect at the time of the travel.
4. Vicinity mileage necessary for the conduct of City business is allowable and is reimbursable on the cents-per-mile basis based on actual miles driven and should be reported as a separate item on the Mileage Reimbursement Form.
5. No contracts may be entered into between an Elected Official, an Employee, or any other person, and the City, in which a depreciation allowance is used in computing the amount due by the City to the individual for the use of a privately-owned vehicle on official business; provided, any such existing contract shall not be impaired.
6. Reimbursement for expenditures relating to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately-owned vehicles are used on City business.
7. The same guidelines in Section VIII-A "Mileage Expenses" are applicable to Section VIII-E "Personal or Privately Owned Vehicle."

OTHER EXPENSES

A Traveler shall be reimbursed the following incidental expenses up to the maximum indicated:

- A. Taxi fare- Maximum = Actual costs including tip.
- B. Ferry fees and bridge, road and tunnel tolls - Maximum = Actual cost.
- C. Storage and parking fees - Maximum = Actual cost.
- D. Communication expenses, such as telephone, facsimile, electronic mail, wireless internet connection and any other communication expense - Maximum = Actual cost.
- E. Convention registration fees while attending a convention, conference or training course which will serve a direct City purpose with relation to the department served by the person attending such event. Travelers should plan accordingly to obtain early registration discounts if available - Maximum = Actual cost.
- F. Laundry and dry cleaning expenses are reimbursable for trips in excess of six days, provided that such expenses are reasonable - Maximum = Actual cost for necessary clothing items.



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- G. Tipping is reimbursable, provided that such expenses are reasonable - Maximum = A gratuity or tip shall not exceed 15% of the bill. Tips for baggage handling shall not exceed \$2.00 per bag and shall be limited to the handling of bags at airport departure and arrival and hotel check-in and check-out, if applicable. Tips for maid service shall not exceed \$2.00 per day per person occupying the room.
- H. Airline luggage fees are reimbursable for one piece of luggage for each flight - Maximum = Actual cost.
- I. Telephone Calls
1. The City shall pay for long distance calls that are for official City business.
 2. A Traveler is not allowed to charge long distance telephone calls to the City for calls made of a personal nature, except as stated below:
 - i. One (1) "safe arrival" calls upon arriving to the destination, when traveling to a location outside the local calling area.
 - ii. A Traveler is in travel status for two (2) or more consecutive days in a week is allowed one (1) personal long distance telephone call for each two (2) days of travel.
 - iii. A Traveler may be reimbursed for emergency calls with the approval of the Authorizing Individual. For example, if the travel period has been extended beyond original plans due to unforeseen reasons.
- J. Other expenses that are reasonable, necessary and approved by the Authoring Individual and the Director of Finance and Administrative Services are reimbursable, provided that such expenses are substantiated by suitable receipts.

NON-REIMBURSABLE EXPENSES

Typical non-reimbursable expenses include, but are not limited to, the following:

- First or Business Class airline travel
- Upgrades to air travel, hotel accommodation, and rental cars
- Personal items, such as clothing, luggage, personal grooming, toiletries and other miscellaneous personal items
- Supplemental travel or car rental insurance
- Lost baggage
- Personal automobile repairs
- Laundry for travel less than six (6) days
- Fines, tickets, penalties, and legal fees
- Expenses associated with companion travel



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- Personal telephone calls and other communication expenses
- Personal entertainment and recreational fees
- Liquor
- Traveler expenses paid for by another individual or entity.

TAX-EXEMPT STATUS

The City is a tax-exempt and should not be assessed taxes for goods and services. A Traveler shall take a copy of the City's Tax-exempt Certificate when traveling and present a copy to each vendor to get relief from taxation, if available.

PROCEDURE

REPORTING TRAVEL EXPENSES AND REIMBURSEMENTS

The Director of Finance and Administrative Services shall designate the appropriate travel reporting forms to report travel expenses and reimbursements. Travel reporting forms will include, but not be limited to the Travel Authorization Form and any other form as may be deemed necessary.

- A. The Travel Authorization Form shall be used to receive travel authorization and to claim reimbursement for authorized travel expenses. The form is designed to do the following:
 1. Estimate the cost of travel.
 2. Obtain initial approval for the proposed travel.
 3. Request a travel advance.
 4. Identify the proper accounting and budget information to account for the travel.
 5. Report the actual, allowable, and documented costs of business travel.
- B. All expenses for the trip must be shown on the Travel Authorization Form. This includes conference registration fees that were paid for in advance, transportation expenses that were paid by the City or the Traveler and any other costs that may have been previously incurred, regardless if paid by the City or reimbursed to the Traveler.
- C. Prior to travel, the Travel Authorization Form must be completed, signed by the Traveler and Authorizing Individual and submitted to the Finance Department along with the relevant information and substantiation of anticipated expenses.



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Substantiated anticipated expenses shall include:

- i. Conference or event registration form
- ii. Estimate of Mileage calculation
- iii. Airline pre-confirmation print-out
- iv. Meal costs
- v. Estimate of Other Expenses

D. On return from travel, the Travel Authorization Form shall be completed, signed by the Traveler and Authorizing Individual, and submitted to the Finance Department within twenty (20) business days of the Traveler's return from travel status. This shall include requests for travel reimbursements, travel expenses, and refunds due to the City for travel expenses incurred that are not eligible for reimbursement. Travel Authorization Forms must be submitted with the relevant information and substantiation of expenses.

E. Substantiation of expenses must include the following.

1. Date and time of departure from and return to the Traveler's headquarters or residence.
2. Origin and destination of the travel and miles traveled (where appropriate).
3. Purpose or the nature of the business benefit derived as a result of the travel.
4. Amounts associated with all expenditures listed by date and location in the close-out section of the Travel Authorization Form.
5. The original of all receipts shall be submitted with the Travel Authorization Form unless a City issued procurement card was used to pay a travel expense.
6. If the City's procurement card was used to pay for travel expenses, copies of the procurement/credit card receipts should be submitted with the Travel Authorization Form. The original procurement card receipts are to be submitted to the Finance Department as part of the Traveler's monthly procurement card reconciliation report.
7. Receipts are required for all reimbursement requests unless specifically exempted by this policy.

F. Lost Documentation and Receipts

If supporting documentation or receipts cannot be located, the Traveler shall address a memorandum to the Director of Finance and Administrative Services providing a full explanation for the lost item(s) and specifically identify the expenditures to which the