CITY OF DELTONA
COMMISSION TRAVEL POLICY

EFFECTIVE DATE *10/20/2025*	POLICY NUMBER	NUMBER PAGES: 4	SUPERSEDES POLICY DATED:

This City Commission Travel Policy supersedes all previous travel policies.

Purpose

All Commission associated travel to conferences, seminars, classes, and trainings (collectively known as "Conferences") shall fall under this policy. When the Commission approves the department budget, there will be a travel line-item to determine how much the Mayor and each Commissioner (collectively known as "Traveler") will have available to attend Conferences. Should a Traveler need to increase their allotted budgeted limit during any given year, the request must be approved by the majority of the sitting City Commission. Any expenses incurred beyond the budgeted allotment, and not approved by the City Commission, will be the sole responsibility of the Traveler. The maximum budgeted allotment does not include meetings regarding City representation locally or statewide (i.e. Volusia County League of Cities Meetings, Legislative Delegation Meetings, City representation meetings in Tallahassee). The Traveler must complete the appropriate forms when traveling and requesting reimbursement.

Section 1. Provisions

1. All travel arrangements must be made by the Traveler attending the Conference which requires overnight accommodations. Arrangements include registration for the Conference, as well as reservations for overnight travel. The Traveler can submit the completed travel reimbursement form to staff for reimbursement, along with all appropriate receipts for reimbursement.

2. All travel is subject to review and audit. By requesting reimbursement funds through the City (for travel), the Traveler agrees the travel meets the requirements of the policy.

3. Travelers who choose to extend a business trip for personal reasons either before or after business is conducted will be responsible for all non-business-related charges.

4. Traveler will be held responsible for all non-authorized expenses. Reimbursement expenses could include mileage, gasoline, hotel, meals, rental requirements, conference cost, and general travel expenses.

5. It is the responsibility of the Traveler to obtain a “Sales and Use Tax Certificate Exemption Form” from the City Finance Department and submit it when necessary.

Section 2. Conferences, seminars, and classes

Elected officials are permitted to attend any Conference of their choosing as long as the full cost to attend the event (registration, hotel, vehicle, per diem) does not exceed the amount budgeted for Commission travel within the current fiscal year budget.

Section 3. Meal Expenses Per Diem

1. A Traveler on any form of City business trip or Conference may be eligible for “per diem” meals. Meal allowance is not authorized if the travel is within the city.

- **a)** Breakfast - $20.00
  When travel is required before 9:00 a.m.
- **b)** Lunch - $25.00
- **c)** Dinner - $40.00
  When return is after 6:00 p.m.

2. Per diem allowance includes tax and gratuity. Per Diem is intended to supplement the high cost incurred due to business travel.

3. In lieu of receipts, the Traveler will be reimbursed for meal expenses, in relation to the above reimbursement schedule.

4. If registration fees for a Conference includes meals, only those meals not covered by such fees shall be reimbursed by the City.

5. Snacks or refreshments served on airlines or at Conferences will not affect the daily meals allowance since they are not meals.

Section 3. Use of City Owned Vehicle for Business Travel

1. Receipts for gas should be submitted along with the expense report.

2. All drivers of a City Vehicle must be an active City Commissioner, and the vehicle insurance identification card must be kept in the vehicle.

3. When the Traveler is driving a city-owned vehicle, they are expected to observe all traffic laws and accept responsibility for the payment of any fines incurred. If a traffic citation is received while operating any City vehicle, or an accident occurs, the Traveler must report it immediately to the Risk Manager or HR department.

4. No travel mileage reimbursement is available when utilizing a City vehicle.

<u>Section 4</u>. Transportation

1. Personal Vehicle - Travel by personal vehicle will be reimbursed for mileage at the same rate per mile as stated by the IRS mileage allowance see the IRS website for details. (https://www.irs.gov/tax-professionals/standard-mileage-rates)

2. Charges for lubricants, repairs, towing, etc., will not be reimbursed when privately owned vehicles are used.

3. When using a personal automobile, the mileage reported for reimbursement should be to the event from the home of the Traveler or from City Hall, whichever is less.

<u>Section 6</u>. Miscellaneous Expenses

1. Miscellaneous expenses such as transportation, tolls, Internet usage, non-negotiable hotel fees, baggage handling, and other bona fide business expenses, shall be reimbursed upon presentation of actual receipts or other suitable documentation.

2. Clothes laundering - When business travel extends over five (5) consecutive days, the Traveler may be reimbursed for moderate cleaning expenses (*i.e. dry-cleaning business clothes*). The Traveler must submit all receipts for claimed expenses.

<u>Section 7</u>. Non-Reimbursed Expenses

The traveler will be personally responsible for any non-reimbursable expenses incurred.

1. Alcoholic beverages

2. Fines for parking or traffic violations

3. Loss or damaged personal property

4. Personal entertainment (*in-room movies, etc.*)

5. Unnecessary travel upgrades or extensions

6. Expenses for non-employees and guests

7. Other items not clearly identified by this policy

<u>Section 8</u>. Fraudulent Claims and Compliance/Policies

1. Florida Statutes, Chapter 112.061, states “Any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under the provision of this section of a claim which is fraudulent or is false to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid."

2. The Traveler signing the "Travel Authorization and Expense Form" is responsible for ensuring that all travel claims originated from their travel.

3. The Traveler is responsible for submitting any miscellaneous receipts and expense documents related to their travel for reimbursement. The Traveler will always retain accountability for travel expenses and must sign all appropriate documentation.

Section 9. Travel Forms

Two forms exist for travel reimbursement and expense reporting, both are fillable forms and printable.