

<p style="text-align: center;"><b>CITY OF DELTONA</b> <b>COMMISSION TRAVEL POLICY</b></p>			
<b>EFFECTIVE DATE</b>	<b>POLICY NUMBER</b>	<b>NUMBER PAGES:</b> 6	<b>SUPERSEDES POLICY DATED:</b>
<b>Subject: Commission Travel Policy</b>			



This City Commission Travel Policy supersedes all previous travel policies.

## **Purpose**

All Commission associated travel to conferences, seminars, and trainings (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 (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. 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 a Conference. 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, fuel for city vehicle or rental, 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.

## **Section 2. Meal Expenses Per Diem**

1. A Traveler who is traveling on City business may receive a per diem allowance of up to \$85 per day, including tip. Per Diem is intended to supplement the high cost incurred due to business travel.
2. A Traveler on any form of City business trip or Conference may be eligible for “per diem” meals if the meeting schedule extends beyond four hours. 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.*
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 fuel should be submitted along with the City Commission Reimbursement form for city vehicles or rentals only.
2. All drivers of a City Vehicle must be an active City Traveler, 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.

## **Section 4. 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 for a day trip, the mileage reported for reimbursement should be from the home of the Traveler or from City Hall, whichever is less.
4. Transportation to and from the airport is an eligible mileage expense, as well as the cost of leaving a city or personal car in the airport parking lot.
5. Rental Vehicles -Travelers may rent a vehicle at their destination. Receipts should be kept for the use of taxis, mass transit, and airport shuttles.
6. Rental Vehicle Insurance – Travelers are authorized to accept the minimal insurance to cover the rental car and personal liability during a business trip.
7. Air travel should be purchased at least at or above the refundable rate and at the lowest rate available. Travelers are strongly encouraged to book airfare as early as possible for discounted rates and obtain other discounted airfare opportunities whenever possible.

## **Section 5. Lodging**

1. Travelers may reserve lodging at the government rate or at the least costly room rate within the designated hotel. To save money on transportation, it is suggested when attending a Conference to stay at the recommended Conference facility. A Conference facility is either directly at the site of the Conference or recognized as a Conference affiliated hotel.
2. A hotel stay may be used if the Conference is more than thirty (30) miles from either City Hall or the home of the Traveler.
3. The City will only reimburse the actual room rate supported by the hotel invoice for each day that lodging was utilized. Upgrades and other amenities will not be reimbursed.

## **Section 6. 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.

## **Section 7. Non-Reimbursed Expenses**

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

## **Section 8. 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 reporting, both are fillable forms and printable.



# CITY COMMISSION TRAVEL REIMBURSEMENT

Travel Details	Traveler's Name _____	Department Name _____
	Purpose of the Trip _____	Primary Destination _____
	Departure Date _____	Return Date _____ Budgeted Trip _____

Estimated Travel Expense	Date MM/DD/YY								Amount Requested	Prepaid
	Auto Mileage								0 -	
	Car Parking								0 -	
	Taxi / Uber								0 -	
	Car Rental								0 -	
	Air Travel								0 -	
	Luggage								0 -	
	Hotel								0 -	
	Conference Fee								0 -	
	Misc.								0 -	
TOTALS		0	-	0	-	0	-	0	-	0\$ -

Per Diem	Breakfast Travel before 9 \$20								0 -	
	Lunch \$25								0 -	
	Dinner Return after 6 \$40								0 -	
	TOTALS	0	-	0	-	0	-	0	-	0\$ -

TOTAL REQUESTED      \$ 0 -

Travel Reimbursement Expense		Amount Requested	Reimbursement Approval	
	Auto Mileage	0 -		Traveler's Signature _____ Date _____
	Transportation	0 -		
	Luggage	0 -		Finance Director Signature _____ Date _____
	Misc.	0 -		
	TOTALS	0\$ -		

Travel Details - Location and Dates; Is the travel included in the current fiscal year budget.

Fill out the "Prepaid" column with items which have been planned and made in advance of the Conference or Training, etc.

Fill out the daily information for any cost associated with each type of authorized expense: auto mileage, hotel, etc. The form will sub-total all cost associated with the Conference or Travel per day.

Sign the Form and submit to Immediate Supervisor, along with all receipts as per the Travel Policy.

Receipts are not required for meals, if the standard reimbursement is utilized. If a meal is provided then the documentation for the event should state the meal details.

Turn in the Travel Authorization and Expense Form to Finance once the Department Director has signed.

See Travel Policy for signature requirements.