

CITY OF DELTONA COMMISSION POLICY AND PROCEDURE

EFFECTIVE DATE 07-01-13

POLICY NUMBER CC99-003

ELECTED OFFICIAL TRAVEL AND EXPENSES POLICY

The City will reimburse reasonable and necessary travel expenses and certain work-related costs that occur while on official City business and shall be consistent within the limitations prescribed herein.

The purpose of this policy is to establish criterion and procedures for travel, meals, and other appropriate expenses, applicable to all elected officials of the City of Deltona performing authorized travel or conducting official City business.

The provisions contained herein shall supersede and replace all prior policies and procedures regarding this subject.

A. TRAVEL RELATED EXPENSES:

1. GENERAL

~~Elected Officials are to comply with the City of Deltona Travel Regulations approved by the City Commission as revised and effective December 13, 2006 and as may be amended in the future. Appropriate or covered travel expenses include but are not limited to transportation, lodging and meals. A copy of the Travel Regulations is attached and incorporated herein. There shall be one exception to the Meals Allowance Rates listed in the City's Travel Regulations, the meals allowance rate for elected officials is \$36.00 per day prorated as follows:~~

~~(1) Breakfast \$ 6.00~~

~~(2) Lunch \$ 11.00~~

~~(3) Dinner \$ 19.00~~

An elected official on any form of City business trip, conference, or seminar will 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.

In lieu of receipts, the Traveler will be reimbursed for meal expenses, in relation to the above reimbursement schedule. If registration fees for a conference or seminar include meals, only those meals not covered by such fees shall be reimbursed by the City.

2. CONFERENCES

~~Elected Officials will be limited to three in-state conferences or seminars that have a benefit to the Commission and the community per fiscal year. Elected Officials will seek approval for attendance at out-of-state conferences or seminars by majority vote of the City Commission. Staff will notify the members of the City Commission in writing of any and all such travel by individual members of the Commission. Attendance at any additional in-state conferences or seminars must be approved by action of the City Commission.~~

~~At a subsequent Regular Commission meeting following the completion of travel by a member of the City Commission to an in-state or out-of-state conference or seminar, said Commission member will present an informal report to the City Commission during Commission comments regarding the benefits of said conference/seminar.~~

Elected officials are permitted to attend any conference, seminar, or class 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 budget. It is recommended for the elected official to inform the other members of the Commission of where and when they plan to attend a conference, seminar, and class.

3. LOCAL/REGIONAL/STATE PUBLIC MEETINGS

Local/Regional/State Public Meetings are defined as advertised public meetings that require the attendance of the elected official and are directly related to the position of an elected official.

B. MISCELLANEOUS EXPENSES:

1. The City shall reimburse elected officials for the cost of City-related expenses directly related to their position, including mileage for use of personal vehicles, long-distance phone calls, etc. All expenses submitted for reimbursement will be copied for information for the Commission.
2. To maintain communications with elected officials, the City shall issue City IT equipment that fits their requirements, and that the replacement and return of issued equipment is the responsibility of each Commissioner.

~~3. The City shall pay directly for the membership costs of elected officials for government affiliate groups such as the Florida League of Cities, etc.~~

4. From time to time, while representing the City it is necessary and proper for elected officials to entertain other officials and individuals. Any entertainment, including meal cost, must have a public purpose. A narrative explaining the public purpose and direct benefit to the City listing all individuals present must be provided. All reasonable entertainment costs will be reimbursed provided the entertainment was of a nature, which will, or potentially will benefit the City.

~~5. The City shall reimburse elected officials for meal costs up to the actual cost of the meal or \$19.00 whichever is greater for functions or meetings where the elected official is required and/or expected to attend to represent the City. The function or meeting must have a direct relationship to the role of an elected official.~~

~~6. For monthly, Volusia County League of Cities dinner meetings deemed to be in the performance of the duties of City Commissioners, reimbursement for that specific meeting may be made up to the amount of the meal for the commissioner and spouse or guest. This is the only case where expenses for family members will be permitted.~~

C. ITEMS NOT ELIGIBLE FOR REIMBURSEMENT THROUGH THIS POLICY:

1. Contributions made by elected officials to local fundraising efforts.
2. Costs of memberships to local service groups, organizations etc.
3. When traveling with a spouse or a guest, the City will not reimburse the elected official for travel costs for the spouse or guest.
4. Tickets to events when the elected official is NOT attending or representing the City in an official capacity.
5. Parking and moving vehicles citations are the responsibility of the traveler.
6. In no case will the City pay for alcoholic beverages.

D. ITEMS PROVIDED BY THE CITY:

~~1. The City shall provide a fax machine for each elected official. The fax machine will remain the property of the City. The City shall cover all costs~~

~~associated with the maintenance and operation of the fax machine. The fax machine may only be used for City business.~~

2. The City shall provide postage for all official correspondence. The postage meter at City Hall should be used whenever possible.
3. Any other requests for general office supplies ~~including paper for the fax machine~~ shall be made through the City Manager's staff.

E. SUBMISSION OF FORMS FOR REIMBURSEMENT:

All requests for reimbursement shall be turned into the Office of the City Manager. ~~no later than the 10th day of each month for the previous month.~~ All such requests will be reviewed by the Finance Department. ~~Submissions beyond this date will not be reimbursed.~~

In cases when an elected official uses their privately owned vehicle, for both in and out of County travel, a Local Mileage Reimbursement form is to be submitted. When expenses in addition to mileage are incurred, the elected official should submit the Travel Expense form.