

DIVISION 1. GENERALLY

Secs. 2-132—2-160. Reserved.

DIVISION 2. TRAVEL REIMBURSEMENT¹

Sec. 2-161. Authority to incur travel and business expenses.

- (a) Each commission member, city official, employee or person who is authorized by the city commission or city manager to travel to attend a convention, conference, seminar, meeting or other matter on behalf on the city and in connection with official city business, and when the expenses are within the intent of the adopted budget, shall be reimbursed for expenses pursuant to the provisions of this division.
- (b) Traveling expenses shall be limited to those expenses necessarily incurred by the traveler in the performance of duties related to the functions and responsibilities of the city.
- (c) Business expenses shall apply to those expenditures which are incurred in the performance of the public purpose to be performed, including meetings with governmental officials, seminars and training programs, pickup and delivery of parts and equipment, recruitment of personnel or industry, community promotion and any other related activities essential to the performance of the public purpose.

(Code 1990, § 66-1)

Sec. 2-162. Travel authorization; travel advances.

- (a) All travel must have prior authorization through the completion of a travel authorization form showing the itinerary, the estimated costs, the source of funding and whether or not a travel advance is needed.
- (b) Travel advances may be issued to authorized persons prior to departure on an authorized trip. The cash amount will be based on a schedule commensurate with the known expenses as stated in the travel authorization. If common carrier tickets are necessary, issuance of such tickets shall be made only upon receipt of a travel authorization with proper approval signatures. The authorized traveler receiving a travel advance must keep a record of all travel expenses and report the same.

(Code 1990, § 66-2)

Sec. 2-163. Forms and regulations.

The city manager shall provide forms for travel requests, expenses, reimbursements and mileage allowances (where applicable) and prescribe such regulations as are reasonably necessary to effectuate the purpose of this

¹State law reference(s)—Per diem and travel expenses of public officers and employees, F.S. § 112.061.

division. The city manager shall cause requests for travel expenses and reimbursements to be verified before payment is made.

(Code 1990, § 66-3)

Sec. 2-164. Schedule for meal allowance and accommodations.

- (a) For purposes of reimbursement, the allowance for meals will be based upon the following schedule:
 - (1) Breakfast allowance will be made when travel begins before 6:00 a.m. and extends beyond 9:00 a.m.
 - (2) Lunch allowance will be made when travel begins before 11:00 a.m. and extends beyond 2:00 p.m.
 - (3) Dinner allowance will be made when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.
- (b) Hotel or accommodation allowance will be made when travel extends overnight.
- (c) No expenses in Sarasota or Charlotte Counties shall be reimbursed unless approved by the city manager.

(Code 1990, § 66-4)

Sec. 2-165. Per diem.

- (a) When the period of travel conforms to the schedule of allowances in Section 66-164 above, all authorized travelers may be allowed per diem when traveling to a convention, conference, seminar, activity or on city-related business which serves a direct public purpose.
- (b) Composition of per diem.
 - (1) Per diem will consist of the basic travel allowance for meals as listed below and actual hotel or accommodation charges when the period of travel extends overnight:

Meal	Allowance
Breakfast	\$ 6.00
Lunch	9.00
Dinner	18.00

- (2) When a meal is included in the cost of registration or admission to a seminar, conference, etc., per diem shall not be paid for that meal.
 - (3) Actual meal charges above those stated herein may be reimbursed if accompanied by a receipt and justification for incurring the additional cost. Hotel or accommodation charges must be single occupancy rate and substantiated by receipt.
 - (4) Per diems are as stated above or the Federal Per Diem Rate for the location per the United States Federal Travel Regulation (FTR) and Code of Federal Regulations (CFR) chapters 300-304, whichever is greater. If the Federal Per Diem Rate is to be used then the current breakdown for Meals and Incidental Expenses as indicated in the Federal Travel Regulation must be used accordingly.
- (c) Tips and gratuities for meals are included in the basic travel allowance for meals. When actual meal charges are reimbursed, 15 percent may be added to the meal charges, provided that the cost is stated on the receipt.

(Code 1990, § 66-5)

Sec. 2-166. Transportation.

- (a) All travel must be on a convenient and mainly traveled route. If a person travels by an indirect route for his convenience, any extra cost shall be borne by the traveler. Reimbursement for expenses shall be made accordingly.
- (b) If a privately owned vehicle is authorized by the city manager for travel, the vehicle owner shall be entitled to a mileage rate of \$0.29 per mile or the prevailing rate allowed by the Internal Revenue Service, whichever is greater.
- (c) Transportation by a common carrier which has not been prepaid and for which the authorized traveler seeks reimbursement must be substantiated by an official receipt from the common carrier.
- (d) Transportation by charter vehicles may be authorized when it is determined to be the most economical method of travel, when considering the nature of the business, the number of people making the trip and the most efficient and economical means of travel (considering the time of the traveler, cost of transportation and subsistence required).

(Code 1990, § 66-6)

Sec. 2-167. Exceptions to transportation reimbursement.

- (a) Travelers shall not be allowed either mileage or transportation expenses when they are transported gratuitously by another person or when they are transported by another authorized traveler who is entitled to mileage or transportation expense.
- (b) Reimbursement for expenditures related to the operation, maintenance, depreciation and ownership of a vehicle shall not be allowed when a privately owned vehicle is used on public business and mileage allowance is paid.

(Code 1990, § 66-7)

Sec. 2-168. Reimbursable incidental expenses.

An authorized traveler may be reimbursed for incidental travel expenses incurred during the course of travel. These incidental travel expenses include, but are not limited to, the following:

- (1) Taxi, ferry and airport limousine fares.
- (2) Bridge, road and tunnel tolls.
- (3) Storage and parking fees.
- (4) Telephone, FAX and telegraph charges relating to city business.
- (5) Registration, convention or tuition fees not prepaid by the city.
- (6) Tips, other than for food, not to exceed \$5.00 per day.
- (7) Personal calls not to exceed \$3.00 per night.

(Code 1990, § 66-8)

Sec. 2-169. Auditing.

A travel expense report or voucher as developed by the city manager shall be submitted to the finance department within 30 days after the travel occurs. Each approved travel expense report will be audited by the finance department when received.

(Code 1990, § 66-9)

Sec. 2-170. Fraudulent claims.

Claims submitted pursuant to this division shall be signed by the authorized traveler and shall be verified by a written declaration that it is true and correct as to every material matter. Any individual who knowingly makes or aids in the making of a false or fraudulent claim shall be guilty of a violation of Florida Statutes and city ordinances and, upon conviction thereof, shall be punished accordingly. In addition, any person who received a travel allowance, advance or reimbursement by means of knowingly submitting a false claim shall be liable for the repayment of the amount into the public fund from which the claim was paid.

(Code 1990, § 66-10)

Secs. 2-171—2-193. Reserved.