



City of North Port

City Commission Policy – City Commission Travel Expense Policy

Policy No: 2021-01

Resolution No: 2021-R-02

Approval Date: February 9, 2021

I. STATEMENT OF POLICY

This policy is intended to provide a consistent and standardized practice for the reimbursement and prepayment of travel expenses incurred by City Commissioners when traveling for City business.

II. FUNDING FOR COMMISSIONER TRAVEL EXPENSES

- A. Each Commissioner's annual travel and training budgets will be established and approved by the City Commission during the annual budget process. Each Commissioner's expenditures for travel and training is limited to the amount of those budgets.
- B. Any Commissioner may present a request to the City Commission for additional funding for travel or training. Additional funding may only be granted by a majority vote of the City Commission.

III. TRAVEL EXPENSE REIMBURSEMENT AND ADVANCES

- A. Reimbursement. Travel expenses incurred by a City Commissioner will be reimbursed pursuant to and in accordance with the provisions provided in Chapter 2, Article V, Division 2 – Travel Reimbursement, of the Code of the City of North Port, Florida ("City Code").
- B. Advances. When Section 2-165 of the City Code authorizes a travel *per diem*, a City Commissioner may request and receive the *per diem* in advance of the travel. A Commissioner's receipt of a *per diem* travel advance will not prohibit further reimbursement or receipt of *per diem* or transportation costs that are authorized by the City Code and that have not been paid in advance.
- C. Mileage. Mileage reimbursement is not to be paid in advance.

IV. USE OF VEHICLES

- A. City-Owned Vehicles. City Commissioners may use City-owned vehicles, if available, for authorized City business outside the city limits.
- B. Private Vehicles. City Commissioners will be reimbursed in accordance with City Code Section 2-161 when using their private vehicles for authorized City business outside the city limits.