

ORDINANCE NO. 2018 - 31

1 AN ORDINANCE AMENDING CHAPTER 2, ARTICLE XXII OF THE
2 CODE OF THE CITY OF ORLANDO ENTITLED, "REIMBURSEMENT
3 OF TRAVEL EXPENSES", BY AMENDING SECTION 2.162 TO MODIFY
4 THE PURPOSE AND AUTHORIZATION; AMENDING SECTION 2.163
5 TO MODIFY THE METHOD OF OPERATION; AMENDING SECTION
6 2.164 TO MODIFY THE PER DIEM RATES FOR MEALS AND TIPS;
7 AMENDING SECTION 2.165 TO MODIFY REIMBURSEMENT OF
8 TRANSPORTATION EXPENSES; AMENDING SECTION 2.166 TO
9 MODIFY ADVANCES AND USE OF CITY CREDIT CARD; AMENDING
10 SECTION 2.167 TO AMEND REIMBURSEMENT FOR INCIDENTAL
11 AND MISCELLANEOUS TRAVEL EXPENSES; PROVIDING FOR
12 SEVERABILITY AND AN EFFECTIVE DATE.

13 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE
14 CITY OF ORLANDO, FLORIDA:

15 SECTION ONE: Section 2.162 of the Code of the City of Orlando be, and the same is
16 hereby amended to read as follows:

17 **Sec. 2.162. - Purpose and Authorization.**

18 The purpose of this article is to ~~prescribe and authorize uniform maximum rates and~~
19 ~~limitations for travel expenses with certain justifiable exceptions, a travel expense policy~~
20 applicable to all City of Orlando Elected Officials, ~~Appointed~~Authorized Officials, ~~and~~
21 ~~Travelers~~Employees, Advisory Board Members and other Authorized Persons when performing
22 authorized travel for official City business ~~(hereinafter collectively referred to as the~~
23 ~~"Travelers"), including and to authorize~~ the reimbursement therefor by the City of Orlando. The
24 City ~~Comptroller~~Chief Financial Officer is hereby authorized to develop, for City Council
25 approval, and consistent with the provisions herein, policies and procedures with respect to

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~~Travel and Training Regulations travel expenses~~, including ~~per diem rates and~~ conditions for reimbursement of travel expenses, ~~consistent with the provisions herein.~~ The policies promulgated pursuant to this section shall be considered a travel expense policy authorized by City Council pursuant to section 166.021, Florida Statutes.

SECTION TWO: Section 2.163 of the Code of the City of Orlando be, and the same is hereby amended to read as follows:

Sec. 2.163. - Method of Operation.

~~The following will prevail when filing the required "Travel Request and Expense Voucher."~~

(1) *Definitions.*

- (a) ~~Advisory Board Member means any person appointed by the Mayor and confirmed by City Council to serve in the capacity as a member of any board charged with the responsibility of advising or making recommendations to City Council about a municipal function, service or project.~~ Authorized Official means the Chief Administrative Officer (CAO), Chief Financial Officer (CFO), Chief of Staff, City Attorney, and Chief Venues Officer.
- (b) ~~Appointed Official means any person appointed by the Mayor and confirmed by City Council to serve as an official for the City.~~ Elected Official means the Mayor and City Commissioners.
- (c) ~~Elected Official means the Mayor and City Commissioners.~~ Traveler means regular and contract employees of the City of Orlando, Authorized Officials and Elected officials who will incur expenses while on training or business related travel or are authorized to use City time for training or business related purposes.
- (d) ~~Employee means any person employed by the City, on a part time or full time basis, occupying an authorized position other than as an elected or appointed official.~~

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~~(e) — Authorized Persons means any person other than those defined above authorized and confirmed in advance in writing by the Mayor or his/her designee to incur travel expenses for travel performed in the interest of or for the direct benefit of the City. Authorized Persons shall not include Consultants (see Section 133.4 of the City's Policies and Procedures, as amended from time to time).~~

(2) *Authorization for Reimbursable Travel.*

~~(a) — By an employee or appointed official.~~

~~(i) — In State Travel. Expenses for in-state travel by any Employee or Appointed Official, traveling in the interest of or for the direct benefit of the City, shall be reimbursable provided: (A) the travel was authorized by the higher of the Bureau Chief or immediate supervisor of the Employee or Appointed Official (i.e., Employees' travel must be approved by the Bureau Chief, the Bureau Chiefs' by the Department Directors and the Department Directors' by the Chief Administrative Officer); (B) the cost of the travel was anticipated and approved in the budgeting process; and (C) the travel period does not exceed three workdays.~~

~~(ii) — Out of State Travel and/or Travel Exceeding Three Workdays. Travel expenses for out of state travel and/or travel exceeding three workdays by an Employee or Appointed Official shall be reimbursable provided: (A) the cost of the travel was anticipated and approved in the budgeting process and (B) the travel was authorized in advance by the Mayor, Chief Administrative Officer or either's designee.~~

~~(b) — By an Advisory Board Member or Authorized Person. Travel expenses for in-state or out of state travel by an Advisory Board Member or Authorized Person, traveling in the interest of or for the direct benefit of the City, shall be reimbursable~~

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76 provided the specific travel is authorized in advance by the Mayor or his/her
77 designee.

78 ~~(c) — *By an Elected Official.* Travel expenses for in-state or out-of-state travel by an~~
79 ~~Elected Official, traveling in the interest of or for the direct benefit of the City,~~
80 ~~shall be reimbursable provided the particulars of such travel comply with the~~
81 ~~Travel and Training Regulations policies and procedures devised by the City~~
82 ~~Comptroller.~~

83 ~~(d) — *Authorized travel.* Travel by any Traveler, other than Elected Officials, that is~~
84 ~~required to be authorized in advance must be done so in writing. If written advance~~
85 ~~authorization is impractical, then verbal advance authorization must be obtained~~
86 ~~and written affirmation must be submitted within three (3) working days of return.~~

87 ~~(3) — *Out-of-State Travel by Motor Vehicle.* Reimbursement of expenses related to travel~~
88 ~~out-of-state by motor vehicle, whether personally or City-owned, is limited to 1,000~~
89 ~~miles for the round trip, unless the Traveler has obtained prior written waiver of the~~
90 ~~limitation from the Mayor or the Chief Administrative Officer.~~

91 ~~(4) — *Out-of-Country Travel.* For reimbursement of expenses related to travel out-of-~~
92 ~~country, the Traveler must receive prior written approval of the Mayor or the Chief~~
93 ~~Administrative Officer.~~

94 ~~(5) — *Traveling Expenses.* A Traveler authorized to travel for the City will be permitted~~
95 ~~transportation, per diem and subsistence allowance and the usual incidental~~
96 ~~expenditures as defined in Section 2.167.~~

97 Travel Expenses by Elected Officials, Authorized Officials, and Travelers are
98 reimbursable pursuant to the travel policy set forth in the City's Policies and
99 Procedures.

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SECTION THREE: Section 2.164 of the Code of the City of Orlando be, and the same is hereby amended to read as follows:

Sec. 2.164. - Per Diem Rates for Meals and Tips.

~~(1) — Reimbursement of \$50.00 per day, in lieu of the meals and tips per diem and lodging costs, may be authorized by the Department Director provided that the \$50.00 per day does not exceed the amount permitted in paragraph (2) for meals and tips, plus the estimated average daily cost of lodging for the individual reimbursed.~~

~~(2) — *Meals and Tips.* Meals and tips may be reimbursed when a Traveler is traveling on official City business. These expenditures, including tax and gratuity, generally are not to exceed the amounts as set forth below:~~

~~Breakfast \$ 5.00~~

~~Lunch 7.00~~

~~Dinner 13.00~~

~~Tips, etc. (not associated with a meal) 1.00~~

~~The Bureau of Accounting and Control will maintain a list of major cities in the United States (as set forth in IRS guidelines) in which a Traveler traveling on official City business may be reimbursed as follows:~~

~~Breakfast \$ 6.00~~

~~Lunch 9.00~~

~~Dinner 15.00~~

~~Tips, etc. (not associated with a meal) 2.00~~

~~This list may be amended as needed by the Bureau of Accounting and Control to reflect revisions to the IRS guidelines. The per diem for meals and tips pertaining to out of country travel shall be the same as the per diem for travel to major cities in the United States. Reimbursement for reasonable meal expenses is allowable for "same day" travel. In cases where~~

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~~the Traveler did not find it necessary to spend the night out of town, but was unable to return home by 7:00 p.m. in time for dinner, reimbursement will be allowed for the evening meal. Similarly, when the Traveler finds it necessary to leave home before 7:00 a.m., reimbursement for breakfast would be in order. Employees engaged in constant daily routine travel shall not be reimbursed for meals.~~

Expenses for meals and tips are reimbursable pursuant to the per diem rate policy set forth in the City's Policies and Procedures.

SECTION FOUR: Section 2.165 of the Code of the City of Orlando be, and the same is hereby amended to read as follows:

Sec. 2.165. - Transportation.

~~(1) All travel must be over the most direct and practicable route. When a Traveler travels by an indirect route for his or her own convenience, any extra cost shall be borne by the Traveler and reimbursement for expenses shall be based only on such charges that would be incurred by traveling the most direct and practicable route.~~

~~(2) The use of a privately owned vehicle for official travel in lieu of publicly owned vehicles or common carrier may be authorized by the Department Director. Whenever travel is by privately owned vehicle, the Traveler shall be entitled to a mileage allowance at a fixed rate per mile not to exceed IRS guidelines or the air carrier rate for such travel, whichever is lower. Where two or more Travelers travel in one private vehicle, the person supplying the vehicle shall receive the transportation reimbursement.~~

Transportation expenses are reimbursable pursuant to the transportation reimbursement policy set forth in the City's Policies and Procedures.

SECTION FIVE: Section 2.166 of the Code of the City of Orlando be, and the same is hereby amended to read as follows:

Sec. 2.166. ~~—~~ Advance City-issued Corporate Credit Card.

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The use of a City credit card ~~or a temporary travel advance~~ may be permitted as set forth in the City's Policies and Procedures.~~by the Comptroller's Office for a Traveler who is going to travel on City business. Such requests should be made at least five (5) working days before the date of travel. The Traveler shall settle the advance(s) within ten (10) working days from the date he/she returns to work. The City Comptroller is hereby authorized to deduct the total amount of the advance(s) from the Traveler's normal pay if the advance(s) remains unsettled thirty (30) calendar days after the date of the Traveler's return to work.~~

SECTION SIX: Section 2.167 of the Code of the City of Orlando be, and the same is hereby amended to read as follows:

Sec. 2.167. - ~~Incidental Expenses;~~ Miscellaneous Travel Reimbursement.

~~(1) — Registration fees for functions related to City business may be reimbursed when a Traveler was expected to attend due to the nature of his/her position.~~

~~(2) — Telephone calls and telegrams related to official City business and paid for by the Traveler may be claimed on the Travel Request and Expense Voucher. The Traveler must explain toll calls shown on the hotel bill including the location, parties and purpose. If out of town travel extends three (3) days or more, one three (3) minute personal call home is allowable for reimbursement. No other personal calls are reimbursable.~~

~~(3) — Reimbursement of entertainment expenses are strictly prohibited without prior approval of the Mayor or Chief Administrative Officer for other than Elected Officials. "Entertainment Expense" shall be defined for the purpose of this regulation as "any activity which is of a type generally considered to constitute entertainment, amusement or recreation." For example, entertainment expense may include:~~

~~(a) — Costs of impromptu business lunches and or dinners.~~

~~(b) — Costs of entertaining guests at theaters, private clubs or similar activities.~~

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~~Reasonable judgment must be exercised in determining the public purpose and City benefit when incurring Entertainment Expenses.~~

~~(4) Taxi fares and roadway tolls paid for by the Traveler during authorized travel for the City may be reimbursed, provided that the Traveler submits for settlement, along with the required Travel Request and Expense Voucher, copies of receipts for such expenses.~~

~~(5) Travel by first-class transportation shall not be permitted, including any travel paid for by grant or federal money, unless no other alternative class is available and the Traveler has prior written approval by the Mayor or the Chief Administrative Officer to travel first-class.~~

Miscellaneous travel expenses are reimbursable pursuant to the miscellaneous travel reimbursement policy set forth in the City's Policies and Procedures.

SECTION SEVEN: SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid, or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereto.

SECTION EIGHT: CODIFICATION. The City Clerk and the City Attorney shall cause the Code of the City of Orlando, Florida, to be amended as provided by this ordinance and may renumber, re-letter, and rearrange the codified parts of this ordinance if necessary to facilitate the finding of the law.

SECTION NINE: SCRIVENER'S ERROR. The City attorney may correct scrivener's errors found in this ordinance by filing a corrected copy of this ordinance with the City Clerk.

SECTION TEN: This ordinance shall take effect upon its passage.

ADVERTISED _____, 2018.

READ FIRST TIME _____, 2018.

READ SECOND TIME AND ADOPTED _____, 2018.

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Mayor

202 ATTEST:

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Denise Aldridge, City Clerk

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APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND RELIANCE OF THE
CITY OF ORLANDO, FLORIDA, ONLY.

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_____, 2018.

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City Attorney
Orlando, Florida

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