

Accounting and Control Bureau

Section 412.4

**2400.3 SUBJECT: TRAVEL AND TRAINING REGULATIONEXPENSE
POLICY
412.4**

:1. OBJECTIVE:

To provide rules and procedures for travel and reimbursement for City employees, elected officials, advisory board members, and other authorized persons.

:2-

This policy establishes procedures for a uniform method of approval, payment, and accounting for expenses incurred when employees travel in conjunction with an approved training opportunity or other business related travel for the City of Orlando (City), ensures that City funds are being expended in a prudent and reasonable manner, and allows the City to maintain an accountable expense reimbursement plan under IRS rules and regulations.

The intent of this policy is to significantly support the financial obligation for the Traveler; however, it does not intend to provide fully for all costs that are incurred during travel.

:2 AUTHORITY:

This procedure was amended by the City Council September 15, 2003.

:3 DIRECTION:

Management, Budget & Accounting Director

The Chief Financial Officer, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

:4 METHOD OF OPERATION:

A. General Information

This procedure contains travel regulations and instructions to complete the Travel Request and Expense Voucher.

Elected officials, appointed officials, advisory board members, employees, and other authorized officials traveling on official business for the City of Orlando are expected to use reasonably priced lodging accommodations and are required to use economy or tourist class air travel fares unless no

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~~other alternative class is available and the Traveler has prior written approval by the Mayor or the Chief Administrative Officer to travel first class. Under no circumstances are travelers on City business permitted to accept gratuitous upgrades to first class. Meals, tips and lodging must be reasonable in relation to the area visited; and reimbursement will be limited to a reasonable allowance.~~

~~Preplanning by management to obtain advance registration discount rates and minimizing the number of staff who will attend the same training session will contribute toward cost control.~~

A. Introduction

This policy applies to all Travelers, and is intended to establish uniform procedures by which Travelers shall report and be reimbursed for expenses incurred in connection with authorized travel on behalf of the City. This policy provides for economical and efficient travel in order to derive the greatest benefit from the trip at the most effective cost. It does not allow Travelers to be financially enriched as a result of travel nor be required to utilize their own funds as a result of City travel. Travelers are responsible for exercising good judgment in requesting, arranging and fulfilling a travel request to mitigate costs to the City.

B. Definitions

1. Authorized Officials: Chief Administrative Officer (CAO), Chief Financial Officer (CFO), Chief of Staff, City Attorney and Chief Venues Officer, or their respective designees.
2. Elected Officials: The Mayor and City Commissioners
3. Expense Report: Summary of costs incurred with supporting receipts and documentation that is prepared when City funds are expended for travel. If a City-issued credit card is used to pay for travel costs in advance of the travel dates (e.g. airline flight or registration) then multiple expense reports should be created as City funds are expended. An expense report must be completed in the City's Enterprise Resource Planning (ERP) system. A Travel Expense Worksheet must be attached if the number of days traveled exceeds one (1) day.
4. GSA: General Services Administration
5. Local Training: Training inside the boundaries of the Orlando Metropolitan Statistical Area (MSA), which generally only requires the expenditure of funds for event registration fees, mileage, tolls, and parking.

6. Orlando MSA: The counties of Orange, Lake, Seminole, and Osceola.
7. Receipt: A detailed invoice or other document produced by the provider of service that shows each item purchased. Credit card receipts or restaurant check stubs that do not include details of items purchased do not meet the definition of receipt and are not sufficient to document an expenditure of funds.
8. Reimbursement: Payment to the Traveler for all approved travel related expenses incurred.
9. Spend Authorization: Summary of estimated costs to be incurred for travel with required approvals in advance of travel taking place or in advance of travel costs incurred. All Travelers, other than Elected Officials and Authorized Officials, must complete a Spend Authorization in the City's ERP system. A Travel Expense Worksheet must be attached if the number of days traveled exceeds one (1) day.

10. Travel Expense Worksheet: Form available on the Accounting Operations and Control Intranet site that is used to itemize travel costs by day. This form may be modified as determined by the Chief Financial Officer.

11. Travel Period: The period of time between departure and time of return while on approved travel for the City using the most direct route available in consideration of cost.

12. Traveler(s): Regular and contract employees of the City, advisory board members, and 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.

C. General Provisions

1. Costs associated with travel must be available in the budget and meet a City business purpose.

2. This policy applies to Travelers as defined above. This policy does not apply to employees of companies that are working for the City and for whom the company's agreement with the City governs the reimbursement of expenses. Unless otherwise agreed to, City contractors or vendors must follow this policy to be eligible for reimbursement of travel expenses.

3. Travel, whether by public transportation, privately-owned automobile, City-owned vehicle, or a for-hire conveyance, shall be over the ~~most direct~~, practicable route. ~~Any deviations from a direct route must be explained on the voucher~~ documented and approved in advance.

B. Travel Authorization

4. ~~Elected officials~~ Other than Elected Officials and Authorized Officials, travel during work hours must be authorized in advance of the start of travel. A Spend Authorization should be completed by the Traveler and submitted for approval at least 30 days in advance unless there are other conditions prohibiting that.

5. A request should be made by the Traveler to Accounts Payable (with a copy or reference of the travel related approval) if a City-issued credit card needs to be issued to a Traveler or the Traveler's profile on their existing City credit card needs to be modified to allow travel related charges.

6. Travelers must use a City-issued credit card for travel unless there is a documented business reason why that is not possible. City-issued credit cards may have travel insurance provisions that may offset or avoid the City incurring

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costs if an accident were to occur on City business.

7. Travelers who make charges on City-issued credit cards for unapproved travel, or make unallowable charges as defined by this policy, will be required to reimburse the City for those charges. If reimbursement is not made within 60 days, the Chief Financial Officer may direct the deduction of the amount owed to the City from the Traveler's next paycheck.

8. A completed Expense Report with all receipts and required documentation should be completed within ten (10) business days of completing travel. If costs are incurred early (e.g. registration or airline tickets), an Expense Report should be completed within ten (10) business days of incurring the expenses. Please note that any unsubstantiated expenses that have been paid by the City may be subject to inclusion in taxable income if not received within 60 days of completing travel.

9. A completed Travel Expense Worksheet must be attached to the Expense Report if the number of days traveled exceeds one (1) day.

10. Travel advances are not made. A City-issued credit card may be issued to pay for all travel related charges **other than meals and tips.**

D. Approval Authority

Elected Officials and Authorized Officials authorize their own travel and must comply with all policies stated herein. ~~Advisory Board Members' and other authorized persons' City Commissioner's travel will be authorized in advance by expenditures are limited to no more than the Mayor or his/her~~

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designee.

1. ~~The authorizing official for each employee traveling for amount contained in the benefit of the City will be the higher of their Bureau Chief or their immediate supervisor except as specified at B1 and B2 below; i.e., non-appointed employees' travel is current approved by the Bureau Chief, the Bureau Chiefs by the Department Directors and the Directors by the CAO. Travel cannot be authorized by an employee who is not an appointed official, regardless of any capacity that employee might be in at the time (i.e., Acting Bureau Chief). Only one authorizing signature is required on the Travel Request and Expense Voucher budget for their district.~~

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~~Travel during work hours and/or at the City's expense will be authorized in advance of travel. Specific expenses and/or conditions of travel must be authorized by the designated official as described below:~~

1. ~~Mayor, CAO, or their designees:~~
 - a. ~~Car rental~~
 - b. ~~Entertainment expenses~~
 - c. ~~Travel by motor vehicle in excess of 1000 miles round trip outside of Florida.~~
 - d. ~~Travel and training in excess of 5 consecutive work days.~~
 - e. ~~Out of state travel.~~
 - f. ~~To hold position in a professional organization for which travel to meetings is required.~~
 - g. ~~Waiver of reimbursement agreement.~~
 - h. ~~Out of country travel.~~
2. ~~Department Directors, Office Heads, Bureau Chiefs:~~
 - a. ~~Technical training necessary to complete the job assignment.~~
 - b. ~~General training for job performance enhancement.~~
 - c. ~~Training to maintain professional certification or license, i.e., CPE, CPD.~~
 - d. ~~Use of privately owned vehicle in state.~~
 - e. ~~All other travel not defined. For example, to evaluate a product or to give testimony.~~

~~In the event of a public safety emergency situation when the employee cannot obtain prior authorization, travel documents shall be approved upon the employee's return to work.~~

C. Travel/Training Guidelines

2. All travel covered by Department Directors and Division Managers shall approve all Spend Authorization requests for employees in their respective department/division. Department Directors and Division Managers should evaluate the number of employees attending any one event for reasonableness. Delegation of Department Director or Division Manager approval may only be made when the Department Director or Division Manager is on a short-term absence such as personal leave.

In addition to the Department Director and Division Manager's approval, Authorized Officials shall approve Spend Authorizations for their respective operating departments when one or more of the following conditions exist:

- a. The total estimated cost of travel exceeds \$2,000.
- b. The period of travel or length of event requires an employee to be away from their City duties for a period greater than five (5) regularly scheduled work days.
- c. Travel will require the use of a rental car.
- d. International travel (outside United States and its territories).
- e. Travel requests with a mileage reimbursement for more than 1,000 miles for the round trip.
- f. Lodging in the Orlando MSA.
- g. Any other condition the Chief Administrative Officer may deem appropriate. The Chief Administrative Officer shall notify Department Directors of those conditions in writing with a copy to the Chief Financial Officer.

E. Reimbursement Eligibility and Requirements

1. All reimbursements claimed under this policy must be for the a City business purpose and for the direct benefit of the City. Examples of a direct benefit of the City. A direct benefit to the City will promote include advancement of the economic and financial welfare of the City through continuing professional education and new technological and management training, or represent representing the interests of the City at board and/or committee meetings of an organization in which the employee was authorized to hold an office or represent the City.
2. Employees whose travel expense is to be reimbursed by an outside agency must so indicate on the Travel Request and Expense Voucher travel related request, and

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initiate a billing to the agency immediately upon return to work. A copy of the billing must accompany the final ~~reconciliation~~ submitted to Accounting and ~~collection~~ Expense Report. Collection is the responsibility of the ~~traveler~~ Traveler. Travelers must follow the City of Orlando travel policy regardless of the source of funding. Payment by an outside agency or vendor must comply with the City's ethics policy and not be a conflict of interest or have the appearance of a conflict of interest.

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~~D. Travel Reimbursement Requirements~~

~~In certain situations~~ If a federal or state grant is funding the travel and training will also provide a significant benefit to the employee. ~~those specific agency guidelines are more restrictive than the City Policy, the federal or state funding agency guidelines must be used.~~

3. ~~The City desires to ensure the City's benefit is realized by establishing reimbursement requirements. should an employee separate from the City. Subject to the determination of the Department Director or Division Manager, reimbursement may be required for expenses covered under this policy that exceed \$1,500 per travel or training event. The operating Department Director or Division Manager may request the employee to sign a reimbursement agreement and attach the signed agreement to the Spend Authorization. If a signed agreement is not included when the Department Director or Department Manager approves the Spend Authorization, the presumption is that the signed agreement is not required.~~

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~~The~~ Reimbursement will not be required if an employee travels for the benefit and/or prestige of the City (e.g. employee presents a City initiative at a professional conference or the travel is related to conducting City business).

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~~If an employee will be~~ required to sign ~~aaa~~ reimbursement agreement which stipulates, it shall stipulate that should the employee leave City service within one year from the completion of the travel, the ~~traveler~~ employee will reimburse the City on a pro rata basis for their travel expenses incurred in the 12 months preceding termination which exceed \$1,200 per trip. Credit will be given for months their separation date. The amount of service worked subsequent to completion of travel.

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~~A waiver of the reimbursement agreement may be obtained when training required is necessary to complete the total actual cost incurred reduced by 1/12th for each full calendar month from the job responsibilities. See Section B.g. above.~~

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~~E. Prior/Post Travel Accountability~~

~~Although date of travel costs have been included into the City budget, City officials and employees shall obtain written approval to perform the travel, attend meeting, etc., before making any commitment to pay registration~~

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~~fee, to purchase a transportation ticket or to incur any other cost, date of separation. Each official or employee shall first prepare a Travel Request and Expense Voucher for individual expenses. travel reimbursement shall be considered a separate and submit to the appropriate authorizing official as defined in Section B. Detailed instructions concerning completion of the form and travel authorization are outlined on the reverse side. The reimbursement agreement must accompany any travel request with an estimated cost in excess of \$1,200. In no event shall a travel form be submitted for approval unless funds for payment of the proposed travel are available in the proper charge code.~~

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~~When the travel form has been approved and funds certified as available, the official or distinct event, should an employee is then authorized to be absent from work for the period specified to travel, to incur expense and have multiple travel reimbursement agreements, the amount the City is to be reimbursed, but not in excess of traveler to draw a travel advance and to initiate invoices for payment in advance for room deposits, registration or tuition fees and tickets on common carriers. Amount paid by invoice shall be deducted from the amount authorized for travel before applying for a travel advance. Such advance may not be drawn more than ten days prior to the beginning of travel. The traveler must use the Travel Expense Worksheet to account for all expenses. This form is designed for daily use to assist the traveler in keeping an accurate accounting of each item of expense. A section is provided for each category of expense included on the travel form. At the completion of travel, the traveler will sum each category and transfer the total to the appropriate item of the Travel Request and Expense Voucher will be calculated separately for each event.~~

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~~The Travel Expense Worksheet and receipts for all expenses, where it is feasible or possible to obtain receipts, shall be attached to the completed Travel Request and Expense Voucher form. Receipts for hotels, public transportation, convention registration fees, car rental, tolls, and similar items must be attached. All items for which a receipt cannot or was not obtained must be explained in writing. Tips and similar items normally cannot be substantiated unless charged to hotel rooms and are therefore included in per diem amounts (see F.3.). All items of a miscellaneous nature must be itemized. The compiled Travel Request and Expense Voucher must be prepared by the traveler and submitted to the Office Head/Bureau Chief or Department Director within seven working days of completing travel.~~

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~~The compiled Travel Request and Expense Voucher and the completed Travel Expense Worksheet must be prepared by the traveler, signed and submitted to the authorizing official within seven working days of completing travel. The official should review the forms before approving and should obtain explanation on any questionable item, keeping in mind they are certifying that the expenses were incurred on City business and are a legal obligation of the City. If costs incurred exceed the amount of expense authorized by the appropriate official and the employee requests reimbursement for the additional amount, the authorizing official should provide a complete explanation and a recommendation to the Accounting and Control Bureau for payment. All forms must be submitted to Accounting within ten working days of completing travel.~~

~~The Accounting Operations Supervisor shall review the expenses to make certain that all items of expense are properly charged and are not otherwise questionable. If additional information is needed for approval, it shall be the City procedures, the form shall be returned to the Department for revision. If the charges are found to be correct and allowable, the voucher will be forwarded to Accounts Payable for final audit and payment.~~

~~All unused portions of money paid directly to the traveler or advanced by use of City VISA card for non City charges shall be repaid within ten (10) working days from time of return to work. If the traveler has not settled the cash advance(s) within 30 calendar days of return to work, the Management, Budget & Accounting Director shall authorize a deduction of the amount advanced from the traveler's salary.~~

F. Governing Regulations Reimbursement Guidelines

F.

The following regulations guidelines are established and will be the basis upon which reimbursement of expenses will be approved. Receipts for these expenses must be attached to the Expense Report. In certain limited circumstances when a receipt cannot be located, an explanation must be documented. Receipts for registration, airfare, and hotels are always required.

1. Registration Fees

The City shall pay for the cost of basic conference, seminar, meeting, or similar type event (Event) registration fees along with fees for pre-sessions, post-sessions, and other Event activities that are clearly a function of the Event. Recreation and social activities (e.g. golf outings, fishing trips, concerts, etc.) will not be reimbursed.

Additional registration fees for functions associated with an Event (i.e. dinners, receptions) where a City business purpose is met, or the Traveler is expected to attend due to the nature of their position, may be reimbursed. The business purpose of this type of expense must be documented.

A copy of the Event registration form and agenda must be attached to the Expense Report.

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4.2. Transportation

~~a. No specific mode of transportation is required; however, Travelers are expected to use the mode of travel that is most advantageous to the City. This would include economical and direct means available with reasonable consideration of bus or limousine service to and from terminals or extended parking at terminals versus use of a common carrier. The traveler is permitted mileage from point of departure (home or work location), whichever is the shorter given to the time and distance involved.~~

~~The use of a privately owned vehicle for official travel in lieu of publicly owned vehicles or common carriers 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 not to exceed IRS guidelines per mile or the air carrier rate for such travel, whichever is lower. Where two or more authorized persons travel in one private vehicle, the person supplying the vehicle shall receive transportation reimbursement at the rate consistent with IRS regulations.~~

~~Employees deviating from the most direct route will have to bear the extra cost.~~

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a. Airfare

The City will pay the cost of the most economical class (e.g. coach) airfare. Such travel may balance additional night's stays with reduced airfare. Any Traveler must receive advanced approval from their Authorized Official to travel first-class unless the Traveler pays for the upgrade.

First class travel will only be approved if no other alternative class was available.

Tickets should be purchased with a City-issued credit card. However, if a Traveler does not have a City-issued credit card, they may purchase the tickets and request reimbursement.

A valid receipt and passenger itinerary must be attached to the Expense Report.

Costs associated with frequent flyer memberships, passenger screening programs, or other such costs where the benefit is strictly for the Traveler will not be reimbursed through the travel request process. In the limited cases where these costs may be a legitimate use of City funds, the Traveler must submit a justification for those items in the Spend Authorization and Expense Report.

Additional charges incurred for a reasonable amount of luggage for the Traveler will be reimbursed.

In the event a travel event cannot be taken at the scheduled time, all reservations must either be cancelled or if possible, made available for use by another City employee. When an airline reservation is cancelled all credits must be returned to the City. Credits cannot be used for personal travel. Travelers should make a good faith effort to recover the costs for any canceled airline tickets even for non-refundable fares. A memo explaining the cancellation must be attached to the Expense Report.

Change ticket fees will be reimbursed if the reason for the change is necessary and related to City business.

b. City Vehicle

Frequent travel using a City vehicle may be more economical than using a personal vehicle. Consideration should be made when making travel arrangements of the use of a City vehicle.

When authorization is requested to use a City vehicle, indicate the car vehicle

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number. ~~All travelers must attach gas/other~~ should be indicated if known. Any auto-related expense expenses must be documented through the submission of valid receipts ~~for reimbursement.~~

(Note: Toll receipts are submitted to Fleet electronically via E-Pass. Fuelman Card transactions are also submitted to Fleet electronically, though the Traveler should print Fuel Receipts at the pump and submit receipts with the Expense Report.)

If an emergency repair of a City-owned vehicle is required, the Traveler should contact the Fleet Management Bureau may be contacted Division for instructions.

Travelers receiving a car allowance may not use a City-owned vehicle unless traveling outside of the Orlando MSA.

All obligations required in section F.2.(d) of this policy shall also be applicable to the Traveler using a City-owned vehicle.

c. Ground Transportation

When travel is by common carrier, reasonable taxi/shuttle fares will be allowed for necessary transportation to a hotel (or the conference site) and return. After arrival at the destination, necessary taxi fares for traveling between 6:00

hotel and meeting/conference will be allowed.
~~a.m. and 11:30 p.m. for a purchase order number to be used for emergency repairs to City Vehicle.~~

Taxicabs

Fares for transportation obtained by using ride-hailing apps such as Uber or Lyft are allowable.

e.

Reimbursement for taxicabs to and from airports, train stations, etc., shuttles, or bus service will be made only when the nature of the service is stated and validated receipts are provided. Reimbursement of tips for shuttles and taxicabs in a reasonable amount will be allowed.

d. Car RentalsRental

Prior approval must be received from the Mayor or the Chief Administrative Officer if the traveler must rent a car.

e. Airline

Airline reservations may be acquired if approved by the appropriate official. Tickets may be purchased through a local travel agency (at no extra charge). The local travel agency must then contact Accounting and Control for issuance of U.A.T.P. (Universal Air Travel Pass). A verbal approval to use the City's air credit card is prohibited in order to maintain proper accounting controls. The traveler may also purchase the tickets and request reimbursement.

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~~Air travelers must attach their boarding passes to the Travel Request and Expense Vouchers and completed Travel Expense Worksheets.~~

~~Reimbursable MSA Travel~~

~~Rental cars should only be used when either (1) taxi services are not readily available, or (2) the anticipated cost of using a taxi will exceed the cost of the rental car. Documentation should include justification as well as approval from the Authorized Official. If a rental vehicle is required, the most economical car should be rented. Traveler should take advantage of any discounts available to the City. A list of preferred car rental companies is available on the Accounting Operations and Control Intranet site.~~

~~The following are the obligations of a Traveler when renting a vehicle to conduct City business:~~

- ~~(1) A proper license to operate the vehicle is required;~~
- ~~(2) Seat belts are required for all occupants;~~
- ~~(3) All traffic laws are to be obeyed; the City will not reimburse a Traveler for traffic tickets and/or other citations;~~
- ~~(4) Transporting hitchhikers is prohibited;~~
- ~~(5) Operating a motor vehicle while under the influence of drugs or alcohol is prohibited;~~
- ~~(6) The driver may not text while driving. Use of any device must be in a hands free mode;~~
- ~~(7) A completed damage assessment must be made before a rental vehicle is accepted;~~
- ~~(8) All rental vehicles must be refueled immediately prior to check-in. The City will not reimburse a Traveler for excess fuel charges assessed by rental companies;~~

~~f. Travelers within the MSA (Orange, Seminole, Osceola Counties) are reimbursed for lodging when justifiable. Travelers are encouraged to consult with the Risk Management Division before embarking on a travel that requires the use of a rental vehicle to determine if additional collision coverage insurance should be purchased from the rental car company. All other insurance options should be declined.~~

- ~~(10) The City will neither pay nor reimburse the Traveler for personal injury or property damage that they incur or cause while driving a rental car for purposes other than City business.~~

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e. Personal Vehicle

- (1) The use of a privately-owned vehicle for official travel in lieu of a City-owned vehicle or a common carrier is allowable. Whenever travel is by privately-owned vehicle, the Traveler shall be entitled to a mileage allowance at a fixed rate equal to the IRS per mile guidelines or the common carrier rate for such travel, whichever is lower. When two or more employees are traveling in one private vehicle, the person supplying the vehicle shall receive the mileage reimbursement.

The mileage reimbursement includes all operating expenses such as gas, oil, and repairs. No separate claim may be made for those items.

- (2) The mileage reimbursement rate shall be monitored by the Office of Business and Financial Services so that periodic notification of the City's current reimbursement rate will occur.

- (3) The Expense Report must indicate the employee's itinerary and must show the official business mileage. The City will accept common travel planners such as Google Maps, Yahoo!, and MapQuest driving directions as documentation of actual mileage.

- (4) Any deviations from the most direct route (i.e. shortest distance) will not be reimbursed unless a business purpose of the deviation is documented. Mileage and tolls are approved in advance.

- (5) For mileage reimbursements where the Traveler reports to a destination (or the airport) from home rather than their normal place of work (i.e. City Hall, OPD Headquarters, etc.), the Traveler shall only be entitled to reimbursement of incremental mileage calculated as the mileage from their home to the destination, less mileage from their home to their normal place of work.

If the Traveler travels from their normal place of work to a destination, the Traveler is entitled to reimbursement based on the ~~shorter distance~~ actual mileage from their normal place of work to the destination.

If the Traveler travels on a weekend or holiday to a destination, the Traveler is entitled to reimbursement based on the actual mileage from their home ~~or office~~ to the destination. See F.3.

- (6) Out-of-state travel in excess of 1,000 miles for the round trip requires prior written approval from an Authorized Official. Approval to use a vehicle provides the Traveler(s) a substitute for an airline ticket; therefore, expenses other than meals, mileage and tolls while in route will not be reimbursed. Travel time in excess of the most advantageous mode of travel to the City will be chargeable as leave to the employee(s).

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f. ~~per diem regulation~~ Parking and Tolls

The City will reimburse reasonable and necessary parking and toll expenses with the submission of a valid receipt (or downloaded electronic payment method record).

Travelers are encouraged to use the most economical means of parking. Travelers requesting reimbursement for airport parking for a period greater than seven (7) days must use an economy parking facility.

Valet parking will not be reimbursed if another reasonable self-parking alternative is available.

g. Violations

Travelers are solely responsible for any tickets, violations, or citations issued to them while on City approved travel.

2.3 Lodging

~~a. Expenses~~ Lodging expenses may vary with the area traveled, but all expenditures must be reasonable; primary responsibility for the reasonableness of amounts charged rests with the traveler for lodging must be reasonable. In rare circumstance where high-end hotels are used, those charges must be justified in writing.

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~~official who authorized the voucher. Excessive charges will be questioned by the Finance Department and must be explained fully in a written memorandum by the Department Director.~~

~~When additional nights of lodging and per diems are charged to the~~

If Travelers are not required to report to a session before 12 p.m. on the first day, and travel to the session can be reasonably accomplished in less than four hours, Travelers shall not be entitled to lodging reimbursement for the night immediately preceding the start of the session.

a. Overnight lodging within the Orlando MSA requires prior approval in accordance with the approval provisions of this policy.

b. Conferences at Hotels

The City will pay the cost of standard rooms at the suggested hotel(s) of the conference unless extenuating circumstances prevent the Traveler from staying at that hotel.

For travel to a location where there is not a hotel associated with the event, lodging choices should be based on more economical fares for efficiency, safety, and proximity to the event.

c. Weekend Travel

The arrival and departure dates may be extended to include extra weekend stays, a cost comparison prepared by an independent party with third party verification (i.e., travel agent, airline rate schedule) days if the stay results in a lower overall cost to the City. A cost analysis must be attached to the Spend Authorization and Expense Report, comparing all costs (lodging, per diem, airfare, etc.). Weekend travel must be approved and attached to completed Travel Expense Worksheet in advance. Any additional costs incurred due to changing travel arrangements for the benefit of the Traveler, Traveler preference, or is unrelated or unnecessary for the conduct of City business, shall be at the Traveler's expense.

d. State Tax Exemption

~~b. When traveling in the State of Florida, the advance check should be made payable to hotel, motel, lodge, etc., to ensure exemption of sales tax. Accounting will include the Tax Exempt #58-12-094438-54C on the check stub. When lodging is not paid in advance, the traveler must seek exemption from payment of taxes on the rental of hotel rooms. All travelers will be provided Travelers can download a Sales Tax Exempt Card made out to the hotel/motel concerned. If the hotel does not~~ Certificate of

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Exemption from the Accounting Operations and Control Intranet site. If a hotel fails to honor the tax-exempt card, please indicate in your City's tax exemption. Travelers must note this on their travel voucher that the card was presented to the hotel but was denied. Accounting will then related request and follow-up to insure exemption is honored in the future with the hotel.

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3.4 Meals and Tips

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Reimbursement for meals and tips in non-major cities is based on the The following provisions shall govern the reimbursement of meals while on travel:

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a. The City shall provide a per-diem amount; reimbursement for meals according to the federal "GSA Meals and Incidental Expenses Breakdowns" rates, published on the federal government's website. The rates will be available each year as applicable on the Accounting Operations and Control Intranet site.

b. Travelers shall receive the daily per-diem rate for each full day of attendance at a conference or training session that requires an overnight stay.

Travelers shall not be paid for any meals included in or provided by a conference or meeting. If the Traveler elects to eat elsewhere the meal will be at the Traveler's expense. Continental breakfast, rolls, danish, snacks, drinks or other small incidental food items provided by the registration shall not be considered a meal.

c. On days of travel, to and from a conference or training session, the following provisions shall apply:

a.

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(1) Breakfast: \$ 6.00 includes tip and tax. When the travel begins before 7 a.m.

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(2) Lunch: \$ 8.00 includes tip and tax. When the travel period falls between 11 a.m. and 2 p.m., the Traveler shall be eligible for lunch per diem.

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Dinner: \$14.00 includes tip and tax

Tips, etc.: \$ 2.00

The Accounting and Control Bureau maintains the Internal Revenue Code list of major cities in which reimbursement for meals and tips cannot exceed the following:

Breakfast: \$ 7.00 includes tip and tax Lunch: \$10.00 includes tip and tax

Dinner: \$16.00 includes tip and tax

Tips, etc.: \$ 3.00

b. Same day travel by employees or elected officials allows

~~reimbursement for reasonable meal expenses. In cases where the traveler did not find it necessary to spend the night out of town but was~~ When the Traveler is unable to return home by 7:00

- (3) ~~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 are not reimbursed for meals p.m.~~

5. Reimbursement of \$50.00 per day, in *Miscellaneous Travel Reimbursements*

The following charges may be reimbursed with receipts and proper documentation:

- a. Business center usage
- b. Internet fees
- c. Seminar materials

For overnight travel, each Traveler is allowed a maximum per diem reimbursement for gratuities such as bellhops, skycaps, housekeepers, or valet according to the federal "GSA Meals and Incidental Expenses Breakdowns" rates, published on the federal government's website. The rates will be available each year, as applicable, on the Accounting Operations and Control Intranet site. Receipts are not required.

6. All-Inclusive Per-Diem

In lieu of ~~the a daily per-diem for meals and tips per diem and, incidental expenses, and the actual cost for lodging costs, may be authorized, a Traveler may elect to take an all-inclusive per-diem (only for full day travel which includes an overnight stay). On a periodic basis, the Chief Financial Officer shall have disseminated the daily per-diem rates. Such rates shall be based on the rates published by the Department Director IRS.~~

7. Local Travel Provisions

It is expected that Travelers will exercise appropriate judgment and discretion in requesting reimbursement for expenses incurred in the local area. The following provisions shall govern reimbursement for expenses incurred for local travel:

- a. A Spend Authorization or Expense Report is not required for travel expenses within the Orlando MSA that are \$300 or less, provided that the \$50.00 per day City is paying the registration fees and the Traveler is not seeking any

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additional reimbursement. For example, an Orlando seminar that costs \$50 for registration and the Traveler is not seeking mileage reimbursement will not require a travel related request. The registration can be paid similar to normal operating expenses via supplier invoice or City credit card.

b. Transportation expenses (including mileage, tolls and parking) while on official City business will be reimbursed once a valid receipt(s) is submitted. Travelers should submit a "Local-Mileage Reimbursement" Expense Report for reimbursement which does not exceed the amount permitted in paragraph (3) for require a Spend Authorization.

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c. Travelers receiving a vehicle allowance shall not be entitled to mileage, gas, or tolls within the Orlando MSA. Parking costs related to approved travel within the Orlando MSA may be submitted for reimbursement.

d. Meals will be reimbursed according to the per-diem guidelines provided in this Policy if the meals and tips, plus the estimated average daily cost of are not included as part of the conference or meeting registration.

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e. Only in very limited circumstances will the City reimburse a Traveler for overnight lodging for the individual reimbursed in the Orlando MSA. Prior approval is required in accordance with this policy.

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8. Meals provided as part of registration or by an airline should be reported on Entertainment – Orlando Venues

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d. Recognizing the Travel Expense Worksheet as meals furnished.

4. Other

a. Registration fees for functions related to City business may be reimbursed when an employee is expected to attend due to the unique nature of the position.

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b. Telephone calls and telegrams related to official business and paid for by the traveler may be claimed on the reimbursement 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 days or more, one three minute personal call home is allowable for reimbursement. No other personal calls are reimbursable.

While Orlando Venues operation, entertainment on behalf of the City, under certain circumstances and conditions, clearly costs are allowed if it meets a public City business development purpose, these instances are subject to planning and preparation; and thus it is a specific policy of the City to

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~~require approval by either the Mayor, the Chief Administrative Officer, or their designees. Documentation must include details~~ of the nature, purpose, and anticipated cost of entertainment undertaken with ~~public~~City funds.-

e. For purposes of this policy, ~~“entertainment” means”~~ means Orlando Venues business development items such as meals, sporting events, theatrical

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~~productions, concerts, and similar activities. When approval is granted, it is specifically required that the nature of the entertainment, those present, and a brief summary of the business discussed be provided for inclusion in the City's records. Further, although must be attached to the Expense Report. Although the purchase of alcoholic beverages is discouraged, expenditures for such purchases may be approved by the Mayor or Chief Administrative Venues Officer, or their designees, in connection with approved entertainment. The following exceptions/classification to this policy are stated and made a part hereof:~~

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- (1) ~~When the City agrees to reimburse a job applicant for expenses to come to an interview (air fare, motel and meals), the meal allowances applied will be consistent with the existing City travel policy.~~

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9. Other

In recognition of a City Commissioner's entertainment commitments while traveling, the City will reimburse reasonable meal costs for other than Elected Officials or City employees. These expenses should be reasonable and not include alcoholic beverages. Upon submitting receipts for entertainment meals, a Commissioner should document the City business purpose and a list of the attendees within the Expense Report.

Other than Elected Officials and Authorized Officials, entertainment costs require approval from Authorized Officials, or their respective designees.

- (2) While the City acknowledges that attendance and participation in professional association meetings constitutes a ~~public~~ City business purpose in relation to the training and education of its professionals, the City will reimburse the cost of meals and attendance to such meetings only if it is established that the meeting has a professional and not social purpose and the fee for the meal is at a standard rate per attendee.

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10. Non-Reimbursable Expenses

~~In recognition of a City Commissioner's entertain-ment commitments while traveling addition to those items previously listed in this policy, the City specifically will not reimburse reasonable meal costs a Traveler for other than City Officials or employees. These the following expenses should be reasonable:~~

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a. Alcohol or tobacco, except when approved for Orlando Venues entertainment;

b. In-room movies;

Management, Budget & Accounting Department

- c. Costs associated with family members traveling with the Traveler;
- d. Costs associated with traveling early or staying late for personal reasons not related to City business;
- e. Personal telephone calls;
- f. Trip insurance;
- g. Tips in excess of the daily per-diem;
- h. Mileage if traveling as a passenger in a private vehicle;
- i. Laundry service;
- j. Items of a personal nature;

G. City Issued Procurement Card

The City will make a corporate credit card available to Travelers to be used for the sole purpose of covering allowable expenses incurred while on City business. The Chief Financial Officer, or designee, shall be the custodian of the corporate credit cards.

Travelers using these cards must retain and not include alcoholic beverages. Upon submittingsubmit expenditure receipts for entertainment meals, a Commissioner should justify the purpose and the attendees in writing to the Comptroller's Office. Commissioners will useall items that are charged to a card. If a Traveler is issued a card, an accounting of all expenses shall be submitted within ten (10) business days following their own judgment in determining the public purposereturn from travel.

(3) Any charges where valid receipts are not submitted and/or are not eligible for reimbursement may be disallowed and City benefithe Traveler may be obligated to repay the City or have the unsubstantiated expenses included in taxable income.

- d. Out of state travel, whether by personal or City owned automobile, in excess of 1,000 miles for the round trip requires prior written approval the Mayor, the Chief Administrative Officer, or their designees. Approval to use a City vehicle provides the traveler(s) a substitute for an

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~~(1) airline ticket; therefore, "en-route" expenses other than gasoline/vehicle expense will not be reimbursed. Travel time in excess of the most advantageous mode of travel to the City will be chargeable as leave to the employee(s).~~

~~e. A traveler may request to use a City of Orlando VISA card when circumstances so warrant. Such circumstances could include, but are not all inclusive, car rental at destination point, hotel checkout, approved entertainment expenses. The card is available in the Management, Budget & Accounting Director's office. The traveler is required to sign a VISA card agreement assuming all responsibility for charges made to the card from date of delivery until the card is returned, at which time the Report of City Credit Charges form must be submitted with all VISA receipts attached along with a personal check for any non-City charges.~~

:5 FORMS:

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~~Travel Request and Expense Voucher;~~
~~Travel Expense Worksheet;~~
Travel Reimbursement Agreement

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCES:

Florida Statutes 1986, Section 112.061, Special Act 2114 authorizing City of Orlando to provide, by ordinance, uniform maximum rates of per diem and travel expenses, without regard to any limitation by general law, June 10, 1971. City Code, Chapter 2, Article XXVII, Section 2.256-2.262. Procedure approved by City Council August 17, 1970, Item 27; amended December 4, 1972, Item 17; amended October 24, 1973, Item 54; amended August 27, 1974, Item 26; amended January 3, 1977, Item 42. City Code Chapter 2.259 amended January 1980. Procedure amended October 12, 1987, Item 21A-53; amended December 17, 1990, Item 46; amended August 3, 1992, Item 2CC; amended October 5, 1992, Item 4GGG; amended June 21, 1993, Item 2-P; amended October 3, 1994, Item 3-S; amended July 24, 1995, Item 7-U; amended September 23, 1996, Item 3EE; amended August 11, 1997, Item 6-A.

:8 EFFECTIVE DATE:

This procedure is effective ~~September 15, 2003~~ July 1, 2018.

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City of Orlando
Travel Expense Worksheet

Date of Report	
Employee or Official Name:	
Department:	
Travel From:	Travel To:
Date of Departure:	Date of Return
Departure Time:	Return Time:
Spend Authorization Number	Business Purpose:

☐ If the traveler is requesting a Car Rental, travel over 1,000 miles, travel more than 5 days, out of the country travel or lodging in Orlando MSA.

☐ Check this box if Overtime or Workback (OFD) will be incurred by the Traveler or used to cover for the Traveler.

(See Policy and Procedure 2400.3. for limits, receipts, and authorization required for reimbursement.)

Items	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Date of Items								
Registration Fee								\$0.00
Hotel								\$0.00
Airfare								\$0.00
Taxi Fare								\$0.00
Car Rental								\$0.00
Tips (Bellman/Maid)								\$0.00
Storage/Parking Fee								\$0.00
Tolls								\$0.00
Breakfast								\$0.00
Lunch								\$0.00
Dinner								\$0.00
Per Diem; in lieu of meals, tips & lodging								
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

(20 __)
Standard
Mileage

Travel performed by Rental or Personal Vehicle

Date	Rental Vehicle or Personal Vehicle	Travel From:	Travel To:	Miles Traveled	Amount
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transportation					\$0.00
Total Expense for this Trip					\$0.00

Optional Approvals:

Authorized Signature: _____ Date _____
(Department Approval)
Authorized Signature: _____ Date _____
(Department Approval)
Authorized Signature: _____ Date _____
(Department Approval)



MEMORANDUM

To: Accounts Payable Specialist – Travel
Accounting and Control ~~Bureau~~ Division

From: _____

Date: _____

Subject: Travel Reimbursement Agreement

I, _____, agree that should I leave City service within one (1) year from the completion of travel, I will reimburse the City for amounts paid in excess of limits defined in Section 412.42400.3.E.3 of the City of Orlando Policy and Procedures. I understand that credit will be given for months of service worked to completion of travel and that reimbursement to the City will be prorated accordingly and deducted from my final paycheck from the City.

-

Expense Report Number: _____

Purpose of Travel: _____

Destination of Travel: _____

Date of Travel: _____

-
Total Cost of Travel: _____

Signature/Date

OFFICE OF BUSINESS AND FINANCIAL SERVICES
Orlando City Hall · 400 South Orange Avenue · Fourth Floor
PO Box 4990 · Orlando, FL 32802-4990
P 407.246.2345 · F 407.246.2707 ·

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