



## **TRAVEL POLICY**

### **I. PURPOSE:**

The purpose of this policy is to establish guidelines for business-related travel and reimbursement of associated expenditures.

### **II. POLICY:**

Travel may be authorized for purposes only in accord with official travel policies. The travel regulations and limitations apply to all employees, contracted professionals and Board members whose travel is paid or reimbursed. All travel must be authorized in advance by the Executive Director. All reports of travel expenditures must be supported by proper documentation and original receipts. When traveling on behalf of the Coalition, travelers are expected to display appropriate behavior. Consumption of alcoholic beverages prior to or during meetings or training sessions is prohibited. Under no circumstances may a traveler representing the Coalition drink any alcoholic beverage prior to or while driving.

### **III. TRAVEL REIMBURSEMENT:**

A State of Florida Authorization to Incur Travel Expense must be completed and approved prior to the time of departure for foreign, conferences/meetings, convention and out-of-state travel. Travel costs may not be charged to the Coalition through the use of open accounts in the name of the Coalition. Travelers may use personal credit or charge accounts for travel purposes and obtain reimbursement from the Coalition. The Coalition will ensure that travel expenditures that are submitted for reimbursement for its members, employees, agents and subcontractors are in compliance with Chapter 112.061 F.S. Monetary figures noted will be adjusted consistent with current state guidelines.

#### **Subsistence**

When traveling to conferences and/or meetings, a traveler may elect either of the following methods of reimbursement for each day of such travel:

1. The cost of actual lodging expenses at a single occupancy rate plus the meal allowance as specified in Section 112.061, Florida Statutes. Travelers who file for reimbursement under this subsection must document their actual costs for lodging by submitting lodging receipts; or

2. \$80 per diem (reimbursed at \$20.00 for each quarter of a day, or fraction thereof, calculated from midnight to midnight). Subsistence (lodging, meals or per diem) is only paid when the travel extends overnight.

Reimbursement for an overnight stay will only be reimbursed if the travel is greater than fifty (50) miles from the assigned office. Consideration may be given by Executive Director for special circumstances.

### **Meal Allowance**

If claiming actual expenses (in 1 above) travelers may be allowed the following amounts per day for meals while on official business:

1. Breakfast \$6.00. (When the travel begins before 6:00 a.m. and extends beyond 8:00 a.m.)
2. Lunch \$11.00. (When the travel begins before 12:00 p.m. noon and extends beyond 2:00 p.m.)
3. Dinner \$19.00. (When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)

Overnight travel is required to claim meals. No meals for same day travel will be reimbursed.

### **Air Travel**

Air travel requires prior approval by the Executive Director. The following guidelines are provided to assist you in traveling on the most economical flight available:

1. Travelers should obtain the lowest fare available considering such factors as per diem, subsistence, productivity, and time to travel.
2. Compare costs between airlines.
3. If the traveler is certain of the trip, the traveler may purchase tickets in advance to take advantage of discounted airfares, commonly referred to as super saver tickets. Payment of a penalty for cancellation of a super saver ticket may be made from Coalition funds only if the cause for cancellation is in the best interest of the Coalition or is due to illness of the traveler or illness or death of a member of the traveler's family. Cancellation of a super saver ticket for the convenience of the traveler will not be paid from Coalition funds.
4. A receipt for the paid airfare must be attached to the travel voucher for reimbursement.

### **Rental Vehicle**

When traveling on authorized Coalition business or to attend a conference for which you will be claiming reimbursement, if you wish to use a rental car you must request prior approval by the Executive Director. The rental agreement must be attached to the travel voucher for reimbursement.

## **Mileage**

Travel in a personal vehicle will be reimbursed at 44.5 cents per mile. Map mileage is based on the Florida Department of Transportation Official Map mileage chart. Vicinity mileage necessary for conducting official business is allowable but must be shown separately. Actual mileage in excess of map mileage for a usually traveled route may be shown as vicinity mileage on the reimbursement form. Mapquest or other map programs that give directions and the mileage between locations must be used to support the vicinity mileage.

## **Incidental Expenses**

The following incidental travel expenses of the traveler may be reimbursed and a receipt should be provided whenever possible:

1. Taxi fares, including tips not to exceed 15% of the fare.
2. Ferry, bridge, road, and tunnel tolls.
3. Storage and parking fees.

Other incidental travel expenses may be reimbursed upon presentation of a valid receipt.

## **Travel Reimbursement Form**

To receive reimbursement for authorized travel expenses, employees will need to complete the State of Florida Voucher for Reimbursement of Travel Expenses (refer to the following procedures when completing this form). Signed reimbursement requests for travel must be received by an employee's manager no later than the end of the 5<sup>th</sup> working day of the month. Processing of these reimbursements occurs once monthly.

## **IV. PROCEDURES:**

Full and proper completion of the State of Florida Voucher for Reimbursement of Travel Expenses is required for all reimbursement requests.

1<sup>st</sup> Reading: 5/15/08

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