
 Administrative Policies & Procedures Manual			Subject: GENERAL ADMINISTRATION Travel
Number: GA-23	Revisions: 2	Effective Date: 10/24/19	Page: 1 of 3
Supersedes: 04/28/15, 04/08/99, 10/01/03	Approved By: <div style="text-align: center;"> <i>Charles Faranda Jr., City Manager</i>  </div>		

GA-23.0 PURPOSE:

It is the intent of this policy to establish procedures for employee travel.

GA-23.1 POLICY:

The policy of the City of Lauderhill is to provide authorization and funding for necessary travel to staff with respect to their job function. Travel expenses are paid through limited tax dollars. Knowledge and professional growth related to the employee's immediate job responsibility must be the criteria for the purpose of attending the conferences. Therefore, to ensure maximum use of dollars for conference attendance, the City sets out the following procedures for travel.

GA-23.2 PROCEDURES:

Overnight Travel

A Travel Authorization Form (see attachment #1) is to be completed no less than two weeks prior to travel. The form is to outline the following information:

Attendee	Attendee's Department
Dates	Location
Conference	Method of Travel

If a rental car is required, it must be approved by the City Manager in advance. **Personal vehicles may only be used when a city vehicle is not available or when traveling with family or friends.** The Department Director of the division will determine the availability of a City vehicle and will advise if there are no city vehicles available. The employee may then use a personal vehicle and be reimbursed for mileage at \$.575 per mile, which reflects the 2015 standard mileage rate for all business miles according to IRS Publication 463, and will be adjusted each year based upon this publication per City Manager's approval. If the employee takes a personal vehicle to accommodate family or friends or for personal business, (i.e. vacation), the employee will be reimbursed for fuel and parking only. Receipts are required.

Travel Policy and Procedure

The check requests for the Conference registration, hotel accommodations, airfare and subsistence allowance should be attached to the travel authorization form. Travelers shall be allowed, when traveling overnight, \$66 for subsistence for each day of the conference. Gratuities and tips for such items as meals and baggage handling are included in this amount. The employee shall be allowed \$5 per day for other non-incidental expenses for a total of \$71 per day. The employee shall receive \$62.50 for each travel day to and from the conference. No receipts are required. Each year the above amount shall be adjusted, effective upon the City Manager's approval, based upon the Standard Meal Allowance for the federal rate for meal and incidental expense (M & IE) for "high-cost locations", under the high-low method, as issued in IRS Publication 463.

After travel, the employee must submit a Travel Expense Reimbursement Form (see attachment #2) itemizing an account of the expenses that require receipts. This report must be submitted within ten (10) days after return, signed by the employee's department head and forwarded to the Finance department. The account number the expenses should be charged to must be included on the form.

Local Travel

A city vehicle must be used whenever possible. The Department Director of the division will determine the availability of a City vehicle. The employee will be reimbursed for tolls and parking when a city vehicle is used. When a personal vehicle is necessary and approved, the employee will be reimbursed for mileage from City Hall to destination, parking and tolls. Meals will only be reimbursed when traveling outside the tri-county area. Receipts are necessary for all reimbursements.

City Officials

Any other provisions notwithstanding, the City shall pay all meal costs incurred by City Officials when they attend Broward League of Cities, Florida League of Cities, or National League of Cities business meeting function, City Clerk business functions or Chamber of Commerce/Business Alliance business meeting functions. For the purpose of this section, the City Manager, City Clerk, City Attorney (the "Charter Officers"), and the City Commission, shall be collectively known as the "City Officials".

Compensation

Exempt employees will be paid their regular salary during all work-related travel. Non-exempt employees will be paid their regular hourly rate during travel that satisfies at least one of the following requirements: it is during normal work hours; it is involuntary; it is job related; or other work is concurrently performed while traveling. Travel that does not meet any of these criteria is not considered work time and will not be compensated. Employees will not be paid for overnight travel unless such travel meets at least one of the requirements above, in which case non-exempt employees will be paid their regular hourly rates for the portion of such travel that occurs during their regularly scheduled work hours.

GA-23
Travel Policy and Procedure

ACKNOWLEDGMENT AND RECEIPT OF POLICY

All employees are required to read and comply with the foregoing policy. All employees are required to sign the Acknowledgment of Receipt acknowledging receipt of **GA-23 - Travel Policy and Procedure**, **unless it has been signed electronically**. The Acknowledgment of Receipt will be retained in the Human Resources Department's employee file.

Signature

Print Name

Date

Witnessed (Human Resources Representative)

Date

City of Lauderdale Travel Authorization Form

Traveler: _____

Department: _____

Dates of Travel: Leave _____ Return _____

Destination: _____

Convention Site,	City,	State

[illegible]

- **ALL INFORMATION ON THE REVERSE MUST BE COMPLETED.**
- **ALL CHECK REQUESTS ASSOCIATED WITH THIS TRAVEL AUTHORIZATION MUST BE ATTACHED**
(Hotel, registration, transportation, per diem, etc.)

The expenses to be incurred by the traveler will be necessary travel expenses in the performance of official duties and shall be verified by a written declaration that it is true and correct as to every material matter. I have read and agree to abide by the aforementioned policy.

Signature of Traveler	Date
-----------------------	------

Department Director _____ Date _____

City Manager _____ Date _____

Finance Department	Date
--------------------	------

City of Lauderhill Travel Authorization Form

Travel
Costs

1. Conference Registration

Convention and conference registration fees will be paid in advance by City credit card or check made payable to vendor, provided that attendance at the convention or conference serves a direct city purpose.

2. Hotel Accommodations

Actual expenses for lodging will be paid in advance by City credit card or check made payable to the hotel.

3. Transportation Allowance

-Airlines

Actual ticket cost will be paid in advance. Taxi, bus, or limousine fares to and from the airport, bus, or train terminal will be reimbursed when documented by receipts.

*Rental cars will only be reimbursed when approved in advance by the City Manager.
City Manager's Approval*

-Private Vehicle

Private vehicles may only be used when a City vehicle is not available or when traveling with friends and family. The availability of a City vehicle will be determined by the Director of the City's fleet division. When using a private vehicle to accommodate friends or family, employee shall be reimbursed for the actual costs of fuel, tolls and parking only when substantiated by receipts.

When traveling in a personal vehicle because no City vehicle is available, the employee shall be reimbursed at \$.54/mile plus parking and tolls when substantiated by receipts.

-City Vehicle

Gas, parking and tolls will be reimbursed when a City vehicle is used when substantiated with receipts.

Availability of City vehicle - Mileage will only be reimbursed when no City vehicle is available

Fleet Manager

4. Per Diem

Employee shall receive a daily per diem in the amount of \$66.00 for all days relating to the overnight stay at an approved conference or convention. The per diem shall cover the cost of all meals, gratuities, tips, and baggage handling. The employee shall receive \$5.00 for all days of the conference for non-incidental expenses for a total of \$71.00 per day. The employee shall receive \$62.50 for each travel day. Receipts are not required for these expenses.

Account Number: _____

Conference Total _____

Please submit copies of all check requests relating to conference registration, accommodations, and transportation with this travel advance form. Upon return, receipts for items not covered by the per diem and gas and tolls must be submitted to Finance with the City's travel expense form.