

**CITY OF LAUDERHILL
ADMINISTRATION – GENERAL ADMINISTRATION**



**TRAVEL POLICY
GA-23**

February 13, 2023

SUMMARY OF REVISED, DELETED, OR ADDED CONTENT

Revision	Date	Responsible Department	Description of Change
1	April 8, 1999	Administration	Initial Release
2	October 1, 2003	Administration	Revision
3	April 28, 2015	Administration	Revision
4	October 24, 2018	Administration	Revision
5	February 13, 2023	Administration	Revision (Ordinance NO 230-02-101)

APPROVAL:



City Manager

February 13, 2023

Effective Date

May 16, 2023

Date Executed

Travel Policy

1.1 PURPOSE

It is the policy of the City of Lauderhill to establish a systematic procedure for City employees and City officials when traveling for City business, as established in City Ordinance number 230-02-101.

1.2 SCOPE

This operating procedure applies to all full/part-time employees, temporary employees, and City officials.

1.3 REFERENCES

City Ordinance No: 230-02-101 – Chapter 2, Administration, Article II, Officers and Employees, Division I, Generally, Section 2-22, Travel, Entertainment and Subsistence Allowance, as amended.

1.4 DEFINITIONS

For the purposes of this operating procedure, understandings of the following concepts are important:

1. **Overnight Travel.** Travel conducted for business related to official duties or immediate job responsibilities and professional growth related to the employee or official's official duties outside the tri-county area (Palm Beach County, Broward County, Miami Dade County).
2. **Local Travel.** Travel conducted for business related to official duties or immediate job responsibilities and professional growth related to the employee or official's official duties within the tri-county area (Palm Beach County, Broward County, Miami Dade County).
3. **City Officials.** The City Manager, City Clerk, City Attorney (the "Charter Officers"), and the City Commission, shall be collectively known as the "City Officials".
4. **Compensation.** Reimbursement for all travel related costs, including: regular rate of pay, mileage (if applicable), tolls, parking, meals, with the submission of proper receipts.

1.5 POLICY

The policy of the City of Lauderhill ("City") is to provide authorization and funding for travel expenses necessarily incurred by public officials and city employees ("Travelers") staff with respect to their official duties or job functions. Travel expenses are paid through limited tax

dollars. Knowledge and professional growth related to the Traveler's official duties or immediate job responsibilities must be the criteria for the purpose of the travel expenditure. Therefore, to ensure maximum use of dollars for conference attendance, or related travel that is of a public purpose, the City sets out the following procedures for travel.

All travel by city employees must be authorized by the city manager and the head of the department to which the expenses are to be charged. The city manager shall not authorize or approve such request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the city and also stating the purpose of such travel. The statement must be verified by a written declaration that it is true and correct as to every material matter. Any person who willfully makes and subscribes any such claim that they do not believe to be true and correct as to every material matter commits a misdemeanor of the second degree. Whoever receives an allowance or reimbursement by means of a false claim is civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid. The statement need not be notarized. Fla. Stat. 166.021(9)(c).

All city officials must complete a statement that the expenses serve a public purpose, that they were actually incurred as necessary travel expenses in the performance of official duties, and it shall be verified by a written declaration that it is true and correct as to every material matter. Any person who willfully makes and subscribes any such claim that they do not believe to be true and correct as to every material matter commits a misdemeanor of the second degree. Whoever receives an allowance or reimbursement by means of a false claim is civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid. The statement need not be notarized. Fla. Stat. 166.021(9)(c).

1.6 PROCEDURE – OVERNIGHT TRAVEL

A Travel Authorization Form (see attachment #1) is to be completed at least 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 department or 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 the 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.

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.

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.

1.7 PROCEDURE – LOCAL TRAVEL

A city vehicle must be used whenever possible. The Department Director of the department or 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 required for all reimbursements.

1.8 PROCEDURE – 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.

1.9 PROCEDURE – COMPENSATION

City officials and employees shall be reimbursed for travel expenses necessarily incurred by them in the performance of their official duties. Expenses which serve a public purpose can be charged directly on a city credit card in lieu of reimbursement. If it is uncertain as to whether a "public purpose" is met, the matter should be brought before the city commission within thirty (30) days for the commission sitting as a whole to make the determination if a public purpose has been met to qualify for the appropriation and expenditure of public funds via Resolution.

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:

- a) it is during normal work hours;
- b) it is involuntary;
- c) it is job related;
- d) 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.

ACKNOWLEDGEMENT OF RECEIPT

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.

I hereby acknowledge that I have read and understood the foregoing policy, rules and conditions governing the use of the City of Lauderdale's Travel Policies & Procedures. I understand that a violation of the Policy (GA-23) or any General Administrative policy may result in disciplinary action, including possible termination, and/or legal action.

Signature

Print Name

Date

Witnessed (HR Representative)

Date
