

**CITY OF LAUDERHILL
GENERAL ADMINISTRATION POLICY**



TRAVEL POLICY
GENERAL ADMINISTRATION POLICY NO. GA-23
July 8, 2024

SUMMARY OF REVISED, DELETED, OR ADDED CONTENT

Revision	Date	Responsible Department	Description of Change
1	April 08, 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)
6	July 8, 2024	Administration	Revision (Resolution No. 24R-07-123)

APPROVAL

City Manager Signature

Date

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 public officers when traveling for City business.

1.2 SCOPE

This policy applies to all City of Lauderhill public officers, employees, volunteers, and persons associated with the City while conducting business on behalf of the City. All public officers, employees, volunteers, and persons associated with the City are expected to abide by the City's vehicle use policy.

1.3 REFERENCES

1. 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.
2. Code of Conduct for Public Officers, Code Section 2-166
3. Code addressing commission benefits 2-16.1
4. Vehicle Use Policy

1.4 DEFINITIONS

For the purposes of this policy, understanding the following concepts is important:

1. **Board Member:** Any individual serving on any City board, committee or advisory board.
 2. **Charter Officer:** A position created and defined through the City Charter. In the City of Lauderhill Charter, the following positions are defined as charter officers: City Attorney, City Clerk, and City Manager. The City Clerk and City Manager are all to be included in the definition of "employee".
 3. **City Attorney and Assistant City Attorney:** Although the City Attorney is a Charter Officer as defined by the City Charter, the City Attorney and Assistant City Attorney are contractors of the City and not considered City employees, but shall abide by this City policy.
 4. **City Commission:** Any person elected or appointed to serve as the Mayor or City Commissioner of the City of Lauderhill, also defined as a Public Officer. City Commissioners are not included in the definition of "employee".
 5. **Compensation:** Reimbursement for all travel related costs, including: regular rate of pay, mileage (if applicable), tolls, parking, meals, with the submission of proper receipts.
 6. **Employee:** Individuals employed by the City of Lauderhill in a full-time, part-time, or seasonal status, including, the City Clerk, City Manager, and interns solely for the application of this policy.
 7. **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).
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8. **Outside Tri-county Area 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).
 9. **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 which includes the use of a city vehicle after 6:00 p.m. or overnight into the next day.
 10. **Personal vehicle:** a vehicle for which the legal title, registration, or interest is held by the employee, public officer, or their spouse, domestic partner, or immediate family member residing with them.
 11. **Public Officer:** Any person elected or appointed to hold office in any agency, including any person serving on any city board, committee or advisory body, pursuant to Florida State Statute 112.313(1). The City Commission and all members of any City or CRA board(s) are included in the definition of "public officer". Public officers are not included in the definition of "employee".
 12. **Ride-sharing Services:** Services utilizing companies such as a taxi service, Uber, Lyft, or any other services, company, or vendor, for local (tri-county area) transportation.

1.5 POLICY

The policy of the City of Lauderhill ("City") is to provide authorization and funding for travel expenses necessarily incurred by public officers and city employees ("Travelers") 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 public officers 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

Outside Tri-County Area and Overnight Travel:

FOR EMPLOYEES ONLY:

A Travel Authorization Form for Employees (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 for outside tri-county area or overnight travel it must be approved by the City Manager in advance. 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. If a city vehicle is used, the employee will be reimbursed for fuel, tolls and parking only. The employee may 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. In order to be reimbursed for mileage when utilizing a personal vehicle, employees must show proof of vehicle ownership (i.e., vehicle title, vehicle registration, etc.) If the employee takes a personal vehicle to accommodate family or friends or for personal use, (i.e. vacation) in connection with authorized business travel, the employee will be reimbursed for fuel, tolls, and parking only. Receipts are required for all reimbursements.

The check requests for the Conference registration, hotel accommodations, airfare, train fare, 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.

FOR PUBLIC OFFICERS ONLY:

A Travel Authorization Form for Public Officers (see attachment #3) should 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

The public officer may use their personal vehicle and be reimbursed for mileage at the standard mileage rate for all business miles according to IRS Publication 463, which will be adjusted each year based upon

this publication per City Manager's approval. In order to be reimbursed for mileage when utilizing a personal vehicle, public officers must show proof of vehicle ownership (i.e., vehicle title, vehicle registration, etc.) If the public officer takes a personal vehicle to accommodate family or friends or for personal use, (i.e. vacation) in connection with authorized business travel, the public officer will be reimbursed for fuel, parking and tolls only. Receipts are required for all reimbursements. Public officers shall not be permitted to use a city vehicle under any circumstances at any time as they are not employees. If a rental car is required for outside tri-county area or overnight travel, the public officer, or their aide, shall make a written request and the city will arrange for a rental car for the public officer.

Requests for payment for conference registration, hotel accommodations, airfare, and subsistence allowance should be attached to the Travel Authorization Form. Public officers 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 public officer shall be allowed \$5 per day for other non-incidental expenses for a total of \$71 per day. Public officers shall receive \$62.50 for each travel day to and from the conference. The City shall pay all meal costs incurred by public officers 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.

The City Clerk and Office of Management and Budget ("OMB") must first confirm that funds are available in the appropriate account(s) for the individual public officer prior to signing off on the Travel Authorization Form for Public Officers. If there is any question, doubt, or concern regarding whether the travel request is business related or serves a public purpose, the City Manager and/or City Attorney should be notified prior to signing off on the Travel Authorization Form for Public Officers.

After travel, the public officer must submit a Travel Expense Reimbursement Form for Public Officers (see attachment #4) itemizing an account of the expenses that require receipts. This report must be submitted within ten (10) days after return, signed by the public officer and forwarded to the City Clerk.

If a public officer fails to attend an approved business trip, or decides not to attend after the deadlines for refunds have already passed, then the public officer must personally reimburse the City for any prepaid per diem and any amounts that the City cannot be refunded for the cancellation.

Local Travel:

A city vehicle is encouraged to be used by employees for local city business 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 used, 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. Employees who utilize ride-sharing services shall not be reimbursed for local travel (within tri-county area). Rental vehicles are not permitted for local travel purposes.

Elected officials receive an expense allowance in accordance with code addressing commission benefits 2-16.1. and shall be reimbursed in accordance with the code. Under no circumstances shall a vehicle be rented for an elected official for local travel, within the tri-county area. Similarly, under no circumstance shall an elected official receive reimbursement for the use of ride-sharing services.

Compensation:

Public officers and employees shall be reimbursed for travel expenses necessarily incurred by them in the performance of their official duties. All documentation related to the compensation should be attached and reviewed by the traveler. All pages of the documentation provided as back-up for the travel expense reimbursement shall be initialed by the traveler along with the appropriate forms. No one should sign a form unless all supporting documentation is attached. If a form is signed, it will be presumed that all attached documentation was reviewed and approved prior to signature. 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.

Disciplinary Action

Failure to comply with the requirements of this policy may be grounds for revocation of driving privileges and/or assigned or pool vehicles and may result in disciplinary action, up to and including termination.

Public officers who violate this policy and/or retaliate against an employee who files, assists, supports, or cooperates in the investigation of violations of this policy are subject to disciplinary action in accordance with the Code of Conduct for Public Officers, Code Section 2-166.

ACKNOWLEDGEMENT OF RECEIPT

All employees and public officers are required to read and comply with the foregoing policy. All employees and public officers 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 file.

I hereby acknowledge that I have read and understood the foregoing policy, rules and conditions governing the use of the City of Lauderhill'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

Witness (HR Representative Signature)

Witness (HR Representative Name)

Date
