



**HERNANDO COUNTY**  
*Board of County Commissioners*

Policy Title:  <b>Travel</b>	Effective Date:	July 1, 2000
	Revision Date(s):	September 3, 2002 October 20, 2004 December 15, 2006 May 9, 2013 August 7, 2013 September 6, 2013 October 6, 2015
	Latest Review:	February 1, 2007 May 9, 2013 August 7, 2013 September 6, 2013 October 6, 2015

**Policy Statement:**

It is the intent of the county to establish guidelines on employee business related travel. This policy references the authority of Resolution 2013-85 and the Florida Statutes Chapter 112.

## **Procedure**

### **A. Types of Authorized Travel**

1. Class A Travel - Continuous travel of twenty-four (24) hours or more away from official headquarters (Note: Official headquarters shall be defined as the city or town that the public officer or employee is assigned). The travel day for Class A travel shall be a calendar day (midnight to midnight). Class A travel shall include any assignments on official business outside of the regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved (FS 112.061 (5) (a)) as provided within this policy.
2. Class B Travel - Continuous travel of less than twenty-four (24) hours which involves overnight absences from official headquarters. The travel day for Class B travel shall begin at the same time as the travel period. Class B travel shall include any assignments on official business outside of the regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved (FS 112.061 (5) (a)) as provided within this policy.
3. Class C Travel - Travel for short or day trips where the traveler is not away from the official headquarters overnight. Class C travel can receive subsistence as provided in this policy. Class C travel will receive allowance for meals as provided in Section C, 4, a. of this policy found on page 4-05.4.

### **B. Travel Authorization**

1. Travel will be authorized for official County business purposes only.
2. All travel subject to reimbursement must be approved in advance by the Department Manager of the department to which the travel is to be charged; this will include Class A, Class B and Class C Travel.
3. Authorization for Class A and B travel for Department Managers should be approved by the County Administrator or designee in advance.
4. Travel out of the State of Florida, for all employees, must be approved by the County Administrator. Request for out of State travel should be made by the employee's Department Manager directly to the County Administrator, at least two (2) weeks prior to travel. Request should be made on the "Travel Authorization Form". This form can be found on EICE. The request must include name of employee(s) to travel, purpose of travel, period of travel, cost of travel, and

necessity of travel.

5. Class A and Class B travel overnight within the State of Florida will not normally be authorized for locations less than sixty (60) miles (based on State of Florida Official Highway Mileage map) from official headquarters. Under special circumstances, e.g. events/activities after 5 p.m., required preparation work after 5 p.m., when through normal travel employees cannot return to official headquarters by 7:00 p.m. etc., department managers may request authorization through the County Administrator. Request must be made by the Department Manager directly to the County Administrator, in writing in advance. Request should be made on the "Travel Authorization Form". The request must include the name of employee(s) to travel, purpose of the travel, period of travel, costs of travel, and necessity of travel, and need to stay overnight.

### C. Reimbursement of Travel Expenses

1. Reimbursement of travel expenses will be made in accordance with the most recent U.S. General Services Administration Guidelines for Tampa and the Florida Statutes, Chapter 112.061. Travel expenses of travelers will be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law (Florida Statutes 112.061(3)). Reimbursement of travel expenses must be requested on the State of Florida Voucher for Reimbursement for Travel Expenses Form found on EICE.
2. Seminars/Conferences
  - a. Seminars/conferences may be authorized by the department manager of the employee(s) to attend. Seminars/conferences to be attended will be directly related to the training/development of an employee's current position.
  - b. Expenditures for seminar/conference registration fees may be made by the individual's county purchasing card or may be requested through the Finance Office in advance, after proper authorization. Payment of required expenses will be made directly to the vendor. Costs for the registration will be paid by Hernando County at 100%.
  - c. The County recognizes that there are times when seminar/conference fees cannot be paid in advance. When fees are paid at registration by the employee, expenditures can be reimbursed through the Finance Office, with proper approval. An explanation of why fees could not be/was not paid in advance must accompany the request for reimbursement to the Finance Office.

3. Hotel/Motel Accommodations/Lodging
  - a. Expenditures for accommodations/lodging may be made by the individual's county purchasing card or may be requested through the Finance Office in advance, after proper authorization. Payment of required expenses will be made directly to the vendor.
  - b. Accommodations/lodging will be paid for actual expenses at a single occupancy rate to be substantiated by paid bills. The actual receipt/bill will be filed with the Finance Office. The difference in the rate for double occupancy or an up-grade can be paid by the employee.
  - c. When seminars/conferences provide a variety of hotels/motels that can be used, employees should choose the most economical for reservations. Any deviation will require prior approval by the County Administrator, with reasonable explanation. The difference in the rate for more elaborate accommodations/lodging can be paid by the employee.
4. Meals
  - a. Payment for meals will be paid in accordance with the Florida Statutes 112.061 (14) and rates established by U.S. General Services Administration (GSA), based on the following schedule:
    - i. When travel begins before 6 A.M. and extends beyond 8 A.M..
    - ii. When travel begins before 12 noon and extends beyond 2 P.M..
    - iii. When travel begins before 6 P.M. and extends beyond 8 P.M. or when travel occurs during night-time hours due to special assignment.
  - b. No allowance will be made for meals when travel is confined to Hernando County, the official headquarters or immediate vicinity; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved (FS 112.061 (5)(b)).
  - c. No one, whether traveling out of State or in State, will be reimbursed for any meal that is included/provided in a convention, conference or seminar registration fees paid by the County or any other agency/organization.
  - d. No one, whether traveling out of the State or in State, will be reimbursed for any meal that is included/provided in fees/expenses for transportation paid by the County or any other agency/organization, e.g. airline meals, meals on

trains.

- e. An individual's county purchasing card may not be used to purchase meals.

5. Transportation

- a. All travel must be by a usually traveled route. When a person travels by an indirect route for their own convenience, any extra costs will be borne by the traveler; and reimbursement for expenses will be based only on the charges that would be incurred by a usually traveled route (FS 112.061 (7)(a)).
- b. When planning travel, the department manager should designate the most economical method of travel. The following considerations should be given for all trips/travel:
  - i. The nature of the official business.
  - ii. The most efficient and economical means of travel (considering time of the traveler, cost of the transportation, and per diem or subsistence required).
  - iii. The number of persons making the trip and the amount of equipment or material to be transported.
- c. Commercial vehicle/carrier for travel will be made/approved in advance and payment made directly to vendor.
- d. When traveling by vehicle/driving, publicly owned vehicles should be used in lieu of the use of a privately owned vehicle, whenever possible. When travel is authorized by a privately owned vehicle, the employee (driver of private vehicle) will be entitled to a mileage allowance which will be a fixed rate to be determined in accordance with the most recent Internal Revenue Service (IRS) Standard Mileage Rates Guidelines. The new rate will be used when calculating the annual budget. All expenses (including repairs, maintenance, etc.) pertaining to the usage of a privately owned vehicle are included in the mileage reimbursement rate.
- e. Mileage will be reimbursable from the official headquarters to the point of destination unless point of origin is closer. Travel within and outside the State of Florida will be based on current reliable internet mapping using the shortest distance. Vicinity mileage is allowable if it is official business. Proper mileage should be verified that the appropriate map mileage has been used prior to approval of reimbursement.

- i. Whenever possible, car-pooling should be utilized to minimize the cost of travel to the County. When more than one County employee is traveling to a conference, meeting, or any official business directly related to the employee's job performance, transportation should be shared and cost minimized.

6. Other Expenses

- a. Incidental travel expenses may be reimbursed, with proper receipts and documentation. These include, but are not limited to:

- i. Taxi fare
- ii. Ferry fares; and bridge, road, and tunnel tolls
- iii. Storage or parking fees
- iv. Official County business communication, e.g. telephone or fax expenses
- v. Convention/conference fees for attending events that are not included in the basic registration fee that directly enhance the public purpose and official County business of the attender e.g. additional educational classes/sessions, conference meals. It will be the responsibility of the attender to substantiate that the charges were proper and necessary.

- b. Expenses that are not reimbursable include, but are not limited to:

- i. Tips (i.e. Bell Boy assistance)
- ii. Movie rentals in hotel/motel rooms
- iii. Hotel/motel safes
- iv. Parking tickets or traffic fines
- v. Communication/telephone charges that are not official County business

- D. Compensable Travel Time - Travel time will be considered as compensable hours worked for non-exempt employees as outlined in the hours and compensation policy.