



## CITY OF MARGATE POLICY

### EMPLOYMENT

#### **EMP 13.0 Travel**

Effective Date: TBD

Approved by:

**PURPOSE:** To establish procedures for the authorization and payment of travel and other expenses incurred by an employee of the City while conducting City business. Departments shall not incur travel expenditures unless funds are available. This policy will provide control functions, assure proper recordkeeping and ensure fiscal responsibility.

**ELIGIBILITY:** All City of Margate employees and officials shall be subject to this policy.

#### **DEFINITIONS:**

1. *Authorized traveler:* All City of Margate employees and officials.
2. *Class A Travel:* All travel generally outside of Broward, Palm Beach or Miami-Dade Counties with or without overnight stay.
3. *Class B Travel:* All travel for a multi-day or single-day conference/seminar, generally located outside of the *Local Travel Zone* but within the *tri-county area*, which requires an *authorized traveler* to be out of the office for a minimum of eight (8) hours. Overnight stay, although not required, is allowable.
4. *Class C Travel:* All travel located inside the *Local Travel Zone*, which requires an *authorized traveler* to be out of the office for a minimum of eight (8) hours.
5. *Common carrier:* Train, bus, or commercial airline.
6. *Local Travel Zone:* Defined as the area north of the Broward County/Miami-Dade County line and south of Boynton Beach Boulevard in Palm Beach County.
7. *Official headquarters:* The physical location to which the authorized traveler is assigned to perform his/her regular duties.
8. *Per diem:* Amount provided to an authorized traveler for meal expenses.
9. *Tri-county area:* Broward, Miami-Dade, and Palm Beach Counties.

#### **TRAVEL PRINCIPLES AND OBJECTIVES:**

1. Budgets for travel and education/training will be justified during the annual budget process.
2. It is the responsibility of the traveler to comply with this policy and to be knowledgeable of the nature and extent of allowable expenses.
3. Travelers are expected to travel the most advantageous method of travel available to the City. If an authorized traveler departs early or returns late to take advantage of reduced airfares; lodging and meals will be reimbursed in accordance with this policy provided that a net savings to the City is realized and such savings are documented in advance. Adequate supporting documentation must be provided.
4. The City Manager may authorize waiving certain requirements of this travel policy for staff and the City Commission may authorize waiving certain requirements of this travel policy for the City Commission, City Manager, City Attorney, or City Clerk including, but not limited to emergency travel or travel for physically disabled, sick, or injured travelers.

#### **POLICY:**

1. Travel Request and Reimbursement Procedure
  - A. Travel is to be documented on a Travel Authorization Request Form (TARF) when required by this policy. The TARF must include the dates of travel, reason for travel, estimated travel expenses, request for advanced funding if applicable, and all necessary back-up pertaining to the travel request (including program/agenda, lodging information, airline or mileage



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information, and meal information). If one or more of these items is not available, this must be documented on the TARF. The authorized traveler's department must ensure that the funding is available in the appropriate line item budget. The TARF must be signed by the authorized traveler, and approvals obtained in advance of the proposed travel.

- B. **The TARF must be submitted to the City Manager's Office** (when required by this policy) **at least two (2) weeks prior to scheduled travel.** The Department Director, in conjunction with the City Manager's Office, is authorized to approve travel requests that deviate from this time-frame.
  - C. Once approved, the TARF shall be submitted to the Finance Department for processing. A digital scan will be sent to the requestor's Department by the City Manager's Office.
  - D. A purchase order will not be issued for any travel; the signed TARF will be used as a check request and will be the authorizing document for control purposes.
  - E. A separate TARF will be required when more than one (1) City employee is traveling or attending the same conference/seminar and there are expenses in addition to the registration fee.
  - F. After the authorized travel, the traveler must complete the Post Travel Reconciliation Form (PTRF) indicating actual travel expenses when required by this policy. This form must be submitted to his/her Department Director for approval (if applicable). Receipts are required for all travel expenses paid except for the per diem meal allowance. The PTRF shall be submitted to the City Manager's Office for review within ten (10) days of returning from the trip. After review, it will be submitted to the Finance Department for processing.
  - G. If after completion of the travel there are funds due to the City, the employee must attach a personal check, made payable to the City of Margate, for the total amount due within ten (10) days of returning from the trip.
2. Class A Travel
- A. For travel located outside the Local Travel Zone and generally outside of the tri-county area.
  - B. Department Directors and the City Manager's Office shall approve Class A Travel requests for their employees. Travel by Department Directors must be approved by the City Manager's Office. Class A Travel by the City Commission will be reviewed by the City Manager's Office.
  - C. Allowable expenses include conference and seminar registration fees; transportation (mileage reimbursement only in the event a personal vehicle is used); lodging; meals (per diem); and other miscellaneous expenses. Request for per diem should be provided prior to travel.
  - D. Spouses, companions and/or family of authorized travelers are allowed to join the employee; however, **the City will not be responsible for their associated travel expenses.** The authorized traveler must complete a Travel Waiver Form.
  - E. In the event the authorized traveler is combining business travel with personal travel, the City will only reimburse the business portion of the trip.
3. Class B Travel
- A. For travel located outside the Local Travel Zone but within the tri-county area.



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- B. Department Directors or their designee shall approve Class B Travel requests for their employees. Approval by the City Manager's Office is required when authorized traveler requests lodging. Travel by Department Directors must be approved by the City Manager's Office. Class B Travel by the City Commission will be reviewed by the City Manager's Office.
  - C. Requires an authorized traveler to be out of the office for a minimum of eight (8) hours (the TARF and PTRF are not required for travel less than 8 hours).
  - D. Allowable expenses include conference and seminar registration fees; transportation (mileage reimbursement only in the event a personal vehicle is used); lodging (if requested); meals (per diem); and other miscellaneous expenses.
  - E. If an employee is not requesting funds from the City, an email approval from the Department Director or their designee is sufficient.
  - F. The TARF and PTRF are not required to be submitted for Class B Travel if the only expenses are registration or city-provided vehicle related.
4. Class C Travel
- A. All travel located inside Local Travel Zone.
  - B. Department Directors or their designee shall approve Class C Travel requests for their employees. Travel by Department Directors must be approved by the City Manager's Office.
  - C. Requires an authorized traveler to be out of the office for a minimum of eight (8) hours (the TARF and PTRF are not required for travel less than 8 hours).
  - D. Allowable expenses include conference and seminar registration fees; transportation (mileage reimbursement only in the event a personal vehicle is used); and other miscellaneous expenses.
  - E. Per diem/meal and/or lodging expenses are not reimbursable by the City for Class C Travel. Exceptions to this provision for staff may be approved by the City Manager. Exceptions to this provision for the City Commission, City Manager, City Attorney, or City Clerk may be approved by the City Commission.
  - F. If an employee is not requesting funds from the City, an email approval from the Department Director or their designee is sufficient.
  - G. The TARF and PTRF are not required to be submitted for Class C Travel if the only expenses are registration or city-provided vehicle related.
5. Transportation
- A. General Requirement: All transportation must be by the usually traveled direct route or method. If an authorized traveler travels by an indirect route or any other method for his or her own convenience, any extra costs shall be borne by the authorized traveler and reimbursement of transportation expenses shall be based only on such charges as would have been incurred by use of the usually traveled route or method.
  - B. Employees receiving a car allowance from the City or using a City vehicle shall not receive reimbursement for mileage when the travel destination is within the tri-county area. For travel outside the tri-county area, employees receiving a car allowance will receive reimbursement for mileage from the tri-county line to the destination.



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- C. Carpooling is encouraged for multiple employees with the same travel destination. Travel costs may be divided depending on the employees' budgeted travel accounts.
  - D. Travel by Personal Vehicle: Mileage reimbursement will be at the IRS rate per mile. The IRS mileage allowance covers all operating costs of the vehicle (including fuel); therefore no other vehicle expense reimbursements will be made. If mileage reimbursement is requested, a printed mileage calculator must be attached to the TARF. Mileage allowance shall be shown from point of origin or the traveler's official headquarters, whichever is less, to point of destination and return.
  - E. Travel by City Vehicle: It is the responsibility of the authorized traveler to ensure the City vehicle has enough fuel for round trip daily travel by first filling up at the Public Works Compound. In the event a City vehicle is used for overnight travel, the authorized traveler, after first filling up at the Public Works Compound, shall receive reimbursement for fuel purchases made for said travel. Fuel receipts shall be retained and attached to the PTRF upon return.
  - F. Travel by Rental Vehicle: Rental vehicle expenses may be approved for travel when it is an economical option. Employees shall attach the rental vehicle quote to the TARF. Authorized travelers should rent a vehicle from a company approved under state contract pricing.
  - G. Travel by Common Carrier: In the event travel by train, bus, or commercial airline is the most direct and economical method of transportation, all tickets shall be purchased for economy class or "coach". Airline fees and other charges will be assessed on a case-by-case basis.
  - H. Tolls, parking, taxi (or other ride-sharing service), and shuttle bus fees will be reimbursed at actual cost and must be documented with receipts and attached to the PTRF.
  - I. Valet parking is not permitted, unless complimentary or when it is the most reasonable parking option available.
  - J. An authorized traveler shall not be allowed either mileage or transportation expense reimbursement when gratuitously transported by another, or when transported by another authorized traveler who is entitled to and receives mileage or transportation expense. Travel costs may be divided depending on the employees' budgeted travel accounts.
6. Lodging
- A. Lodging information including the room rate must be included with the TARF as part of the travel request. A receipt shall be attached to the PTRF upon return for proper processing.
  - B. The City of Margate is a state tax exempt government agency and therefore authorized travelers shall not pay and will not be reimbursed for taxes paid for lodging in the State of Florida. A tax-exempt form, which is available on the City server, must be submitted when making hotel reservations. Authorized travelers are requested to inquire about tax exempt status for out of state lodging.
  - C. Authorized travelers shall select modestly priced accommodations when they are unable to stay in the same facility as the conference or seminar.
  - D. In the event the lodging must be canceled, it is the responsibility of the authorized traveler to cancel any room reservation he or she will not be using. A record of the cancellation number



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should be kept in case of billing disputes. Responsibility for payment of cancellation fees will be at the discretion of the City Manager.

- E. Ancillary fees, including movies and internet charges will be the responsibility of the traveler. Internet access fees will be reimbursed only if computer access is required to perform job responsibilities.
- F. In the event an authorized traveler extends lodging beyond the conference/seminar, the lodging amount for those corresponding days must be paid on a personal credit card and tax-exempt status would not apply.

#### 7. Meal Expenses

- A. Meal expenses shall be paid on a per diem basis. As such, receipts will not be required.
- B. Other than continental breakfast, if a seminar or conference registration includes breakfast, lunch, or dinner, the employee will not receive per diem for those meals. In the event this information is not available as part of the seminar/conference agenda and per diem is provided, it will be the traveler's responsibility to refund the City accordingly. The City Manager's Office is authorized to approve exceptions to this provision for dietary restrictions or other reasons.
- C. Tips, gratuities, and other costs of a meal are considered included in the meal allowance rates.
- D. For all Class A Travel and Class B Travel, meals (including gratuities) will be reimbursed up to the amounts based on location as determined by the U.S. General Services Administration (GSA) - [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
  - a. Breakfast: when travel begins before 6:00 A.M. and extends beyond 8:00 A.M.
  - b. Lunch: when travel begins before 12:00 P.M. and extends beyond 2:00 P.M.
  - c. Dinner: when travel begins before 6:00 P.M. and extends beyond 8:00 P.M.
  - d. Authorized travelers will receive \$5 for incidental expenses per day of travel.
- E. Charges for alcoholic beverages will not be reimbursed.

#### 8. Miscellaneous Expenses

- A. Miscellaneous expenses for travel not specifically covered above need to be documented for reimbursement and receipts should be attached to the PTRF.
- B. The Authorized Traveler must ensure economic prudence in all expenses.

#### 9. Payment Methods

- A. Procurement Card: The City's procurement card may be used for authorized travel-related expenses in accordance with this policy.
- B. Employees are discouraged from using personal credit cards for expenses such as registration fees, lodging/hotel reservations, common carrier reservations, etc.
- C. Vendor Checks: Vendor checks may be used for registration, lodging, and common carrier fees only if the vendor does not accept credit cards or when a procurement card is not available.
- D. Check Requests: In the event a traveler incurs expenses to be reimbursed over \$50, a check will be issued to the employee.



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- E. Petty Cash: In the event a traveler incurs expenses to be reimbursed under \$50, the traveler must fill out and attach a Petty Cash slip to the PTRF.

**EXCEPTION(S):** The above described policy shall be excluded for law enforcement investigations or cases of mutual aid arrangements. Any other exceptions require City Manager approval for staff or City Commission approval for the City Commission, City Manager, City Attorney, or City Clerk.