



## 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.

**ELIGIBILITY:** Authorized Travelers are all City of Margate employees and officials.

#### **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 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) **in advance of scheduled travel.**
  - C. A separate TARF will be required when more than one (1) City employee is traveling or attending the same conference/seminar.
  - D. After the authorized travel, if funds are owed to the employee or if funds are owed to the City, the traveler must complete the Post Travel Reconciliation Form (PTRF). This form and accompanying receipts must be submitted to the City Manager's Office within ten (10) days of returning from the trip. Funds due to the City can be paid via personal check (made payable to the City of Margate) or cash payment within ten (10) days of submitting the PTRF. If funds are not due to the employee or the City, a PTRF does not need to be completed.
  - E. After the authorized travel, receipts for hotel, parking, fuel and other miscellaneous expenses (if applicable), must be provided to the City Manager's Office within ten (10) days of returning from the trip, regardless of whether funds are owed to the employee or to the City. Receipts for meals (per diem) are not required.
  - F. Travel may be subject to taxation per applicable IRS guidelines.
2. Class A Travel
  - A. Travel outside of the tri-county area (Broward, Palm Beach or Miami-Dade Counties) with or without overnight stay.
  - B. Department Directors and the City Manager's Office shall approve Class A Travel requests. 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; lodging; meals (per diem); and other miscellaneous expenses. Requests for per diem should be provided prior to travel.
  - D. 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. Travel for a multi-day or single-day conference/seminar, generally located outside of the Local Travel Zone (area between Boynton Beach Blvd. and Broward/Miami Dade County Line) but within the tri-county area, which requires an authorized traveler to be out of the office for a minimum of eight (8) hours.
  - 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 is not required for travel less than 8 hours).
  - D. Allowable expenses include conference and seminar registration fees; transportation; lodging (if requested); meals (per diem); and other miscellaneous expenses.

- E. Departments will be responsible for reporting meal (per diem) payments for Class B travel to the City Manager's Office within ten (10) days of completion of travel for review regarding taxability.
  - F. If an employee is not requesting funds from the City, an email approval from the Department Director or designee is sufficient.
  - G. The TARF is not required to be submitted for Class B Travel if the only expenses are registration or related to a City-provided vehicle.
4. Class C Travel
- A. Travel located inside the Local Travel Zone (area between Boynton Beach Blvd. and Broward/Miami Dade County Line), which requires an authorized traveler to be out of the office for a minimum of eight (8) hours.
  - 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 is not required for travel less than 8 hours).
  - D. Allowable expenses include conference and seminar registration fees; transportation; 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 designee is sufficient.
  - G. The TARF is not required to be submitted for Class C Travel if the only expenses are registration or related to a City-provided vehicle.
5. Transportation
- A. Employees receiving a car allowance from the City 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. **Alternate Language: Employees receiving a car allowance from the City shall not receive reimbursement for mileage**
  - B. Carpooling is encouraged for multiple employees with the same travel destination. Travel costs may be divided depending on the employees' budgeted travel accounts. 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.
  - C. Travel by Personal Vehicle: Mileage reimbursement will be at the IRS rate per mile. This covers all operating costs of the vehicle (including fuel); therefore no other vehicle expense reimbursements will be made. A printed mileage calculator (i.e. MapQuest) must be attached to the TARF.
  - D. Travel by City Vehicle: Prior to travel, the authorized traveler must fuel up at the Public Works Compound. In the event a City vehicle must be refueled away from the area, the authorized traveler will receive reimbursement for fuel purchases. Fuel receipts must be retained and submitted upon return. Spouses, companions and/or family of authorized travelers are allowed to join the employee in a City vehicle if the authorized traveler completes a Travel Waiver Form. City vehicle travel is not eligible for mileage reimbursement.
  - E. Travel by Rental Vehicle: Authorized Travelers are encouraged to consider renting a vehicle for Class A Travel through the State-contracted vendors (Enterprise/National) as it may be an economical option. Employees shall attach the rental vehicle quote to the TARF. Rental vehicle travel is not eligible for mileage reimbursement.
  - F. Travel by Common Carrier: All tickets for plane, train, or bus travel shall be purchased for economy class or "coach". Airline fees and other charges will be assessed on a case-by-case basis by the City Manager's Office.
  - G. An authorized traveler can either request advance or reimbursement for tolls with a Sunpass toll rate calculator printout (<http://www.floridasturnpike.com/TollCalcV3/index.htm>). As an alternative, toll receipts or a Sunpass account report may be submitted for post-travel reimbursement.
  - H. 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.

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 submitted to the City Manager's Office 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 to the hotel when making hotel reservations.
- C. 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. Responsibility for payment of cancellation fees will be at the discretion of the City Manager.
- D. Ancillary non work related fees, including movies, will be the responsibility of the traveler.
- E. In the event an authorized traveler extends lodging beyond the conference/seminar, the lodging amount for that extended stay 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 provide exceptions to this provision for dietary restrictions (indicate "dietary restriction" in the explanation section on the TARF).
- C. An authorized traveler may request post-travel per diem reimbursement for meals included in the conference registration due to extra expense for the traveler not eating the meal provided at the conference/seminar; this may be submitted post travel for approval by the City Manager's Office.
- D. Tips, gratuities, and other costs of a meal are considered included in the meal allowance rates.
- E. 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.

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.

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.
- 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.