



# TRAVEL POLICY

Effective: June 8, 2016

Approved by: Margate CRA Board

**PURPOSE:** To establish procedures for the authorization and payment of travel and other expenses incurred by board members and staff members of the Margate CRA while conducting CRA business.

**ELIGIBILITY:** Authorized Travelers are all Margate CRA board members and staff members.

## **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 be signed by the authorized traveler and Executive Director.
  - B. The TARF must be submitted to the Executive Director (when required by this policy) in advance of scheduled travel.
  - C. A separate TARF will be required when more than one (1) CRA board member or staff member is traveling or attending the same conference/seminar.
  - D. After the authorized travel, if funds are owed to the authorized traveler or if funds are owed to the CRA, the traveler must complete the Post Travel Reconciliation Form (PTRF). This form and accompanying receipts must be submitted to the Executive Director within ten (10) days of returning from the trip. Funds due to the CRA can be paid via personal check (made payable to the Margate CRA) or cash payment within ten (10) days of submitting the PTRF. If funds are not due to the authorized traveler or the CRA, a PTRF does not need to be completed.
  - E. After the authorized travel, receipts for hotel, parking, fuel (rental vehicle only) and other miscellaneous expenses (if applicable), must be provided to the Executive Director within ten (10) days of returning from the trip, regardless of whether funds are owed to the authorized traveler or to the CRA. 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. The Executive Director shall approve Class A Travel requests (except for board member travel).
  - 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 CRA 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. The Executive Director shall approve Class B Travel requests (except for board member travel).

- 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. The CRA will be responsible for reporting meal (per diem) payments for Class B travel to the appropriate department/entity within ten (10) days of completion of travel for review regarding taxability.
  - F. If an authorized traveler is not requesting funds from the CRA, an email approval from the Executive Director is sufficient.
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. The Executive Director shall approve Class C Travel requests (except for board member travel).
  - 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 CRA for Class C Travel. Exceptions to this provision may be approved by the Executive Director. Exceptions to this provision for a board member or the Executive Director are at their discretion. Notice of exceptions for a board member and Executive Director will be provided to the CRA Board.
  - F. If an authorized traveler is not requesting funds from the CRA, an email approval from the Executive Director is sufficient.
5. Transportation
- A. Carpooling is encouraged for multiple travelers with the same travel destination. 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.
  - B. 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.
  - C. 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. The authorized traveler shall attach the rental vehicle quote to the TARF. Rental vehicle travel is not eligible for mileage reimbursement. Fuel receipts must be retained and submitted upon return.
  - D. 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 Executive Director.
  - E. 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.
  - F. 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.
  - G. 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 Executive Director upon return for proper processing.

- B. The Margate CRA 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 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 Executive Director.
- 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 authorized traveler 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 CRA accordingly. The Executive Director 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 Executive Director.
- 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.

**EXCEPTION(S):** Exceptions to this policy for staff may be approved by the Executive Director. Exceptions to this policy for a board member or Executive Director are at their discretion. Notice of exceptions for a board member and Executive Director will be provided to the CRA Board.