
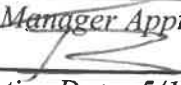


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|  POLICIES AND PROCEDURES MANUAL | <i>Section: Admin. Services</i> | <i>Department Head: Jessica Leavins</i> |
| | <i>Subject: Travel</i> | <i>City Manager Approval:</i>  |
| Policy Title: Travel | Policy Number: AS-20-03 | Effective Date: 5/13/2020 |

1.1 Purpose:

- The purpose of this policy is to clearly articulate the process of obtaining city sponsored travel.

1.2 Scope:

- To provide clear and concise direction on how to obtain travel reimbursement.
- To provide information on the daily allowances related to travel.

1.3 Definitions:

- **Private vehicle** – any automobile not owned or leased by the City of Crestview.
- **Other expenses**– tolls, parking and other fees considered incidental to travel including tips.
- **Itemized receipts** – receipts that contain a detailed listing of items procured with prices for each item.

1.4 Policy:

- City employees and elected officials shall be entitled to reimbursement for expenses they incur while performing travel in the conduct of official City business as prescribed in Section 112.061, F.S., except for the rates and requirements specifically addressed in this policy. The city will pay for the least expensive option for travel.
- Overnight lodging is available when travel in one day exceeds 300 miles.

Reimbursement Rates:

- Private vehicle mileage is reimbursed at a rate of .58 cents per mile.
- Authorized meal amounts are:
 - Breakfast at \$13 when travel begins before 6 a.m. and extends beyond 8 a.m.
 - Lunch at \$15 when travel begins before noon and extends beyond 2 p.m.
 - Dinner at \$26 per day when travel begins before 6 p.m. and extends beyond 8 p.m.

The separate amounts for breakfast, lunch and dinner listed are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes a “sit-down” meal, this will be excluded from the voucher. As added supporting documentation, the agenda for the activity must be provided.

Accommodations:

- Reservations and payments for accommodations should be made utilizing the departmental purchasing card.
- Accommodations should not exceed \$150 per night without prior approval from the Finance Director. Please provide the appropriate justification to exceed that amount.

Approval authority:

- Department heads approve employee travel,
- The city manager approves department head and city clerk travel,
- The mayor approves the travel of the city manager and the council,
- The mayor pro tem approves the travel of the mayor.

Special Considerations:

- Should the need arise for special travel considerations, please consult with the Finance Director. (i.e., unable to endure extended travel via a vehicle or other special needs)

1.5 Procedure:

- Use of a private vehicle must be approved by the approving department head prior to travel. When available, a city vehicle must be utilized.
- Employees must receive prior department head approval before traveling with a non-employee in their city vehicle or while traveling on city business.
- The traveler shall submit a travel voucher form, with estimated travel times, estimated meals, and signatures, to Finance Office no later than ten business days prior to departure for advanced payment request.
- Itemized receipts are required for all individual purchases that are equal to or exceed \$10.
- Other expenses require receipts and will be reimbursed at the time of travel settlement.
- Any mileage outside of the required training requires explanation.
- Travelers who receive an overpayment will return the funds within five working days.
- Travelers who have been paid in advance and the travel is cancelled must return funds the next business day.

Forms and Attachments:

- Travel Voucher Form

Revision Date:

- August 26, 2022
- November 28, 2022

