



Employee Policies and Procedures

Title: Travel Policy

Document Number – FIN 1.03

I. Purpose

To establish the policies related to travel which will be followed by all Town employees and officials; to provide procedures for proper travel authorization, to obtain advances and reimbursement of travel expenses; to establish the allowable rates to be used for reimbursement and to provide for the forms and appropriate accounting methods.

II. Definitions

None applicable

III. Scope

This policy shall apply to all employees of the Town of Jupiter.

IV. Policy

The reimbursement of any travel expense not covered by this policy shall be governed by Florida Statutes 112.061, as amended

- a. First consideration is given to the public benefit which is to be derived from the expenditure of public funds for travel and/or educational expenses. All expenses must have a direct correlation to the employees position and their duties and responsibilities.
- b. Meetings - employees and officials may attend meetings with consultants, professionals, other governmental entities or agencies, etc., which are necessary in the performance of their assigned duties and responsibilities.
 - i. Educational Seminars - employees and officials may attend seminars offering training which improves job skills needed to perform their responsibilities. These seminars may be either of a general or a specific nature.
 - ii. Certification Training Seminars - employees and officials requiring state, national or professional certification may attend sessions offered to maintain or improve certifications.
 - iii. National/State Professional Association Meetings - Town officials, department directors, division directors and other employees whose job performance and/or professional skills will be enhanced or improved may attend national or state professional association meetings. Members of the professional staff are encouraged to attend and actively participate in professional associations.



- c. Travel outside the United States must be justified and approved by the Town Manager. Travel by the Town Manager outside the United States must be approved by the Town Council. Travel by members of the Town Council outside the United States must have the approval of Council. Travel to Canada is specifically exempted from the requirements of this section.
- d. All budgets for training, education and travel will be justified during the annual budget process. All travel and training requests must be within budget limitations.
- e. The procedures for travel outlined in this policy will be followed by all Town officials and employees.
- f. Reimbursement of travel and training expenses must be presented using the required forms and will conform to all procedures established by this policy.
- g. For all travel, except incidental travel to local meetings or travel that does not require an overnight stay, all Town employees must complete a REQUEST FOR TRAVEL AUTHORIZATION AND ADVANCE form prior to incurring any travel costs. Each employee must request and receive the approval of their department director. Department directors require the approval of the Town Manager. Except for incidental travel, the Town Manager shall receive the approval of the Town Council. Approval for incidental travel may be verbal and authorized by the department director or supervisor.
- h. All out-of-state travel for any employee below department head level must receive the authorization of the Town Manager. The request will come in the form of a memorandum addressed to the Town Manager seeking authorization and detailing the following; the necessity of out-of-state travel, what other options exist for in-state travel to accomplish the same, and what professional certifications or job requirements exist that necessitate this particular conference or travel. These requests should be submitted timely and prior to reserving airfare and hotels.
- i. All travel requests that exceed \$1,500 (excluding conference registration costs) requires the approval of the Town Manager.
- j. All employees and officials shall utilize the most cost effective mode of travel available, taking into consideration the urgency for the travel, location of the destination, and time absent from regular duties.
- k. For local travel to meetings, seminars, etc., Town employees are encouraged to use Town vehicles. Reimbursement for the use of personal vehicles shall be in accordance with the procedures established in this policy.
- l. The per diem and mileage rates included in this policy shall be reviewed and revised from time to time, as necessary.

V. Procedural Policies

- a. No more than one (1) payment for mileage per private vehicle is authorized, but each traveler shall be paid a per diem for meals and will be reimbursed for any actual incidental expenses incurred.



- b. The calculation for mileage expense shall be based upon the miles from point of origin to final destination from google or similar generally accepted mapping system multiplied by the per mile rate.
- c. Payments for subsistence (meals and lodging) shall be reduced for any meals or lodging included in or provided by the conference, seminar or meeting. Per diem meal allowances are inclusive of tips.
- d. There will be no reimbursement allowed for any costs not actually incurred.
- e. No reimbursement shall be allowed for the travel expenses of spouses of Town employees, Council members, board members or contractual employees. This section may be waived by the Town Manager if the Town employee or officer is in attendance to receive an award or other similar special recognition either on behalf of the Town or as a Town employee or officer.
- f. All travel advances must be reconciled within ten business days after returning from the trip. Any employee failing to meet the ten-day time limit may be denied future advances. If an employee is terminated and the travel advance has not been accounted for, the travel advance shall be withheld from the employee's last paycheck.
- g. If the Town has negotiated a corporate rate for rental cars, no reimbursement shall be made for car rental that exceeds the corporate rate (see 4.2.d).
- h. With the approval of the Department Director, Employees may use the town credit card to prepay registrations for conferences, training classes or make hotel reservations as defined in the Town's purchasing policy.
- i. If the employee has a choice of location that satisfies the travel need, the Town shall reimburse expenses only for the nearest location unless specific justification is approved in advance by the Town Manager.

Travel Advances and Reimbursement of Travel Expenses

- a. The REQUEST FOR TRAVEL AUTHORIZATION AND ADVANCE form (see Appendix A) is to be used by all Town employees and Officials to obtain travel authorization and, if requested, a cash advance. All relevant documentation should be attached. Department directors must approve cash advance requests. The Town Manager must approve cash advances over \$500. The Town Manager must approve cash advances for the Finance Director, irrespective of the amount. Whenever practical, requests for cash advances should be submitted to the Finance Department to be included in the last accounts payable check run before the scheduled departure. The Town Manager shall not be entitled to a cash advance.
- b. The REQUEST FOR TRAVEL REIMBURSEMENT form is to be used by all employees to obtain reimbursement or to reconcile advances. This form must be signed by the employee when submitted. The department director must approve the final reimbursement request. The Town Manager shall approve department director requests. A copy of the approved form should also be retained in the originating department until six months after the end of the fiscal year in which the travel occurred for auditing purposes.
- c. All requests for reimbursement of travel expenses must be made on the REQUEST FOR TRAVEL REIMBURSEMENT form (see Appendix A). A copy of the approved REQUEST FOR TRAVEL AUTHORIZATION AND ADVANCE form must be attached. If under \$1,500 the department director must approve all reimbursement requests. The Town Manager must approve requests from department directors and all requests of \$1,500 and above.



- d. The Finance Director or designee must review and approve all REQUEST FOR TRAVEL REIMBURSEMENT forms submitted by the Town Manager for appropriateness and compliance with this policy. Any disputed costs should be discussed between the Town Manager and the Finance Director. Any disputed costs which cannot be reconciled shall be brought to the attention of the Town Council by the Finance Director for a decision as to whether reimbursement should be made. Copies of all Town Manager approved REQUEST FOR TRAVEL REIMBURSEMENT forms shall be available in the Finance Department.
- e. A separate REQUEST FOR TRAVEL REIMBURSEMENT form should be completed for each traveler even though the traveler may be joined by one or more Town employees from the same or another department.

Allowable Travel Costs

Meal Allowance Rates and Reimbursement:

- a. The Town's meal and incidental reimbursement rates are based on the official General Services Administration (GSA) rates. Current rates for the United States can be found at www.gsa.gov/mie. The first line in the GSA table for meals and incidentals should be used for meal allowance rates.

Transportation:

- a. Employees shall be reimbursed for personal vehicle use at the per mile rate published annually by the Internal Revenue Service. Tolls and parking fees shall be reimbursed at actual cost and must be documented with receipts. In no case will the amount of reimbursement exceed the cost of commercial airfare (coach class) and, if applicable, the cost of a standard size rental car. All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of google maps or similar generally accepted mapping system. The point of origin is always from the closest point to the final destination.
- b. When using a Town vehicle, employees shall be reimbursed for actual costs for gasoline, oil, emergency repairs, tolls, and parking. Receipts are required documentation.
- c. Taxi, bus, or limousine (shuttle), or ridesharing service fares shall be reimbursed at actual cost when documented with receipts.
- d. Automobile rental costs shall be reimbursed upon presentation of the paid rental receipts. Employees shall be reimbursed for the cost of a standard size vehicle with the usual and customary levels of insurance. As with all travel expenses, employees should seek out the most economic rental value available. Under documented, extenuating circumstances, employees may be reimbursed for upgrading to a larger vehicle.
- e. Airfare shall be reimbursed at actual ticket cost upon presentation of a receipt. The Town will only reimburse up to the cost of coach airfare; there will be no reimbursement for the increased cost of flying business or first class. Arrangements should be made for the most economical means of airfare possible, taking advantage of special promotions or rates whenever possible, including travel on weekends.

Lodging:

- a. Employees that do not reserve their lodging in advance with a Town credit card shall be reimbursed for overnight lodging upon presentation of a receipt from the hotel. The



reimbursement shall be limited to the single rate for the room plus all associated taxes and fees if located out of the State of Florida. Employees will not be reimbursed for expenses such as personal telephone calls and movie or cable television charges. Employees will be reimbursed for business telephone calls.

- b. When making reservations at a hotel in the State of Florida, a copy of the Town's "Certificate of Tax Exemption" should be submitted with the reservation, thus entitling the Town to sales tax exemption. Payments should be made using a Town check or Town issued credit card to avoid paying sales tax. The Town tax exempt status applies only in Florida.
- c. Whenever possible, employees should process the REQUEST FOR TRAVEL AUTHORIZATION AND ADVANCE forms early enough to obtain any available discounts.

Other Costs:

- a. Costs for alcoholic beverages shall not be reimbursed.
- b. Entertainment expenses shall generally not be reimbursed. However, where the Town, its employees, or officials are acting as a "host", those host related entertainment expenses may be reimbursed with the prior approval of the Town Manager.
- c. Employees shall be reimbursed a reasonable amount for tips to baggage handlers, bell captains, etc. Receipts will not be required, but the amount of reimbursement will be limited to a maximum of \$20.00 per trip.
- d. Any other incidental travel expense not specifically addressed in this travel policy must be documented to be reimbursed and will be submitted for reimbursement within one week of the date of return. It will be the responsibility of the Finance Director and or designee to review these expenses. Only those expenses determined to be reasonable and necessary business expenses will be reimbursed.



APPENDIX A

REQUEST FOR TRAVEL AUTHORIZATION AND ADVANCE WITH INSTRUCTIONS

REQUEST FOR TRAVEL REIMBURSEMENT WITH INSTRUCTIONS

REQUEST FOR REIMBURSEMENT - INCIDENTAL TRAVEL EXPENSES WITH INSTRUCTIONS



**TOWN OF JUPITER
REQUEST FOR TRAVEL AUTHORIZATION AND ADVANCE**

INSTRUCTIONS FOR PREPARATION

- 1. NAME:** Name of the employee requesting travel authorization.
- 2. DATE:** Date prepared.
- 3. DEPARTMENT/
DIVISION:** Employees department and/or division.
- 4. TRAVEL DATES:** Dates the employee will be authorized for travel.
- 5. PURPOSE
OF TRAVEL:** State the purpose of the travel, i.e., meeting, training, seminar, conference, continuing education, etc.
- 6. TRAVEL
DESTINATION:** Location of the meeting, training, seminar, etc., including the hotel, city and state.
- 7. ARE FUNDS
AVAILABLE:** Check the appropriate box indicating whether or not this travel is funded. If not, provide a brief explanation of how the travel will be funded.
- 8. MODE OF
TRANSPORTATION:** Check the mode of travel which the employee plans to use.
- 9. ESTIMATED COSTS
AND ADVANCE
REQUESTED:**

An employee requesting travel authorization must complete the estimated costs for transportation, meals, registration, lodging and other incidental expenses of the trip (first column) and total these costs. If required, the employee should then complete the "Advance Requested" (second column). If using a personal vehicle, multiply the estimated miles by the current mileage reimbursement rate. Next, calculate the amount to be advanced for meals based upon the times of departure and return. **NOTE:** Employees will not be advanced money for meals that will be otherwise provided.
- 10. DEPARTMENT
DIRECTOR/
APPROVAL/DENIAL:** The approving authority should mark the authorized request and advance request either approved or denied in the two separate areas.

If the travel is authorized and the advance is approved, prepare a check request for the advance amount granted, attach the form to the check request and process in the usual manner. A copy of the approved form should be maintained in the originating department's files to be attached to the REQUEST FOR TRAVEL REIMBURSEMENT form after the travel has been completed



**TOWN OF JUPITER
REQUEST FOR TRAVEL REIMBURSEMENT**

INSTRUCTIONS FOR PREPARATION

- 1. NAME:** Name of the employee requesting travel reimbursement.
- 2. DATE:** Date prepared.
- 3. DEPARTMENT/DIVISION:** Employees department and/or division.
- 4. PURPOSE OF TRAVEL:** State the purpose of the travel, i.e., meeting, training, seminar, conference, continuing education, etc.
- 5. TRAVEL DESTINATION:** Location of the meeting, training, seminar, etc., including city & state.
- 6. DATE/TIME--DEPART/RETURN:** State the date and time of departure and return.
- 7. TRANSPORTATION:** If a personal vehicle was used, enter the number of miles used and multiply by the established current reimbursement rate per mile. In no case will the amount of reimbursement exceed the cost of commercial airfare (coach class) and, if applicable, the cost of a standard size rental car.
- 8. MEALS:** Indicate the number of breakfasts, lunches and/or dinners and calculate the amount for each. Add the amounts to arrive at a subtotal for meals. The per diem meal rate is inclusive of tips. Employees will not be reimbursed for any alcoholic beverages or for personal entertainment expenses.
- 9. REGISTRATION:** Show amount paid (attach receipts).
- 10. LODGING:** Attach receipt from hotel showing all charges incurred. Deduct all personal and/or non-reimbursable charges to arrive at a subtotal for lodging.
- 11. INCIDENTALS:** List the appropriate amounts for each item. Receipts or other documentation (except for non-meal tips - limited to \$20 per trip) must be provided for reimbursement. Subtotal all incidental charges.

Add the amounts for lodging, meals, transportation, registration, and incidentals and subtotal. Subtract the amount of any advance and/or prepayment to arrive at the balance due to the employee. The employee must then sign and date the form. The department director and/or Town Manager must approve. The REQUEST FOR TRAVEL AUTHORIZATION AND ADVANCE form and the REQUEST FOR TRAVEL REIMBURSEMENT form must be attached to each other. All REQUEST FOR TRAVEL REIMBURSEMENT forms shall be audited by the Finance Department to ensure compliance with established policies.



**TOWN OF JUPITER
REQUEST FOR REIMBURSEMENT
INCIDENTAL TRAVEL EXPENSES**

INSTRUCTIONS FOR PREPARATION

1. **NAME:** Name of the employee requesting incidental travel reimbursement.
2. **DATE:** Date prepared.
3. **DEPARTMENT/
DIVISION:** Employees department and/or division.
4. **DATE OF TRAVEL/
OCCURRENCE:** Self explanatory.
5. **DESTINATION/
PURPOSE:** Travel destination and brief explanation of the reason(s) for the travel.
6. **MILES DRIVEN:** List the total miles driven from Town Hall (or residence, whichever is closer) to the destination and back again.
7. **@ PER MILE:** Current rate of reimbursement on a per mile basis.
8. **PARKING/TOLLS:** Parking fees and/or tolls incurred (attach receipts).
9. **MEALS:** Employee will be reimbursed at the established per diem rates.
10. **OTHER INCIDENTAL
EXPENSES:** List other costs incurred (attach receipts).
11. **TOTAL:** Compute the total costs involved.
12. **GRAND TOTALS:** Total all columns with amounts shown.

This form has been designed to reimburse employees for incidental travel expenses they may have incurred in attending local functions or activities, etc. Employees should prepare this REQUEST FOR REIMBURSEMENT - INCIDENTAL TRAVEL EXPENSES on a monthly basis or as needed. The employee requesting the reimbursement is required to sign the form at the bottom and submit for approval.