

Meeting Date
Sept. 16, 2014



AGENDA	
Section	CONSENT
Item No.	II.C.4

**AGENDA REPORT**  
**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**

SUBJECT:	REVIEW OF BOARD POLICY BCC-29, TRAVEL
DEPT/OFFICE:	CENTRAL SERVICES DEPARTMENT

Requested Action:  
 It is requested the Board accept staff review and approve Board Policy BCC-29, Travel.

Summary Explanation & Background:

As part of the Sunset Review policy requirement, staff has reviewed the Board's policy that establishes the reimbursement of authorized travelers' expenses incurred during the performance of their official duties.

Staff has reviewed the current policy and recommends the following change:

- Section II.B. Definitions and References – Added reference to Administrative Order AO-21, Travel. Administrative Order AO-21, Travel was recently updated on August 26, 2014 to provide detailed instructions to staff outlining responsibility and accountability when utilizing travel perks such as frequent flyer miles, bonus miles or lodging credits.

The policy will remain consistent with Florida Statutes 112.061, "Per Diem and Travel Expenses of Public Officers, Employees, and Authorized persons". A redline copy of the document is attached indicating changes to the approval and review dates in addition to the signature ready document.

Fiscal Impact: None.

Contact: Teresa Camarata, Central Services Director, ext. 5-2543; [teresa.camarata@brevardcounty.us](mailto:teresa.camarata@brevardcounty.us)

Exhibits Attached: Revised BCC-29, Redline BCC-29, AO-21, Travel

Contract /Agreement (If attached):		Reviewed by County Attorney	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR <input type="checkbox"/>	USD FINANCE <input type="checkbox"/>
County Manager		Assistant County Manager, Mel Scott		Department Director / Extension				
Stockton Whitten		Assistant County Manager, Venetta Valdengo		 Teresa Camarata, Director / x52543				



Tammy Etheridge, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
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September 17, 2014

MEMORANDUM

TO: Stockton Whitten, County Manager

RE: Item II.C.4., Review of Board Policy BCC-29 - Travel

The Board of County Commissioners, in regular session on September 16, 2014, approved Board Policy BCC-29 – Travel. Enclosed is the original Policy.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

Encl. (1)

cc: Central Services Director  
Finance



## ADMINISTRATIVE ORDER

NUMBER: A0-21  
CANCELS: 10/01/13  
APPROVED: 08/26/2014  
ORIGINATOR: County Manager  
REVIEW: 08/26/2017

TITLE: TRAVEL

### I. PURPOSE AND SCOPE

To implement Board Policy BCC-29 (Travel) and provide instructions for the reimbursement of expenses for authorized travel on County business.

### II. DEFINITIONS AND REFERENCES

- A. Section 112.061, Florida Statutes - Per Diem and traveling expenses of public officers, employees and authorized persons.
- B. Policy BCC-29, Travel
- C. Form BCC-7, Travel Expense Report (TER)
- D. Form BCC-8, Travel Request
- E. Brevard County Merit System Rules and Regulations - Board personnel rules and regulations established pursuant to Section 1-138, Code of Laws and Ordinances, Brevard County, Florida.
- F. Traveler - A County officer, employee or other authorized representative of official County business.
- G. Authorized Representative - A person, other than a County officer or employee authorized by the Board of County Commissioners or the County Manager to contribute time and services as a consultant or as a candidate for an executive or professional position.
- H. Common Carrier - Train, bus, commercial airlines, or rental cars of an established rental firm.

- I. Class A Travel - Continuous travel of 24 hours or more away from official headquarters.
- J. Class B Travel - Continuous travel of less than 24 hours which requires overnight absence from official headquarters
- K. Class C Travel - Short or day trips where the traveler is not away from his official headquarters overnight.
- L. Official Headquarters - The city or town in which the individual's office is located. In the event a person is located in the field, the official headquarters is the city or town designated by the agency nearest to the area where the majority of the official business is conducted.

### III. TRANSPORTATION REQUIREMENTS

#### A. MODE DETERMINATION

The most economical method of travel shall be used for each trip. The conditions, which shall determine the mode, include the nature of business, value of time of the traveler, cost of transportation and per diem or subsistence required number of travelers, and amount of equipment or material to be transported.

#### B. ROUTES OF TRAVEL

All travel must be by a usually traveled route. Any extra costs incurred by a traveler using an indirect route for his own convenience shall be the responsibility of the traveler.

#### C. ALLOWABLE METHODS

##### 1. Common Carrier

- a. Airplane tickets for authorized travel may be obtained through authorized travel agencies and billed to the County.
- b. Car rentals available through State contract may be arranged in advance. Travelers should contact the Purchasing Office for specific details and necessary forms.

##### 2. County Vehicles

- a. Requests for use of a County vehicle for Class A and B travel shall require approval of the Department/Office Director or designee in the absence of the Director and will include written justification.

- b. County vehicles specially designed and equipped to perform a public service such as emergency response or large vehicles shall travel outside Brevard County only when providing a service within the scope of the definition of their purpose.
- c. When more than one traveler is scheduled from one location to the same destination, only one vehicle, when practical, shall be authorized.

3. Privately Owned Vehicles

Privately owned vehicles may be utilized for official business, if authorized by the responsible supervisor.

**IV. PER DIEM AND SUBSISTENCE**

**A. APPROVAL**

Class A and B travel, not approved by the Board as part of the annual budget, shall be approved by the Board prior to travel. A completed Travel Request form with written justification must be submitted and approved by the County Manager or designee.

The above referenced written justification requirement also includes overnight travel requests to surrounding counties.

The Finance Department will process for subsequent Board approval. If the departure date is prior to the next regularly scheduled Board Meeting, the County Manager may approve the travel if the trip is essential to the interest of the County.

Travel approved by the Board as part of the annual budget approval process does not require subsequent Board approval or approval by the County Manager. A completed Travel Request form with written justification must be submitted and approved by the Department/Office Director or designee in the absence of the Director. Copy of A and B summary must accompany Travel Request form and be clearly marked which trip department is using.

Travel approved as part of the annual budget approval process requires County Manager or designee approval if being substituted by travel that was not part of the Board approval process. Any travel that exceeds the Board approved amount by more than 20% will be submitted for Board approval.

The County Manager may approve advance payment or reimbursement of Class A, B, & C travel expenses for employment candidates, recommended by Department/Office Directors. When a trip is classified as Class C but employee chooses to stay overnight at their own expense it becomes A and B travel; which must be approved by the County Manager or designee.

Pre-registration and registration for Class C travel shall also be submitted, on a Travel Request Form, to and approved by the County Manager or designee only when additional travel costs will be incurred.

Class A&B travel must be submitted on a Travel Request Form any time an employee is on official business. All Travel Request Forms must be submitted to Finance prior to start of travel regardless if advances are requested.

## B. ELIGIBILITY CRITERIA

Class A and B travel shall include any assignment on official business away from the traveler's official headquarters when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved. The time, for purposes of reimbursement, is calculated as follows:

1. The travel day for Class A travel shall be a calendar day beginning at midnight and consisting of four 6-hour quarters. Per Diem will not be paid for any quarter unless a traveler departs on or before midpoint of the quarter or returns on or after midpoint of the quarter.
2. The travel for Class B travel is based on 6-hour cycles beginning at the hour of departure and ending at the hour of return. The "Midpoint" references for Class A travel controls the per diem on the return 6-hour cycle.

## C. RATES OF REIMBURSEMENT

- I. Class A and B travelers, when traveling within or outside the State to conduct official business, may select either of the following options for reimbursement.
  - a. Per Diem allowed up to \$80 for a 24-hour period. This includes lodging and meals only.
  - b. Actual expenses for lodging at a single occupancy rate to be substantiated by paid bills and an amount not to exceed the following rates for authorized meals:
    - (1) Breakfast- \$6.00 is authorized when a traveler is on travel status prior to 6:00a.m. and extending beyond 8:00a.m.
    - (2) Lunch - \$11.00 is authorized when a traveler is on travel status prior to 12:00 noon and extending beyond 2:00p.m.
    - (3) Dinner- \$19.00 is authorized when a traveler is on travel status prior to 6:00p.m. and extending beyond 8:00p.m.
2. Meals for Class C travelers may be reimbursable at authorized rates specified in IV.C.1 when the meal is integrally associated with the Class C travel requirement

and is clearly considered to be a public purpose. Class C Meals consumed within the boundaries of Brevard County will not routinely be eligible for reimbursement unless the employee is restricted in meal options and incurs an involuntary financial hardship. Travel Expense Reports, which include Class C meals, must have authorization from the Department/Office Director or designee in the absence of the Director before they are submitted to the Finance Department for processing. Class C meals are subject to Federal and employment taxes and shall be reported on the employee's W-2 form as taxable income. An individual who claims Class C meals within the scope of their official duties and the travel is not related to a registration does not need to complete a Travel Request. The Department/Office Director will be responsible for ensuring that employees comply with this procedure.

#### D. MONETARY ADVANCES PRIOR TO TRAVEL

Monetary advances may be granted if absolutely necessary. The requirements for processing monetary advances are as follows:

- I. A properly approved Travel Request form must be received in the Finance Department at least fifteen (15) working days prior to when the warrant (check) is required;
2. Travel advances to the traveler will only be issued upon request and generally only if estimated expenses (i.e. meals, tolls, parking, mileage, etc.) exceed \$100.00. The advance and determination of the actual amount must be approved by the Department/Office Director or designee; in the absence of the Director.
3. If an advance is granted, the traveler must submit the Travel Expense Report within ten (10) working days of the scheduled return date. Failure to file a Travel Expense report within 10 days following the traveler's return results in notification to the employee's Department/Office Director of the delinquency. If, after 20 days following the traveler's return, the Travel Expense has not been submitted, notification will be made to the County Manager or designee who may suspend travel advance privileges for the entire Department until such time that a proper Travel Expense report is received.
4. The traveler is responsible for returning any overpayment of monetary advances, if applicable, within ten (10) working days following the return date.

#### ADVANCE PAYMENTS

- I. If advance payment for a registration fee or lodging expenses is required, all pertinent information (i.e., required payment date, name and address for submittal of advance payment and room rate) shall be inserted in the Travel Request Form, and supporting documentation provided, including a copy of the hotel confirmation.

2. All requests for advances must be received in the Finance Department fifteen (15) working days prior to when warrant (check) is required.
3. If the Travel Request is not submitted in time ( 15 working days prior to the deadline) to take advantage of any early registration discounts, the late registration amount will be paid, unless the Department/Office indicates on the Travel Request that the vendor will accept the lower amount.
4. It is the responsibility of the individual and department to obtain a refund (from agents, airlines, etc.) for all pre-payments and advances for airline, registration, etc., if the trip is canceled. All refunds must be forwarded to County Finance after receipt.
5. If an advance payment is granted, the traveler must submit the Travel Expense Report within ten (10) working days of the return date.
6. Purchasing Card – Individuals are required to have an approved Travel Request prior to using the purchasing card for travel expenses (registration, lodging, airline, etc.). Authorization to purchase meals during Class A & B travel must have prior approval of the County Manager or designee. Meals during Class C travel should not be placed on the purchasing card. If purchasing card is used a copy of the approved Travel Request must accompany the purchasing card reconciliation report when submitted to Finance.

## **V. TRAVELERS EXPENSE REIMBURSEMENT REQUIREMENTS**

- A. All requests for reimbursement of traveling expenses must be itemized on the Travel Expense Report (BCC-7). For Class A and B this would include all advance payments. Class A or B Travel reimbursement requests must be submitted on a separate BCC-7 form (i.e., Class A and B travel may not be commingled with Class C travel on any report).
- B. All Travel Expense Reports shall be approved by the Department/Office Director or designee in the absence of the Director and submitted to the Finance Department with required receipts. The authorizing signature cannot be a subordinate of the traveler.
- C. The Finance Department will determine the accuracy of the report and will reject any items that are determined to be ineligible in accordance with this procedure.
- D. Specific instructions for completion of a Travel Expense Report for reimbursement consideration are provided by subject in paragraphs 1 through 3 as follows:
  - I. Mileage for Privately-Owned Vehicle
    - a. Allowable mileage

- (1) Only the mileage determined to be for official business is eligible for reimbursement. The rate of mileage reimbursement is tied to the annual IRS mileage reimbursement rate. For the current fiscal year the rate is \$0.565 per mile.
  - (2) When an authorized person is required to report to an initial work location other than their official work location, mileage is allowed only in an amount equal to the difference between the distance from residence to initial work site and the distance from residence to the official work location. If the distance to initial work location is less than the official distance traveled to authorized persons' official work location, then no mileage is allowed.
  - (3) Mileage for travel to a residence from the last work location other than the official work location is allowed only in an amount equal to the difference between the distance from the last work location to residence and the distance from official work location to residence. If the distance from the last work location is less than the distance ordinarily traveled, then no reimbursement for mileage is allowable.
  - (4) Those employees working on an emergency basis or special work assignment, as defined and approved by their Department or Office Director, shall be allowed mileage reimbursement when traveling from their residence to an assigned work or task location and when returning to their residence after completion of assignment.
- b. An entry shall be listed for each point of origin to point of destination. Travelers shall indicate the city of origin/destination.
  - c. The specific purpose of every entry shall be stated.
  - d. If reimbursement is claimed for meals or per diem, the time of departure and return shall be shown.
  - e. In-County Mileage - The map mileage as indicated on the Brevard County Map Mileage Chart shall be shown in the "Map Mileage Claimed" column. Any mileage traveled in addition to map mileage for an entry shall be shown in the "Vicinity Mileage Claimed" column.
  - f. Out-of-County Mileage - The map mileage as indicated on the current official map of the State Department of Transportation shall be shown in the "Map Mileage Claimed" column. If the map mileage to the destination is not indicated on the map, the mileage traveled as determined by the

odometer shall be shown in the "Map Mileage Claimed" column. Any mileage traveled in the vicinity of the out-of-County destination shall be shown in the "Vicinity Mileage Claimed" column.

- g. Traveler and Department/Office Director or designee, in the absence of the Director, must sign certification statement on all Travel Expense Reports. The authorizing signature cannot be a subordinate of the traveler. Travel Expense Reports must be typed or completed in blue or black ink and legible.

## 2. Incidental Expenses

- a. The following expenses shall be authorized for reimbursement when incurred while on travel status:
  - (1) Taxi and ferry fares
  - (2) Tolls
  - (3) Storage and parking fees
  - (4) Official communications
  - (5) Convention registration fees
  - (6) Fuel for County vehicle if County credit card is not used.
  - (7) Private Cellular Telephone
- b. The amount and type of incidental expenses shall be listed on the report under the "Incidental Expenses" column.
- c. A substantiated paid receipt for each expense must accompany the report for reimbursement.

## 3. Class A and B Expenses

- a. The time of departure and time of return must be shown for all travel.
- b. If the travel is complimentary, the abbreviation "Comp" shall be inserted in the "Map Mileage Claimed" column.
- c. If a County vehicle is used for travel, "CV" shall be inserted in the "Map Mileage Claimed" column.
- d. If a common carrier is the mode of travel, the initial of the common carrier shall be inserted in the "Map Mileage Claimed" column. Receipts must accompany the report.
- e. If a private vehicle was used, the mileage must be shown on the report as specified for mileage for a privately owned automobile.

- f. If single occupancy lodging and meals, or per diem is claimed, the amounts claimed shall be itemized in the "Per Diem, Meals, Lodging" column. Itemized receipts for lodging (including expenses paid in advance) must accompany each report for any Class A or B travel reimbursement.

F. Fraudulent Claims

1. Any traveler requesting reimbursement for false or fraudulent travel expenses is subject to legal prosecution and/or discipline in accordance with the Brevard County Merit System rules and regulations.
2. All travelers requesting reimbursement shall certify that the statement of travel expenses are true and correct and incurred in the conduct of County business for a public purpose authorized by law.
3. Travel and/or reimbursement for the following are not authorized:
  - a. Any meals or lodging included in a convention registration fee;
  - b. Transportation or mileage when gratuitously transported or when transported by another traveler who is entitled to mileage or transportation;
  - c. Expenses incurred using an indirect route for convenience of the traveler;
  - d. Travel for the purpose of job placement activities;
  - e. Expenses for tips.
4. Travel Requests submitted after the fact will be submitted to the Board for approval.

G. Hotel Accommodations

1. Hotel name and daily rate along with a copy of the confirmation will be submitted in advance on the Travel Request, BCC-8, for pre-approval by the appropriate Department/Office Director or designee, in the absence of the Director.
2. Only hotel rates that are considered as reasonable for the locale will be approved.
3. Any meals included with lodging fee will not be paid. This does not include meals such as a continental breakfast.

H. Rental Cars

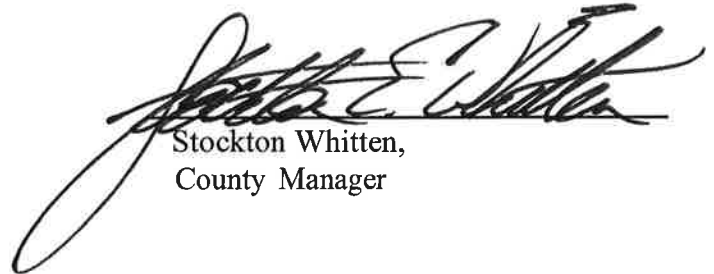
- I. Rental car requests, including car size, will be submitted in advance on the Travel Request, BCC-8, for pre-approval by the appropriate Department/Office Director or designee, in the absence of the Director.
2. Rental car size will be dependent on the number of travelers utilizing the vehicle.
  - a. Fewer than three (3) travelers - compact car.
  - b. Fewer than five (5) travelers- mid-size car.
  - c. Five (5) or more travelers- van.

**I. Travel Rewards Programs**

1. Frequent Flyer Miles (FFM) or hotel rewards received by employees in connection with official travel are due to the County and may not be retained by the employee. When traveling for County business and a travel rewards program is available, the employee shall sign up for the program to retain employee FFM and/or a company bonus program miles, or hotel credits to retain on behalf of the County.
2. The reward miles or credit shall be the property of the County both when the County directly pays for the travel or lodging and when the employee pays for the travel and lodging and is reimbursed by the County.

**VI. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this procedure is reserved for the County Manager.



Stockton Whitten,  
County Manager



# POLICY

NUMBER: BCC-29  
 CANCELS: ~~March 4, 2003~~07/08/2011  
 APPROVED: July 8, 200809/16/2014  
 ORIGINATOR: County Manager  
 REVIEW: July 8, 201109/16/2017

TITLE: TRAVEL

## I. OBJECTIVE

To prescribe Board policy for the reimbursement of authorized travelers' expenses incurred during the performance of their official duties.

## II. DEFINITIONS AND REFERENCES

A. Section 112.061, Florida Statutes - Per diem and traveling expenses of public officers, employees, and authorized persons.

B. Administrative Order AO-21, Travel

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## III. DIRECTIVES

A. Travel reimbursement criteria shall be in accordance with Section 112.061, Florida Statutes.

B. Monthly allowances for travel in fixed amounts must be approved by the Board of County Commissioners.

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## IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Policy is reserved to the Board of County Commissioners.

Truman G. Scarborough, Jr. Mary Bolin  
 Lewis, Chairman  
 Brevard County, Florida  
 Board of County Commissioners

Approved by the Board, on  
 07/08/0809/16/2014

ATTEST: \_\_\_\_\_  
Scott Ellis, Clerk