



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

F.30.

11/14/2023

### Subject:

Proposed Revisions to Board Policy BCC-92, "Reimbursement of Expenses."

### Fiscal Impact:

There is no fiscal impact to the proposed revisions to Board Policy BCC-92, "Reimbursement of Expenses."

### Dept/Office:

County Manager

### Requested Action:

It is requested the Board of County Commissioners adopt the proposed revisions to Board Policy BCC-92, "Reimbursement of Expenses."

### Summary Explanation and Background:

The purpose of Policy BCC-92, "Reimbursement of Expenses" is to establish a policy for the reimbursement to elected officials for costs expended as part of their official duties.

The proposed revisions to Board's Policy BCC-92, "Reimbursement of Expenses" includes the following:

- Adds the below references to current applicable Administrative Orders and Policies:
  - AO-21 - Travel
  - AO-26 - Bill Folder
  - BCC-11 - Payment for Membership in Professional Organizations
  - BCC-29 - Travel
  - BCC-47 - Purchasing Cards for County Commissioners
  - Brevard County Code of Ordinances, Section 3-8. - Use of county funds for out-of-state travel
- Incorporates that mileage and other transportation expenses be compensated consistent with Brevard County Code of Ordinances Section 3-8. - Use of county funds for out-of-state travel.

The suggested revisions do not substantively alter or amend the current Board Policy.

### Clerk to the Board Instructions:

Upon approval, please have the Board Chair sign the attached final version of BCC-92. Please return a copy of the signed document to the County Manager's Office.



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

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November 15, 2023

**M E M O R A N D U M**

TO: Frank Abbate, County Manager

RE: Item F.30., Proposed Revision to Board Policy BCC-92, Reimbursement of Expenses

The Board of County Commissioners, in regular session on November 14, 2023, approved the proposed revisions to Board Policy BCC-92, Reimbursement of Expenses. Enclosed is the executed Policy.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

*for: Donna Scott*  
Kimberly Powell, Clerk to the Board

/ds

Encl. (1)



BOARD OF COUNTY COMMISSIONERS

## POLICY

Number: BCC-92  
Cancels: 12/21/2010  
Approved:  
Originator: County Manager's Office  
Review:

# TITLE: REIMBURSEMENT OF EXPENSES

## I. Objective

To establish a policy for the reimbursement to elected officials for costs expended as part of their official duties.

## II. Definitions and References

- A. AO-21 – Travel.
- B. AO-26 – Bill Folder.
- C. BCC-11 – Payment for Membership in Professional Organizations.
- D. BCC-29 – Travel.
- E. BCC-47 – Purchasing Cards for County Commissioners.
- F. Brevard County Code of Ordinances, Section 3-8. - Use of county funds for out-of-state travel.

## III. Travel

Mileage and other transportation expenses shall be compensated consistent with Administrative Order (AO) – 21 Travel, Brevard County Code of Ordinances Section 3-8, and Florida Statutes, Chapter 112.

Travel for elected officials should be approved by the Board prior to the date of travel. However, Board members may travel without prior approval when the travel is immediately required to support the Commission's legislative package in Tallahassee, or its space initiatives in Washington, D.C. A report will be presented by the Commissioner at the next Board of County Commissioners meeting delineating the reasons for the trip, and the necessity for travel without prior Board approval, for the after-the-fact approval.

## IV. Memberships

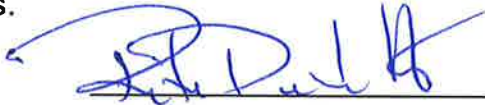
Membership fees shall be paid by Brevard County for organizations in which the elected official is serving in an official capacity as a representative of the Board of County Commissioners. A copy of the receipt for membership fees will accompany the request for reimbursement.

## V. Events

Registration fees for events and associated food costs shall be paid by the County when the elected official is serving in an official capacity, or serving as a representative of the Board of County Commissioners. Fees for event registration or food for guests of elected officials shall not be eligible for payment. A copy of the registration receipt will accompany the request for reimbursement.

## VI. Reservation of Authority

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



Rita Pritchett, Chair  
Board of County Commissioners

As approved by the Board on NOV 14 2023



BOARD OF COUNTY COMMISSIONERS

## POLICY

Number: BCC-92  
Cancels: ~~12/21/2010~~ ~~12/11/2007~~  
Approved: ~~12/21/2010~~  
Originator: County Manager's Office  
Review: ~~12/21/2013~~

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Rita Pritchett~~Robin L. Fisher~~, Chairman  
Board of County Commissioners

As approved by the Board on \_\_\_\_\_