

RESOLUTION NO. 95 - 44

**RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA ADOPTING AS PART OF THE  
ST. JOHNS COUNTY ADMINISTRATIVE CODE, A REVISED  
TRAVEL POLICY FOR COUNTY EMPLOYEES.**

**WHEREAS**, the Board of County Commissioners has previously adopted a travel policy for County employees as part of the St. Johns County Administrative Code, Section 102.0; and

**WHEREAS**, the Board of County Commissioners recognizes the importance of travel and training for the development of its employees; and

**WHEREAS**, travel and training benefits the entire County through employee development and the resultant increase in service quality; and

**WHEREAS**, it has become necessary to revise and clarify many provisions of the current policy; and

**WHEREAS**, it is in the County's best interest to update the policy as needed.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of St. Johns County, Florida, that it hereby delete the current Administrative Code Section 102.0 and adopt as part of the Administrative Code, the revised Section 102.0, (a copy of which is attached and made a part of this Resolution), entitled Travel Policy for County Employees.

**PASSED AND ADOPTED** this 28 day of February, 1995.

BOARD OF COUNTY COMMISSIONERS  
ST. JOHNS COUNTY, FLORIDA

BY: Barbara Ward  
Its Chair

ATTEST: CARL "BUD" MARKEL, CLERK

BY: Anna Pacifici  
Deputy Clerk

# ST. JOHNS COUNTY ADMINISTRATIVE CODE

Section:	Administration	Date Issued:	January 1993
		Amended:	August 1994 February 1995
Title:	Travel Policy for County Employees	Reference:	F.S. 112.061

## 102.1 Purpose

To establish a uniform policy to minimize the cost of travel while providing a reasonable balance between the needs of the County and the employee.

## 102.2 Scope

All employees are subject to this policy. Civic leaders or citizens whose presence is requested in writing to travel are also subject to this policy.

## 102.3 Policy

It is the policy of the County to pay the reasonable cost of travel for all County employees and others who may be properly authorized herein referred to as employees while conducting the business of the County or receiving training away from the normal job location.

### 102.3.1 Authorization

Each Department Head shall submit to the County Administrator or his designee a request for travel/training for approval of the following year's travel and training during the annual budget cycle. Travel and training approved in the budget does not need further approval and is to be administered by the Department Head. Subsequent requests for travel or training not previously approved for out-of-state travel must be approved by the County Administrator or his designee on the Travel Request Authorization Form (Form # 112).

Subsequent requests for in-state travel not previously approved must be approved by the Department Head or his/her designee. All subsequent travel requests are subject to the availability of sufficient travel or training appropriations.

### 102.3.2 Attendance

Attendees shall be limited in order to minimize the number of professional staff attending the same function. This will be determined when the budgeted travel and training is approved for the following year's budget. Any exceptions after budget adoption must be approved by the County Administrator or his designee.

### 102.3.3 Transportation

Transportation for all travel/training activities will be by the most economical method available to the individual(s).

102.3.3.1 Air Travel: Air travel arrangements may be made with any one of the local travel agencies.

There are two key elements in air travel arrangements: (1) booking and (2) ticketing. Booking is scheduling a seat in advance of the travel date, and ticketing is issuing the ticket and the subsequent bill. Tickets should be issued no sooner than five (5) working days before departure unless there is a need to guarantee a special rate (super saver, i.e.). Approval from the County Administrator or his designee should be obtained prior to ticketing when the travel or training is approved for an unbudgeted trip.

Discount fares should be taken advantage of when travel plans are definite and discount conditions exist, such as a Saturday night stay-over. Approval of Saturday night stay-overs will require a net economic benefit to the County. It will be the responsibility of the Department Head or his designee to determine the net economic benefit and approve the Saturday night stay-over.

Cancellation penalties apply when issued tickets are canceled by the traveler. These penalties can range up to 100% of the ticket price and are to be avoided in all but emergency circumstances. Penalties apply only to issued tickets, therefore, ticket purchases should be delayed until five (5) working days prior to the date of departure unless discount rates apply and advance issuance of tickets is necessitated. Cancellations caused by medical problems certified by a physician can usually be made without a penalty.

All air travel will be by coach class service unless authorized by the County Administrator. A copy of the airline ticket must be attached to the Travel Expense Report regardless of class of air travel.

Employees should be flexible as to time of day, carrier selection, and routing in order

to obtain the lowest possible fare. Employees will not be required to depart before 7:00 a.m. or arrive after 9:00 p.m. under normal circumstances. Airport parking for County or private vehicles will be reimbursed. Parking receipts must be attached to the expense report.

Frequent flyer coupons or points may be retained by the employee provided they have obtained the lowest fare available with any carrier. Selection of higher fares and manipulation of the route for purposes of obtaining value coupons or points is prohibited.

The County will be billed directly by the travel agency. The cost of fares is to be reported on the travel expense report and offset by the same amount, if prepaid, in the appropriate place. If the ticket is purchased directly due to unusual circumstances, the cost is to be reported on the travel expense report and a copy of the airline ticket attached.

Cancellation penalties, if incurred, are to be similarly reported as an expense of travel under the "Other Expenses" section of the expense report with a written explanation. Specific approval for this response must be made by the Department Head.

102.3.3.2 County Vehicles: Employees are encouraged to use County vehicles when traveling during the day or out-of-town overnight in lieu of personal cars.

If circumstances prevail when the use County vehicles is not feasible, the Department Head may authorize the use of the employee's personal car. Mileage reimbursement will be at the current rate as established during the budget process.

102.3.3.3 Private (Personal) Vehicles: When travel is authorized by private automobile, the authorized rate per mile (using the most direct route) will be paid as full reimbursement for such transportation costs. It will be the responsibility of the Department Head to approve the use of private vehicles in lieu of other forms of transportation. When an employee uses their personal vehicle for County business within the County limits, the employee will be reimbursed for mileage based the actual mileage or the mileage found on the attached In-County Mileage Standards Chart, whichever is less. When an employee uses their personal vehicle for County business outside the County limits, the employee will be reimbursed based on actual mileage or the mileage established by the Florida Department of Transportation, whichever is less. In instances where the personal vehicle is used for County business outside of the State, the employee will be reimbursed based on actual mileage or the mileage established by the American Automobile Association. Additional mileage will be allowed in lieu of taxi expenses at the conference location.

Reimbursement for use of a private vehicle for out-of-state travel shall not exceed the

otherwise most economical applicable airfare (as if the employee had traveled by air) for such travel for the employee. The most economical applicable airfare shall be determined as follows: The Department Head will require the employee to obtain an airfare cost from a local travel agency which would represent the airfare if they had planned to use air transportation. If the employee is able to plan for the trip in advance and the trip includes a weekend (Saturday), then a Super-saver airfare will be used. If it is for a trip that only includes week days, then a similar discounted ticket price will apply. Both of these examples assume the purchase will be made 30 days in advance. If the travel is required with little advance notice, then the airfare will be the most economical coach fare. (This should seldom be the case, since the use of a private vehicle is usually associated with a conference and is for the employee's convenience). Parking fees will be reimbursed, but the parking receipt must be attached to the expense report. Generally, County vehicles will not be used for out-of-state travel.

Car Allowance is an allowance granted to County employees at the discretion of and in the amount set by the County Administrator. This allowance is paid each pay period, and is to compensate for travel within the geographical boundaries of the County. Therefore, employees with this car allowance are required to use their personal vehicles while traveling within the County without reimbursement for mileage and parking.

The use of private vehicles for those who do not receive a car allowance must be approved by the Department Head. Employees will be reimbursed for mileage and parking at a rate of reimbursement established in the annual budget.

102.3.3.4 In-state Travel: Employees who are assigned County vehicles or have access to a County vehicle should drive the County vehicle to conferences and seminars. If a County vehicle is not available the employee may drive their personal vehicle and be reimbursed for mileage. However, if more than one employee attends the same meeting they are encouraged to ride together and have only one reimbursement for mileage. This would apply to a maximum of four persons in one car if the trunk size would permit that much luggage. Department Head approval is required if the employees do not ride together, and request mileage reimbursement for the use of their personal car.

102.3.3.5 Local Travel: When the employee arrives at his/her destination actual reasonable expenses will be paid for local public transportation, such as taxi or bus from the airport to the hotel, connected with out-of-town travel on County business. Travelers are expected to use the most reasonable and economical means of transportation available. Reimbursement for travel to and from the airport from the traveler's office or home or the return trip from the airport to the traveler's office or home may include private vehicle mileage, direct parking costs or necessary taxi or

limousine services. The private vehicle mileage reimbursement for travel to and from the airport shall not exceed the mileage from the County Administration Complex to the airport.

102.3.3.6 Car Rentals: Employees, under exceptional circumstances and with the prior approval of their Department Head, may rent a car upon reaching their destination. Employees should rent a car with a cost equal to a compact or mid-size car, unless otherwise approved, with a per diem rate excluding mileage (unlimited mileage). All car renters should purchase collision and liability insurance when renting a car as our policy does not extend to rental cars. Receipts evidencing car rental must be submitted with the expense report.

102.3.3.7 Taxis: The County will reimburse reasonable cost of taxi use to and from designated lodging, to and from place of business and to and from restaurants within a reasonable distance from place of business or lodging.

#### 102.3.4 Lodging

Lodging expenses will be reimbursed at the actual cost of the room provided that the employee seeks reasonable priced lodging subject to their Department Head's approval. Employees should take full advantage of special convention/program agency negotiated rates. The County will only reimburse the employee for single occupancy rate. Double occupancy by two (2) employees is encouraged; in such case the County will reimburse the double occupancy rate. If a spouse occupies a room with the employee, the employee must provide written or printed documentation of the single and double room rate. Employees are responsible for no-show fees unless emergency or other approved business reasons cause the cancellation. Employees should always obtain a cancellation number from the designated hotel/motel to protect against no-show billings. Funds prepaid by the County which relate to canceled arrangements not approved by the County Administrator will be subject to repayment to the County by the employee.

#### 102.3.5 Meals

102.3.5.1 One Day Travel: Generally, the County will not reimburse the cost of meals unless the meal is part of the program or function being attended. However, breakfast on day of departure may be reimbursed if the employee leaves their place of residency prior to 6:00 a.m. and the travel extends beyond 8:00 a.m. Lunch may be reimbursed if travel begins before 12:00 and extends beyond 2:00 p.m. Dinner may be reimbursed when travel begins before 6:00 p.m. and extends beyond 8:00 p.m. Or when travel occurs during night time hours due to special arrangements. Reimbursement for meals (excluding tips) is limited to the total actual expenses incurred during the day or part of day whichever is applicable and is limited in total to the daily individual meal allowance set out below. Reimbursements for meals for single day travel are required

by the United States Department of the Treasury to be treated as compensation and therefore will be included in the payroll and subject to taxation.

102.3.5.2 Overnight Travel: The County will reimburse actual reasonable meal expenses excluding tips on trips requiring overnight accommodations. Breakfast on day of departure may be reimbursed if the employee leaves their place of residency prior to 6:00 a.m. On the day of return, Lunch may be reimbursed if return to the County is after 2:00 p.m. and dinner may be reimbursed when travel extends beyond 6:00 p.m. Reimbursement for meals (excluding tips) is limited to the total actual expenses incurred during the day or part of day whichever is applicable and is limited in total to the daily individual meal allowance set out below.

<u>Meal</u>	
Breakfast	\$ 3.00
Lunch	6.00
Dinner	<u>12.00</u>
Daily Total	\$21.00

Individual meal expenses are not limited to the per meal cost meal allowance as set forth above, however, the total actual reimbursement for each day may not exceed the daily sum of the applicable individual meal allowance. (For example, a person may spend \$4.00 for breakfast, \$7.00 for lunch and \$10.00 for dinner for a total of \$21.00). A partial day reimbursement is applicable if the time covers one part of the day or if meals are included in conference fees, airline transportation or are otherwise not applicable. Daily meal cost should be reasonable for the location.

The County will not reimburse meal costs that are included in registration fees or airline fares. A copy of the conference/training brochure which provides the detail of meals and scheduled events must be submitted with the travel report. Meals included in the registration should be shown in the "Meals" section and noted as such in the Travel Expense and Settlement Report (Form #113).

#### 102.3.6 Other Expenses

102.3.6.1 Safe Arrival Telephone Call: The employee may make a safe arrival telephone call. The County will reimburse a maximum of \$3.00 for such call. For reimbursement purposes the call must be properly document, for example, on a calling card bill or hotel/motel bill.

102.3.6.2 Business Calls: Business calls are fully reimbursable and each call must be listed on the Travel Expense and Settlement Report as to whom called and the topic of discussion. If there is more than one line needed to list several business calls, attach a separate sheet listing the required information.

102.3.6.3 Flight Insurance: The purchase of flight insurance is not reimbursable because the County and most travel agencies insure their travelers.

102.3.7 Travel Allowance Advance

Employees with Department Head approval may receive a travel allowance advance by submitting the appropriate documentation (Request for Check form) five days in advance of the day of departure. Amounts less than \$50 will not be advanced, and if practical only one advance should be made for all employees going to the same function.

102.3.8 Travel Expense and Settlement Report

The Travel Expense and Settlement Report must be completed with the proper approvals and forwarded to the Finance Director within ten working days after the return to the County. The advance travel allowance is a borrowing from the County and must be accounted for within ten days after return to the County. The Finance Director is authorized to deduct the advance travel from the employee's salary as a means of settlement.

102.3.9 Conflict of Law

It is the intention of the Board of County Commissioners that this policy is in accordance with Florida Law. If any provision of this policy is in conflict with Florida Law, Florida Law shall prevail.



IN-COUNTY MILEAGE STANDARDS

	County Administration	Agricultural Center	City of St. Augustine Hall	City of S.A.B. Hall	City of Hastings Hall	EMS Admin.	Facilities Maint.	Golf Course	Jullington Creek Annex	Public Health Unit	P.V. Annex	P.V. Library	Public Works / Road & Bridge	Tillman Ridge Landfill	Utility Services Admin.	Recreation Office
County Administration	8	8	4	8	20	6	4	11	23	5	23	26	5	11	6	7
Agricultural Center			10	15	20	10	4	8	20	11	25	28	3	11	13	14
City of St. Augustine Hall	4			6	18	2	2	27	33	1	23	26	5	8	5	6
City of S.A.B. Hall	8	15	6		24	6	4	33	40	7	41	32	11	14	2	1
City of Hastings Hall	20	20	18	24		16	9	40	29	19	27	44	23	11	23	24
EMS Administration	6	10	2	6	16		5	26	29	5	27	28	7	8	4	5
Facilities Maintenance	4	4	4	9	20	5		11	26	5	27	30	2	8	8	9
Golf Course	11	8	8	11	12	6	11	30	30	8	31	34	9	3	7	8
Jullington Creek Annex	23	20	27	33	40	29	26		28	24	23	26	23	33	32	33
Public Health Unit	5	11	1	7	19	5	5	28			24	27	6	9	6	7
P.V. Annex	23	25	23	29	41	27	27	23		24		3	29	34	31	32
P.V. Library	26	28	26	32	44	28	30	26		3			32	37	34	35
Public Works / Road & Bridge	5	3	5	11	23	7	2	23		6	29	32		10	10	11
Tillman Ridge Landfill	11	11	8	14	11	8	8	33	9	34	34	37	10		10	11
Utility Services Admin.	6	13	5	2	23	4	8	32	6	31	31	34	10			11
Recreation Office	7	14	6	1	24	5	9	33	7	32	35	11	11	11		

**ST JOHNS COUNTY  
PRE - TRAVEL REQUEST AND AUTHORIZATION**

Date Submitted: \_\_\_\_\_

TO: County Administrator / Assistant County Administrator / Department Head

County Business authorization is requested for: \_\_\_\_\_

To travel to: \_\_\_\_\_ (City and State) For the purpose of: \_\_\_\_\_ (Name and Position)

I plan to leave the County at \_\_\_\_\_ AM/PM on \_\_\_\_\_. I will be accompanied by the following

County Employees or  Non-County Employees: \_\_\_\_\_  
(Check one and identify)

I plan to return to the County at \_\_\_\_\_ AM/PM on \_\_\_\_\_.

Place of lodging and telephone number if applicable: \_\_\_\_\_

Prepaid Fees	Check No.	Amount	Estimated Cost of Trip	Amount
Registration		\$ _____	Meals	\$ _____
Air Fare		_____	Lodging	_____
Hotel/Motel		_____	Transportation	_____
Travel Advance		_____	Registration	_____
Other		_____	Car Rental	_____
			Other	_____
Total Prepaid Fees		\$ _____	Total Cost of Trip	\$ _____

The Finance Department is authorized to deduct from my salary all prepaid travel expenses including travel allowance in accordance with the St. Johns County Administrative Code Section 102.3.8, if settlement has not been submitted within the prescribed ten working day rule.

Signed: \_\_\_\_\_  
(Person requesting travel)

Approved \_\_\_\_\_  
(Department Head)

\*Approved: \_\_\_\_\_  
(County Administrator/Assistant County Administrator)

\*This approval not required if approved in Annual Budget Process.

Mode of Transportation	
<input type="checkbox"/> Air	<input type="checkbox"/> County Vehicle
<input type="checkbox"/> Personal Vehicle	
<input type="checkbox"/> Other Identify _____	

## ST. JOHNS COUNTY TRAVEL EXPENSE & SETTLEMENT REPORT

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Date & hour departed: \_\_\_\_\_ AM/PM Date & hour returned: \_\_\_\_\_ AM/PM

Meals (excluding tips)

DATE	BREAKFAST	LUNCH	DINNER	TOTAL
<b>TOTAL MEALS</b>				

Mode of Transportation:

Air Fare\* .....  
 Private Vehicle Mileage (Miles \_\_\_\_\_ X \_\_\_\_\_ cents per mile) .....  
 County Vehicle (Odometer reading Beginning \_\_\_\_\_ Ending \_\_\_\_\_) .....  
 Taxi or Other Ground Transportation.....

Hotel/Motel Bill\* .....  
 Telephone (Safe arrival).....

Business (To whom) \_\_\_\_\_ Business Subject \_\_\_\_\_

Registration Fees\* .....  
 Other: .....

Total Travel Expenses:.....

Less: Registration, Air Fare or other Expenses prepaid by the County:.....

Subtotal -- Charge Account Number:.....

Less: Travel Advance.....

Amount due County or Individual..... \$

(circle one)

I certify the travel expenses hereon are accurate and in accordance with the travel policy of St. Johns County and that all compensation claimed was of a business nature.

\*Copy of airline ticket, motel/hotel bill and notice of registration fees, program schedule, and other pertinent receipts MUST be attached for settlement.

Submitted by: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_