

Sponsored by: Janke

**CITY OF MARATHON, FLORIDA  
RESOLUTION 2003-114**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MARATHON, FLORIDA, APPROVING A PER DIEM AND TRAVEL  
EXPENSE POLICY FOR THE CITY**

**WHEREAS**, the Municipal Home Rule Powers Act, Chapter 166, Florida Statutes provides the legislative body of an individual municipality the power to enact legislation concerning any subject matter upon which the state Legislature may act; and

**WHEREAS**, Subsection 166.021(10), Florida Statutes, states that the governing body of a municipality may provide for per diem and travel expenses of its officials, officers, employees, and authorized persons as the governing body determines is reasonable; and

**WHEREAS**, the City Council has determined that establishment of a policy for per diem and travel expenses for of its officials, officers, employees, and authorized persons is in the best interest of the City.

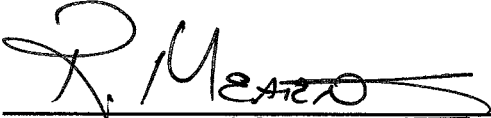
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF MARATHON, FLORIDA, AS FOLLOWS:**

**Section 1.** The Per Diem and Travel Expense Policy (the "Policy") attached as Exhibit "A" is approved.

**Section 2.** This Resolution shall be effective immediately upon adoption.

**PASSED AND APPROVED** by the City Council of the City of Marathon, Florida, this 9th day of September, 2003.

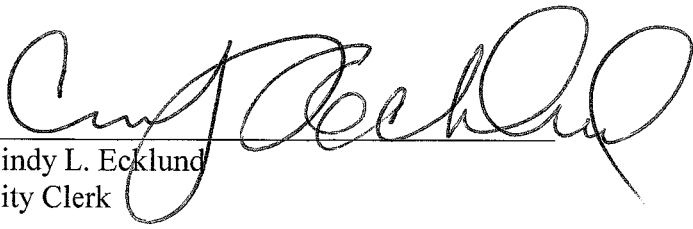
**THE CITY OF MARATHON, FLORIDA**



**Randy Mearns, Mayor**

AYES: Bartus, Pinkus, Repetto, Worthington, Mearns  
NOES: None  
ABSENT: None  
ABSTAIN: None

**ATTEST:**



Cindy L. Ecklund  
City Clerk

(City Seal)

## Exhibit "A"

### City of Marathon

#### ALL DEPARTMENTS

#### POLICIES AND PROCEDURES FOR CITY EMPLOYEES AND OFFICIALS REGARDING BUSINESS TRAVEL

Attendance of City employees and elected or appointed officials at professional meetings and training courses benefits them and the City through increased awareness of technical and administrative developments and through the exchange of ideas with their peers. Additionally, travel may be part of an employee's official duties.

#### OBJECTIVE

The purpose of these administrative regulations are 1) to provide a reasonable, systematic means by which travel for City purposes may be approved and controlled, consistent with efficient and economical operation and 2) to standardize travel costs and policies for City employees and officials regardless of funding source or purpose of trip.

#### RESPONSIBILITIES

1. Official Business – Trips on official business may be authorized only by a department head and the City Manager. Trips involving overnight stays must be approved in advance where advance notification is given.
2. Reimbursement
  - A. Employees/officials traveling on City business, in or out of State, will be reimbursed for trip expenses as indicated in this regulation.
  - B. Eligible Expenses: Employees /Officials traveling on City business shall receive the actual cost of transportation and lodging, and meals at per diem rates. Other reasonable incidental travel expenses, such as taxi fares, tolls, parking fees and registration fees will be reimbursed at actual cost. However, any reimbursable expenses included in the registration fee will be deducted in accordance with the allowances provided. Meals will be allocated at the per diem rate as follows: breakfast \$6, lunch \$12, dinner \$24. Actual receipts are not required for meals if using per diem rates. Travelers claiming reimbursement on a per diem basis must use this method for the entire trip.
  - C. Guests: City Council Members, City Manager, or other staff approved by the City Manager will be reimbursed the expense for one guest when they represent the City at local functions and both have been formally invited. However, this reimbursement does not apply to out-of-town travel. Department Heads or other members of the City's staff will be reimbursed for the cost of a guest when the City Manager specifically requests the presence of both at a City function.

D. Payment of Trip Expenses

- a. Advances: The Finance Director is authorized to make advances to employees/officials to cover the anticipated costs of trips. Such advances will be made to an employee only upon receipt by the Finance Director through the City Manager on a travel authorization form or direct voucher.
- b. Actual Expenses: Within ten (10) working days after return, the employee/official shall complete the Travel Expense form which itemizes actual trip expenses. Receipts for expenses for the employee/official and, if applicable, for any person transported in the employee's custody, must be submitted.

If the employee/official received an advance greater than the actual expenses, the employee/official shall return to the Finance Department excess funds within five working days of the employee's/official's return. If the employee/official with reasonable cause expended more than estimated in the advance, a check to reimburse the employee/official will be issued by the Finance Department.

E. Computation of Travel Time:

- a. Continuous travel of twenty-four hours or more away from the City, based on calendar day of midnight to midnight: The traveler shall be reimbursed from the time the trip begins to the time the traveler returns to the City, for expenses as provided in Section 2(B), eligible expenses.
  - b. Continuous travel of less than twenty-four hours which involves overnight absence from the City. In all cases, the travel period begins when the trip begins. The traveler shall be reimbursed for expenses as provided in Section 2(B), eligible expenses
  - c. Travel for short or day trips where the traveler is not away from the City overnight: The traveler shall be reimbursed for expenses as provided in Section 2(B), eligible expenses.
5. Mode of Transportation – The most economic method of transportation is recommended although consideration shall be given to the following factors:
- i. the purpose of the trip
  - ii. work time to be missed by the traveler
  - iii. the number of persons making the trip
  - iv. the amount of material or equipment being transported

The Department Head will determine the most economical mode of transportation. In cases where the mode of transportation chosen by the traveler is not the authorized mode, the traveler will be responsible for payment of the difference between the mode chosen and the most economical mode.

In all cases, the lowest practical common carrier rate will be used for purposes of travel and advanced reservation discounts, where applicable, will be used for reimbursement.

6. Private Vehicle – Such travel, when approved, will be reimbursed by the method and at the rate (.29 per mile) established in section 112.061(7)(d), Florida Statutes.
7. City Vehicle Used – Often City vehicles will be considered the most economic mode of transportation for trips that are within the State and do not involve overnight stays.
8. Vacation Combined with Official Travel – Employees wishing to combine a vacation with a business or convention trip must have prior approval by the Department Head and the City Manager. Employees traveling under such circumstances will be reimbursed at the roundtrip lowest practical common carrier rate to and from the City-related trip location, regardless of the mode of transportation used or the actual trip destination(s). Actual expenses or per diem will be reimbursed for the actual conference period and travel time to and from conference location via common carrier. All other time will be charged as annual leave and expenses shall be borne by the employee.

PROCEDURES:

1. Authorization to Travel - At least (10) days in advance of the scheduled departure date, the traveler will fill out and sign the Travel Authorization Form which estimates trip costs, have the form signed by Department Head and City Manager and submit it to the Finance Department with attached check request for any advances for hotel or registration fees and agenda for review. All written information on the trip including the agenda must be attached for review by the Finance Department and City Manager. If the nature of the trip is such that advance notice cannot be given, this step can be shortened with approval of Department Head and City Manager.
2. Travel Arrangements – Once the trip is authorized, the Finance Department will issue any advance checks requested by the traveler (i.e., hotel, registration fees, etc.) within seven (7) days prior to departure date.
3. Expense Report – Within ten (10) working days after return, the employee/official should complete and sign the travel expense report form, have the Department Head and City Manager countersign, and forward to the Finance Department. Receipts for lodging, registration fees, transportation and other expenses for which reimbursement is requested must be attached to the Travel Expense Report form. Meal expenses need not be receipted. All expenses must be included on the report including advances and items paid with a city credit card. The Finance Department may require an explanation of any expenditure considered questionable and may verify the amount of reimbursement or amount due the City based on the provisions of this regulation. The employees will receive a validated copy of the report form from the Finance Department after processing.