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**CITY OF MARATHON, FLORIDA  
RESOLUTION 2009-56**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, AMENDING THE POLICIES AND PROCEDURES FOR CITY EMPLOYEES AND OFFICIALS REGARDING BUSINESS TRAVEL, NON-TRAVEL MEALS, AND REFRESHMENTS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, pursuant to Resolution 2003-114, the City Council of the City of Marathon, Florida (the "City"), adopted Travel Policies and Procedures after determining that it was fiscally prudent and in the best interests of the City's residents for the City to adopt policies and procedures for City employees and officials regarding business travel; and

**WHEREAS**, The City desires to amend the Travel Policies and Procedures to adjust the mileage allowance for use of a personal vehicle based on a change in Florida Statutes and amend the per diem rate for meals to include procedures for overnight travel while using a city vehicle.

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

**Section 1.** The above recitals are true and correct and are incorporated herein by this reference.

**Section 2.** The City hereby amends the Policies and Procedures for City Employees and Officials Regarding Business Travel, Non-Travel Meals, and Refreshments as shown on the attached Exhibit "A," incorporated herein by this reference (the "Travel Policies and Procedures").

**Section 3.** This resolution shall take effect immediately upon adoption.

**PASSED AND APPROVED** by the City Council of the city of Marathon, Florida, this 26<sup>th</sup> day of May, 2009

**THE CITY OF MARATHON, FLORIDA**

  
\_\_\_\_\_  
**Mayor Mike Cinque**


AYES: Ramsay, Snead, Vasil, Worthington, Cinque  
NOES: None  
ABSENT: None  
ABSTAIN: None

**ATTEST:**

  
\_\_\_\_\_  
Diane Clavier, City Clerk

(City Seal)

**APPROVED AS TO FORM AND LEGALITY FOR THE USE AND RELIANCE OF THE  
CITY OF MARATHON, FLORIDA ONLY:**

  
\_\_\_\_\_  
City Attorney

## City of Marathon

### ALL DEPARTMENTS

### POLICIES AND PROCEDURES FOR CITY EMPLOYEES AND OFFICIALS REGARDING BUSINESS TRAVEL, NON-TRAVEL MEALS, AND REFRESHMENTS

Attendance of City employees and elected or appointed officials at professional meetings, conferences, training courses, or other city-sponsored events to conduct official City business 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 this administrative regulation is to 1) to provide a reasonable, systematic means by which travel for City purposes may be approved and controlled, consistent with efficient and economical operation; 2) to standardize travel costs and policies for City employees and officials regardless of funding source or purpose of trip; and 3) to provide guidelines when meals and refreshments may be paid for with City funds for non-travel business meals and refreshments.

### RESPONSIBILITIES

1. Official Business – Travel on official business and non-travel meals ~~should~~ **shall** be authorized by a department head and the City Manager. Trips involving overnight stays must be approved in advance where advance notification is given.
2. Reimbursement for Travel/Non-Travel
  - 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 ~~\$12~~ **\$6** (when travel begins before ~~7~~ **6** a.m. and extends beyond ~~9~~ **8** a.m.); lunch ~~\$18~~ **\$12** (when travel begins before ~~11 am~~ **12** noon and extends beyond ~~1-2~~ **p.m.**); and dinner ~~\$35~~ **\$24** (when travel begins before ~~6~~ **p.m.** and extends beyond ~~7~~ **8** p.m.). 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. Employees may be reimbursed for meal expenses at the per diem rate in a non-travel status while in attendance at an official City function.
  - D. Any meals provided when hosting an official guest of the City while in a travel or non-travel status must be approved by the City Manager. The documentation should be a detailed receipt listing the names of the persons attending the business meal and the purpose of the meeting. Alcoholic beverages are specifically excluded.

## Exhibit "A"

- E. 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.
- F. Payment of Trip Expenses
- a. Advances: The Finance Director is authorized to make advances to employees/officials or vendors (hotel, registration, etc.) to cover the anticipated costs of trips. Such advances will be made to an employee or vendor only upon receipt by the Finance Director of an approved travel authorization form or check request. It is preferable to pay any advances directly to the agency or hotel via a check request rather than the use of a credit card. A credit card is to be used as a last resort.
  - 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 ten 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.

- G. 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.
- H. Mode of Transportation – The most economic method of transportation is recommended although consideration shall be given to the following factors:
- the purpose of the trip
  - work time to be missed by the traveler
  - the number of persons making the trip
  - the amount of material or equipment being transported

The Department Head **with the approval of the City Manager** will determine the most economical mode of transportation. In cases where the mode of transportation

## Exhibit "A"

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.

- I. Private Vehicle – Such travel, when approved, will be reimbursed by the method ~~and at the rate .44.5 cents per mile~~ established in section 112.061(7)(d), Florida Statutes.
  - J. 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~~.
  - K. 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 **and may not use a city vehicle unless previously approved by 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.
3. Refreshments – Refreshments are defined to include beverages such as coffee, tea, bottled water, juice, soda, and similar liquid refreshments as well as sugar and creamer. Alcoholic beverages are specifically excluded. Food items such as fruit, pastries, chips, cookies, cake, candy, etc. are also considered refreshments. City funds may be used to provide refreshments as follows:
- Business meetings involving City employees that are scheduled to last 4 hours or longer
  - Business meetings with the public such as board/commission meetings

Funds may not be used to purchase refreshments for receptions for new, existing, and/or retiring employees.

### 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 requests 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.

## Exhibit "A"

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 or for which advances have been paid must be attached to the Travel Expense Report form. Receipts for meal expenses are not required. 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.