

**Lee County Board Of County Commissioners  
Agenda Item Summary**

**Blue Sheet No. 20060506**

**1. ACTION REQUESTED/PURPOSE:**

Request amendment to Administrative Code AC-3-21 and adopt resolution authorizing the amendment.

**2. WHAT ACTION ACCOMPLISHES:**

Updates County travel reimbursement rates.

**3. MANAGEMENT RECOMMENDATION:**

Recommend approval.

<b>4. Departmental Category:</b> <u>01</u> <b>CIA</b>		<b>5. Meeting Date:</b> <b>05-23-2006</b>
<b>6. Agenda:</b> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Administrative <input type="checkbox"/> Appeals <input type="checkbox"/> Public <input type="checkbox"/> Walk-On	<b>7. Requirement/Purpose: (specify)</b>	
	<input type="checkbox"/> Statute	
	<input type="checkbox"/> Ordinance	
	<input checked="" type="checkbox"/> Admin. Code	
	<input type="checkbox"/> Other	
		<b>8. Request Initiated:</b>
		<b>Commissioner</b> _____
		<b>Department</b> <u>County Administration</u>
		<b>Division</b> <u>Budget Services</u>
		<b>By:</b> <u>Antonio Majul</u> <u>Budget Director</u> <i>[Signature]</i>

**9. Background:**

County employees are reimbursed for meals in accordance with the Runzheimer Travel Guide. This amendment clarifies that hired consultants and other outside professionals providing services to Lee County will also be accorded the same meal reimbursement guideline.

**10. Review for Scheduling:**

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
<i>[Signature]</i> 4/20/06				<i>[Signature]</i> 4/20/06	Analyst <i>[Signature]</i> 4/20/06	Risk <i>[Signature]</i> 4/20/06	Grants <i>[Signature]</i> 4/20/06	Mgr. <i>[Signature]</i> 4/20/06	<i>[Signature]</i> 4-20-06

**11. Commission Action:**

- Approved
- Deferred on 5-2-06 indefinitely
- Denied per recap
- Other

RECEIVED BY COUNTY ADMIN:
<u>4-20-06</u>
<u>3:40</u>
COUNTY ADMIN FORWARDED TO:
<u>4/21/06</u>
<u>8:30</u>

Rec. by CoAtty
Date: <u>4/20/06</u>
Time: <u>3:30pm</u>
Forwarded To: <u>[Signature]</u>
<u>4/20/06 3:30pm</u>

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

**CATEGORY:**  
Financial/Fiscal/Budget

**CODE NUMBER:**  
AC-3-21

**TITLE:**  
Travel Authorization and Reimbursable  
Expenses (Florida Statute ~~112.061~~ 166.021)

**ADOPTED:**  
4/7/93

**AMENDED:**  
9/21/94; 12/16/03; 3/15/05; 05/23/06

**ORIGINATING DEPARTMENT:**  
County Administration

**PURPOSE/SCOPE:**

To define various categories of travel, approvals required and procedures for prepayment, advances and reimbursement.

**POLICY/PROCEDURE:**

When County officials or employees spend their personal resources for travel or education, which is in the course of County business or in support of a County purpose, such officials and employees may be reimbursed for such expenses from County funds.

Travel and related expenses may be authorized for employees attending annual meetings, conferences, etc. where CEU's or credits towards licenses are issued when such licenses or certifications are required for their assigned job.

Travel categories are defined as follows:

Local Travel – Object Code 4010 – Requires Supervisor (or designee) Approval

When authorized, County employees may, for County business, utilize their personal vehicles and incur personal expenses for travel within Lee County or adjacent counties and shall be eligible for reimbursement for allowable expenses of such travel.

Definition:

Local travel within Lee County including Gasparilla Island, Boca Grande and one day travel to nearby or adjacent counties. Also identified as Class "C" travel. This category includes short trips where mileage is the only reimbursement and also one-day seminar type trips.

Allowable Reimbursements:

For local travel the allowable reimbursements will be the approved mileage rate for miles actually traveled and other actual travel-related expenses such as tolls, parking fees, transit fares, phone calls and conference training, registration fees, or meals (if they are part of the program and included in the cost of the registration fee). For local travel, reimbursement may be made through procurement card, direct voucher or petty cash (as appropriate and shall be paid in accordance with the U.S. General Services Administration (USGSA) rate \$.405/mile) and actual cost for other expenses:

Out of County Travel – Object Code 4022 – Requires Division Director (or designee) Approval

Definition:

Travel that is required in the course of County business within the United States of America that does not fall within the definition of local travel. Also identified as either Class “A” or Class “B” Travel as appropriate.

Allowable Reimbursements:

The allowable reimbursement for out of county travel will be the approved travel mileage rate for miles actually traveled when utilizing a personal vehicle; common carrier fares; automobile rental; tolls, taxi or transit fares; parking fees; private charters; lodging; meals; phone, telegraph and facsimile fees; and conference, training or registration fees.

Expenses such as hotel, airfare, registration fees, etc. may be prepaid through a direct voucher, charged on a county procurement card, or reimbursed to the traveler after the travel takes place.

Travel advances may be issued to a County employee when specifically authorized by the County Manager, County Attorney, or Hearing Examiner, per their respective departments.

International Travel – Object Code 4024 – Requires County Administrator (or designee) Approval

Definition:

Travel required during the course of County business to locations outside the United States of America. Due to the nature of their role in Lee County operations, VCB personnel are exempt from requiring County Manager’s approval of their international travel.

Allowable Reimbursements:

The allowable reimbursement for foreign travel will be in accordance with Administrative Code AC-3-7 “Allowed Expenditures for Entertainment/Promotion”, and any applicable Federal Guidelines. Otherwise it will be the approved travel mileage rate for miles actually traveled when utilizing a personal vehicle; common carrier fees; automobile rental; tolls; taxi

or transit fares; parking fees; private charters; lodging; meals, phone, telegraph or facsimile fees; and conference, training or registration fees.

Expenses such as hotel, airfare, registration fees, etc. may be prepaid through a direct voucher, charged on a county procurement card, or reimbursed to the traveler after the travel takes place.

Travel advances may be issued to a County employee when specifically authorized by the County Manager, County Attorney, or Hearing Examiner, per their respective departments.

#### TRAVEL GUIDELINES

A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the County in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary. ~~However any meals or lodging included in the registration fee will be deducted from the reimbursable expenses in accordance with Florida Statute 112.061(8)(a)5.~~

Whenever possible the employee should use Lee County's tax-exempt number so that Lee County will not be charged sales tax. It is recognized that it is sometimes impossible to use this number because of uninformed hotel personnel or similar reasons. When using the actual expense method for reimbursements, any sales taxes which are applied to lodging bills shall be considered as part of the actual expenses and will be reimbursed in the same manner as other expenses that may be considered a travel expense.

#### ALLOWANCES

Travel day – a period of 24 hours consisting of 4 quarters of 6 hours each. Fractional parts of quarters paid as full quarters.

Class "A" Travel – continuous travel of 24 hours or more away from official headquarters.

Class "B" Travel – continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Class "C" Travel – travel for short or day trips where the traveler is not away from official headquarters overnight.

~~The rate of Per Diem and Subsistence Allowance for all Class "A" and "B" travelers shall be in accordance with Florida Statute 112.061 which in 1993 is \$50.00, or actual cost of lodging at single occupancy rate plus meal allowances. Class "C" travelers may receive subsistence as provided by Florida Statute 112.061.~~

MEAL & MILEAGE ALLOWANCES –

Meals shall be paid in accordance with the most recent Runzheimer Travel Guide per Florida Statute 166.021 (specific travel reimbursement amounts will be based on location per guide). For areas not included on the Runzheimer list, the closest city in the region will be used.

Breakfast – when travel begins before 6:00 A.M. and extends beyond 8:00 A.M.

Lunch – when travel begins before 12:00 noon and extends beyond 2:00 P.M.

Dinner – when travel begins before 6:00 P.M. and extends beyond 8:00 P.M. or when travel occurs during nighttime hours due to special assignment.

Mileage shall be paid at ~~\$.20 per mile through 9/30/94; \$.25 per mile 10/01/94 – 9/30/95; beginning 0/01/95 \$.29 per mile through 12/31/03; \$.36 per mile 01/01/04 – 02/03/05 and starting 02/04/05 \$.405 per mile thereafter.~~ pursuant to USGSA Code, and said rate shall be amended from time to time to be consistent with the USGSA Code change.

Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency, ~~and must be within the limitations prescribed by Florida Statute 112.061.~~

TIPS & GRATUITIES

Pursuant to Florida Administrative Code Rule 3A-42, effective March 5, 1990, tips and gratuities are now reimbursable as follows:

- a. Taxi – actual tips not to exceed 15% of the fare.
- b. Mandatory valet parking, not to exceed \$1.00 per occasion, and incurred in performance of public business.
- c. Portage – not to exceed \$1.00 per bag or total of \$5.00.

REQUIRED DOCUMENTATION (FORMS)

Local Travel Report: This form will be required to be completed in conjunction with Class “C” Travel. Approval must be obtained prior to actual travel except for the short trips such as errands or meetings pertaining to County business.

Non-Local Travel Report: This form will be required to be completed in conjunction with all Class “A” or Class “B” Travel. Approval by the appropriate authorizing official must be obtained prior to the actual travel and all pertinent purchase orders should be issued.

REQUIRED DOCUMENTATION

All original invoices will be sent in to Finance with the final reimbursement request. Copies will be used to request individual payments for registration, rental vehicles, airfare or any other expense. In the event no reimbursement will be sought, it will still be necessary to submit all original receipts attached to a travel report to Finance.

RENTAL VEHICLES

Written justification is necessary for the use of rental vehicles. The justification should be based on the cost of renting vs. using alternative local transportation. i.e. taxi, bus, shuttle, etc. This justification will be required to be on file in Finance.

ACCELERATE ARRIVAL OR DELAY DEPARTURE

It is acceptable to accelerate arrival or delay departure, if approved at the proper level. It will also be necessary to provide Finance with documentation that there will be no additional cost to the County. This may be accompanied by comparison of airfares on different days compared to hotel and per diem rates.

LODGING SELECTION

When choosing a hotel, conference and surrounding hotel rates may vary drastically. While moderate price range rooms will not be questioned, written justification will be required by Finance for higher priced accommodations.

TRAVEL REIMBURSEMENT FOR OUTSIDE PERSONS

Persons who contribute time and service as consultants, advisors or other contracted professionals to the County may be reimbursed for travel expenses incurred for a County purpose. Such reimbursements must be authorized by the County Manager, County Attorney or Hearing Examiner and shall be subject to the policies and procedures ~~in accordance with Florida Statute 112.061~~ as approved for regular employees of Lee County. Reimbursements for these charges may not be paid for out of the 4000 object code series. Meals shall be paid in accordance with the most recent Runzheimer Travel Guide per Florida Statute 166.021 (specific travel reimbursement amounts will be based on location per guide). For areas not included on the Runzheimer list, the closest city in the region will be used.

Travel for members of the public who are clientele of a County program and when such travel is a legitimate part of the County program must be authorized by the County Manager, County Attorney or Hearing Examiner and shall be subject to policies and procedures ~~in accordance with Florida Statute 112.061~~ as approved for regular employees of Lee County. Reimbursements for these charges may not be paid for out of the 4000 object code series.

~~In accordance with the provisions of Florida Statute, Section 112.061,~~ eCandidates for employment ~~in executive and professional positions~~ with Lee County may be reimbursed for travel expenses (object code 4025) in accordance with policies and procedures, approved for regular employees of Lee County (No Travel Form is required). The County Manager, County Attorney, Hearing Examiner or Department Director will be responsible for approving such travel and reimbursement of expenses.

LEE COUNTY RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

**WHEREAS**, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

**WHEREAS**, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

**WHEREAS**, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners= meeting; and,

**WHEREAS**, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed amendments are acceptable, serve a public purpose and are consistent with the terms and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY**

**COMMISSIONERS THAT:**

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed amendment(s) to the Lee County Administrative Code AC-3-21 (attached hereto as Exhibit A), is (are) approved, and are hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendment(s).
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board=s legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.



The foregoing Resolution was adopted by the Lee County Board of County Commissioners upon a motion by Commissioner \_\_\_\_\_, and seconded by Commissioner \_\_\_\_\_ and, upon being put to a vote as follows:

BOB JANES \_\_\_\_\_  
DOUGLAS ST. CERNY \_\_\_\_\_  
RAY JUDAH \_\_\_\_\_  
TAMMY HALL \_\_\_\_\_  
JOHN E. ALBION \_\_\_\_\_

**DULY PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2006.**

**ATTEST: CHARLIE GREEN  
CLERK OF COURTS**

**BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA**

**BY: \_\_\_\_\_**  
Deputy Clerk

**BY: \_\_\_\_\_**  
Tammara Hall, Chairwoman

**APPROVED AS TO FORM:**

**BY: \_\_\_\_\_**  
Office of the County Attorney