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CITY OF FORT LAUDERDALE	DATE ISSUED: 12-10-02
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SUBJECT: TRAVEL ALLOWANCE AND SUBSISTENCE POLICY	1
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PURPOSE	<p>To establish travel allowance and subsistence policy for all employees performing directed travel of an official nature.</p> <p>The policy is designed to cover reasonable employee expenses while traveling on City business and to promote the prudent use of public funds. Employee reimbursements are not intended to be employee compensation or an employee benefit program. The policy is designed to cover all employee travel. A few situations will require exceptions, due to their unusual nature. Any exceptions must have prior written approval of the City Manager, unless they are an emergency. In such an emergency, an after the fact written explanation will be required, from the traveler. Reimbursement will be contingent upon City Manager approval of the explanation.</p>
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PROCEDURE	<p>1. EXTENDED TRAVEL:</p> <p>Extended travel may be requested by the traveler, or dictated by significantly lower airfares.</p> <p>a. The City <u>will not require</u> a traveler to travel on weekends to reach a lower net cost of travel. However the City <u>does encourage</u> travelers to travel on weekends when it will result in <u>significantly</u> lower net cost of travel.</p> <p>b. If requested by the traveler, extended travel may be allowed at the beginning or end of the trip, in order to provide savings.</p> <p>c. Extended travel will not occur during the traveler's normal work time, and the traveler will be reimbursed for per diem and lodging during the extended travel time as long as the total net cost results in a saving to the City.</p> <p>d. If a traveler is combining City business and vacation, and part of the extended travel time consists of a bridge between the two, no per diem or lodging for that bridge time will be allowed.</p> <p style="text-align: center;">C = Change</p>
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- e. If an employee chooses to use a personal vehicle for transportation, the City will reimburse the lower of the lowest target airfare plus estimated ground transportation costs or the prescribed mileage reimbursement plus appropriate tolls, whichever is lower. When choosing between Air Fare and use of personal vehicle the employee or Travel Coordinator should complete Form "Lowest Cost Analysis", Appendix III as found in this PSM.

2. AIR FARES:

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- a. Prior to airfare being booked, travel should be approved and registration processed. The City will reimburse the traveler for the cost of the lowest airfare (Target Airfare) for a particular trip. The lowest airfare is defined as the lowest possible fare for the trip, using Fort Lauderdale Airport departure and return, flying on any regularly scheduled airline allowing for intermediate stop(s). Employees are expected to secure airline reservations in an appropriate manner consistent with obtaining the lowest cost.

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Employees, who obtain their tickets in advance and are obligated to pay for the tickets prior to the trip, will be able to have the cost of the ticket reimbursed if a copy of the ticket and their credit card invoice is presented with the prescribed form (Travel Expense Certificate) to the Travel Manager. An approved Travel Request (TA) will be required when this payment is requested. Generally, air tickets should be not be purchased greater than thirty (30) days in advance; otherwise the airfare may not be reimbursed prior to the trip.

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- b. If an employee or traveler wishes to take a flight, or use a particular airline, for personal reasons, and the cost exceeds the amount for a Target Airfare (lowest airfare), the cost will only be reimbursed for the lowest amount. Premium cost for first class or business class airline tickets will not be reimbursed.

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- c. Target airfare and related expenses (obtained by proper preplanning) will be used as the guideline in comparing costs of personal car vs. air travel. The employee will be reimbursed for the lesser amount.

- d. If the traveler is reasonably sure that a particular trip will be taken, it is recommended that the lowest possible airfare be utilized, even though there may be a penalty for cancellation or changes. If a non-refundable ticket is obtained, and the trip cannot be taken due to required work or documented personal problems that are approved by the Travel Manager and the appropriate Department Director, the City will assume responsibility for any penalty.

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- e. If a ticket is unused, the Travel Officer and Accounts Payable shall be notified in writing of all particulars. Under the new airfare rules set in September of 2002 by the major air carriers, unused tickets represent a 100% loss to the City, and must be justified and the reason for non-use approved by the City Manager's Office. It is the employee's responsibility to ensure that the unused ticket be used at the earliest possible time.

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- f. If substantial savings can be realized, (see parking and mileage reimbursement), it is recommended that alternate airports be considered and used. The traveler for personal convenience can choose alternate airports, as long as the travel cost is not increased.
- g. Often a conference designates an airline as the recommended method of travel. Normally a special "code" is provided in the conference literature. Travelers should provide this "code" information to the City's Travel Agency so that any special reduced airfare can be obtained. If special "packages" are available from any source and they meet the employee needs, call and discuss it with the Travel Manager. The City desires to save money.
- h. Employees may not be reimbursed for airline charges, if the tickets are obtained from other than the City's contracted Travel Agency unless the Travel Manager gives prior approval.
- i. Employees may use Internet booking websites under the following conditions:
 - 1) The employee contacts the City travel agency and obtains a determination of lowest round trip air fare, at that time, for the required itinerary. This is normally done via software called ResFAX and will show the lowest airfare (target airfare). This ResFAX should be included with the Travel Request, along with a completed Appendix III.
 - 2) An employee may then book using an internet booking site but will only be reimbursed the amount of either the lowest target airfare as determined by the City Travel Agency.
 - 3) Use of an Internet booking site shall have prior approval of the Travel Manager before purchase of the ticket.
 - 4) Any disclaimer that accompanies an internet booked ticket shall be the responsibility of the traveler.

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- 3. FREQUENT FLYER POINTS:
 - a. The City, at this time, will allow the employee traveling on official business, to obtain frequent flyer points. The City does reserve the right at a future date, to capture frequent flyer points, and use them for official City purposes. Employees or travelers are prohibited from choosing a more expensive flight or incur any additional costs in order to accumulate frequent flyer credits.
 - b. Travelers are encouraged to use frequent flyer credits obtained from City travel, to reduce official expenses.
- 4. AIRPORT PARKING REIMBURSEMENT/AIRPORT BUS OR LIMO SERVICE:
 - a. Employees are encouraged to get rides to and from local airports.

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- b. If an employee must park at the airport, the City will reimburse for costs incurred, up to the current long-term daily rate in effect at Fort Lauderdale International Airport. Parking will not be reimbursed for parking in SHORT TERM area. Receipts must be furnished. Employees eligible for mileage reimbursement may claim their travel to and from the airport and their normal work place, when using their personal vehicles. The mileage should be claimed on the monthly form submitted to the Payroll Section of the Finance Department. Total parking reimbursement shall not exceed \$60.00.
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- c. If alternate airports are used for cost savings reasons for the city, the employee will be reimbursed for long-term parking or Shuttle Service to and from these locations. The traveler, indicating a total lower cost was obtained by using alternate airports, must furnish a cost analysis.
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- d. The traveler is expected to utilize the least expensive means of transportation from the airport to the hotel, etc. A taxi should only be utilized if that is the least expensive means of transportation. Receipts must be provided for this expense. Credit card transactions are not acceptable as receipts for the purpose of reimbursement.
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5. RENTAL CARS:
- a. Use of rental cars may be approved if:
- (1) It is required by the nature of the task or travel requirements.
- (2) It will provide less cost to the City, compared to other types of transportation.
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- (3) If renting a car, the employee must have personal insurance in accordance with PSM 8.1.1. and must have a valid drivers license (PSM 6.16.1.)
- b. All rental cars must be approved by the appropriate Department Director or Assistant City Manager.
- c. The smallest rental car (least expensive) commensurate with the task or number of passengers must be utilized. The employee is expected to obtain the best rental rate, after making comparisons. The Procurement Division and the City travel agency will maintain information on State of Florida Contract Rates, plus other special offers which may be available.
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- d. At the employee's option, the City will reimburse for Collision Damage Waiver (CDW) insurance for rental cars. The City recommends that employees purchase CDW when renting a vehicle.
- e. As a general practice, rental cars will not be approved if the employee is staying at or in the near proximity of the conference hotel or meeting location.

- f. Except for the use of a State Contract rate, whereby fuel may be included in the rental rate, employees obtaining rental cars, shall not accept any provisions for fuel to be provided by the rental agency. It is normally much less expensive if the rental car is returned full of fuel, paid for by the renter at a private gasoline station. When fuel receipts are presented, they will be reimbursed by the City. (NOTE: State Contract requires the contract vendor, who will reimburse for fuel expenditures, for in State rentals.)
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6. PERSONAL VEHICLE/CITY VEHICLE/CAR POOLING
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- a. Personal vehicles used for transportation by all employees outside the "tri-county" area will be reimbursed at the approved rate per mile. Employees below Management Level III may be reimbursed within the tri-county area. The Travel Manager will utilize either an appropriate software program or the FDOT Official Highway Mileage found on the World Wide Web and on the City's Lauderlink for determining miles between specific locations. The Travel Manager's acceptable mileage must be final.
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- b. The City will reimburse employees for the use of their personal vehicle at the rate allowed by the Internal Revenue Service. The mileage reimbursement that is paid when personal vehicles are used includes costs for fuel, insurance, repairs, etc. Toll road charges will be reimbursed when personal vehicles are used and valid receipts are furnished, if the charge is \$2.00 or more.
- c. If a City vehicle is utilized, tolls and fuel will be reimbursed. The Fleet administrator has provided instructions on what actions to take if a City-owned car needs repair outside of the Fort Lauderdale area. Receipts will be required.
- d. When more than one City employee is attending a conference, meeting or on official business away from Fort Lauderdale, they are expected to "car pool." Only one mileage reimbursement will be made for groups of four employees or less. Allocation of the mileage reimbursement shall be determined by the Travel Manager. Exceptions may be considered to this policy if an employee is an officer of the organization or has other official duties that require he/she must arrive/leave earlier/later than normal or valid reasons approved by the Department Director and the Travel Manager.
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- e. An employee may be allowed reasonable, additional mileage, if official business requires a personal vehicle be utilized for local trips while going to or at the destination city. A statement must be attached to the Travel Expense Certificate explaining the need and the number of miles traveled. Additional mileage will not be allowed for travel related to the consumption of meals or for entertainment.
7. HOTEL RATES:
- a. Room sharing is strongly encouraged as a cost saving measure but it is not required. In high cost areas such as New York, Chicago, Los Angeles, etc., the Department/Travel Manager may require employees to share rooms.

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b. When an employee is attending a conference, the City will reimburse for a room at the headquarters hotel, unless the traveler wishes to find a convenient nearby location that will result in a savings. Local transportation and parking must be a consideration but will be reimbursed if a savings can accrue to the City. Although conference rates are generally offered, employees are encouraged to investigate availability of government room rates at the conference hotel.

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c. The City will reimburse for the least expensive room at the conference hotel. If a spouse is accompanying, any higher charge for an additional person in the room, will be the responsibility of the employee. The City will reimburse for state or local taxes that are charged, for employee's room only. As a normal policy the City will not pay the hotel directly, therefore it is appropriate for sales tax to be charged. If the Hotel requires a credit card for making reservations and if the payment is required before the trip takes place, the City will advance the amount of the charge, along with the airfare at one time, unless the traveler has a corporate charge card.

MISCELLANEOUS EXPENSE ALLOWANCE WHEN STAYING OVERNIGHT:

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The City will pay a daily allowance of \$5.00 per night, to the employee. This daily allowance is to cover non-meal tips, telephone calls (other than business), other hotel service charges, laundry, and incidental expenses.

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9. TRI COUNTY TRAVEL: (Broward, Miami-Dade and Palm Beach Counties)

a. Tolls and Parking:

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- (1) If a City car is used, tolls and parking will be reimbursed by the use of petty cash procedures. The vehicle # must be shown on the petty cash reimbursement form.
 - (2) If a personal car is used, mileage will be reimbursed at the current approved rate (Except for Management levels, I, II, and III). Tolls of more than \$2.00 will be reimbursed, with receipt, except for Management levels I, II, and III.
 - (3) If the employee is on official City business, parking fees will be reimbursed for employees. Casual charges for meters, amounts of \$2.00 or less will not be reimbursed. Parking receipts will be required and should be paid using petty cash.

b. Meal Reimbursement:

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- (1) If a meal is part of the official program, paid for as part of the registration, it will not be reimbursed separately.
 - (2) If the employee is required, as part of the reason for travel to be out of the City and returns home after 8:00 PM, the cost of dinner will be allowed in accordance with the per diem schedule in paragraph 11.a. A receipt must be furnished for this expense. Payment for this meal shall be via the department's petty cash.
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- (3) Meals will be reimbursed in accordance with any applicable labor agreement. All meal reimbursements will require a receipt and will be paid by petty cash.

Hotels:

Hotel expenses in the tri-county area will not normally be reimbursed or authorized. Deviation to this policy may be approved when appealed to the Department Director and the City Managers Office.

d. Advances:

Cash advances will not be provided for travel in the tri-county area.

10. TELEPHONE CALLS:

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- a. Personal calls will not be reimbursed. They are considered part of the daily miscellaneous expense allowance. A business Telephone log should be maintained and completed. Traveler should use the appropriate 800 number for accessing the City's Voice Mail System, or the City's dial up network. When accessing the dial-up network, failure to use the 800 number may be cause for non-reimbursement.

- b. Official business and FAX calls will be reimbursed with receipts and proper identification, including the name of the person or office called and purpose of call. Receipts or documentation must be with furnished with other travel reconciliation papers. Calls made on a personal credit card or charged to a phone number will not receive reimbursement.

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- c. THE TRAVELING EMPLOYEE CAN TALK TO ANYONE IN THE CITY, WHOSE PHONE IS ON THE 828 PREFIX. EMPLOYEES SHOULD DIAL 1-800-638-5283 (1-800-6FT-LAUD). THIS WILL ALLOW THEM TO ENTER THEIR VOICE MAIL BOX AND RECEIVE OR LEAVE MESSAGES. WHEN YOU ARE CONNECTED TO YOUR MAIL BOX, PRESS #, ANY FOUR DIGIT EXTENSION AND THEN #. THIS PROCEDURE WILL ALLOW THE CALLER TO TALK TO ANY ONE IN THE CITY'S "CENTRAL PHONE SYSTEM", WITHOUT MAKING A TOLL CALL. THE CITY WILL BE CHARGED FOR THESE CALLS, THEREFORE THEY SHOULD BE USED ONLY FOR OFFICIAL AND NECESSARY CITY BUSINESS.

11. MEAL REIMBURSEMENT:

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- a. The City will use the following meal allowance schedule for meal rates. Breakfast - \$10.38, Lunch - \$10.55, Dinner - \$24.40. Meal allowances include taxes and normal tips. In addition, an additional 5% may be added to cities determined by the Travel Manager to be above the average meal allowance as shown above. In most cases, if a continental breakfast is provided by the hotel or conference, this shall suffice as an included breakfast and will not be reimbursed. Exceptions will be approved by the Travel Manager.

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- b. The employee may not claim any meals which are included as part of the registration fee or are otherwise complimentary. If an employee chooses not to participate in a meal function that is included or otherwise furnished, reimbursement will not be provided for that event.

- c. If the employee cannot arrive at the conference or the start of the formal meetings by leaving the morning of the opening day, overnight hotel expenses will be allowed. If an employee may leave home by 6:00 am and arrive at the conference prior to the start, overnight expenses will not be reimbursed. When disputed, determinations of travel time shall be determined by the Travel Manager, using appropriate mileage software, and the Travel Managers determination shall be final.
- d. If an employee can return to Fort Lauderdale, driving or flying, at or before 10:00 PM, overnight hotel and meal reimbursement will not be allowed. Dinner reimbursement shall be allowed for a traveler arriving home after 8:00 P.M.
- e. Breakfast, on the departure day from the City, will not be reimbursed, unless the traveler is departing by air, and the flight departure is 7:00 A.M. or earlier

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12. TRAVEL ADVANCES AND REIMBURSEMENTS/TRAVEL CHARGE CARDS:

- a. For City employees who have been offered an opportunity to receive a travel charge card and declined, cash advances will not be provided.
- b. For City employees who have not been offered a travel charge card, cash advances may be given. The Travel Request should be submitted three weeks prior to commencement of the trip.
- c. If a cash advance has been provided, when the reconciliation after a trip is completed, amounts of \$2.00 or less need not be paid to the City nor will the traveler be reimbursed for these amounts.
- d. Traveler's, who have shown a continued pattern of not submitting their Travel Expense Certificate within the allowable five (5) days, shall not be allowed future travel advances. Determination of the continued pattern shall be made by the Travel Manager and the Accounts Payable Supervisor.

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13. SUBMISSION OF TRAVEL REQUEST FORMS:

- a. Travel Request forms should be submitted at least three weeks prior to the departure date. A separate form is required for each traveler. The traveler will be provided with an estimate of the reimbursable expenses prior to departure. A COMPLETE COPY OF ALL AVAILABLE BROCHURES OR PROGRAMS DESCRIBING THE CONFERENCE (if that is the purpose of the trip) MUST BE SUBMITTED WITH THE TRAVEL REQUEST. IF A COMPLETE PROGRAM IS NOT AVAILABLE AT THE TIME THE TRAVEL REQUEST IS SUBMITTED, A COPY MUST BE PROVIDED WITH THE RECONCILIATION FORMS (EXPENSE CERTIFICATE).
- b. Expense Certificates, receipts, and related items, are to be submitted to Accounts Payable in the Finance Department, on form F-168, "Travel Expense Certificate" (See Appendix II) within five days after completion of the trip. Each traveler must sign his/her own request for reimbursements.

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c. In emergency situations, an employee may be required to travel without submitting a Travel Request. "After the Fact" travel is to be discouraged, and should be used only in emergency situations where time will not allow normal procedures to be followed. After the Fact travel reimbursement requests, must indicate the time the employee left and returned to the City. Reimbursement for "After the Fact" travel incidents, which do not include the emergency nature of the travel, may not be reimbursed. The memo stating the emergency nature of the travel must be signed by a department head, or Assistant City Manager, or City Manager, depending on whom is traveling. (i.e.; a department head CANNOT approve his/her own emergency travel)

14. FISCAL YEAR OVERLAP:

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Travel that occurs in the next fiscal year will be approved out of the current fiscal years funds at the discretion of the Finance Department depending on when received and date of travel. The required prior payment should be provided in September of the current fiscal year in accordance with the year-end closing procedures.

15. TRAVEL CHARGE CARDS:

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a. Travel charge cards may be approved for issuance by the card company for any City employee, when requested by the appropriate Department Director or if determined to be appropriate by the Travel Manager due to the employee's travel pattern.

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b. Employees who receive a City sponsored travel charge card have an obligation to only use the card for legal expenditures. Employees are expected to pay their charge card invoices in a timely manner. Failure of the employee to pay for the charges prior to the due date brings discredit upon the City and may therefore jeopardize the entire travel charge card program. Department Directors will be notified when their employees appear on the delinquent payment list that is provided by the charge card program. The American Express ghost card should only be used for travelers who have no other means of making airfare arrangements, or for job candidate travel, when deemed appropriate. The American Express ghost card cannot be used if an employee has either a travel card or has declined a travel card. The Ghost card cannot be used for any other travel expenses except for the booking of airfare with the contract travel agent. These numbers are not recognized by the airlines, internet booking sites, or any other travel provider.

c. Any employee who has a City sponsored travel charge card cancelled will not be entitled to advance travel funds. Employees who have been offered a charge card, but declined, will not be provided advances.

d. Charges made on the City sponsored travel charge card are the personal responsibility of the employee. In no event will the City be responsible for payment of any charges.

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e. Since the travel charge card program is sponsored by the City, the City reserves the right to cancel any or all cards at any time or to change program providers if deemed in the best interest of the City.

16. NON EMPLOYEE TRAVEL, REIMBURSED BY THE CITY:

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Non-employee travel will follow the same policies as those for employees. The City Manager's office approval is required prior to making airline reservations for non-employees. The traveler must provide the City his or her Social Security Number for Internal Revenue Service reporting purposes. The non-employee should be told to save all receipts (the Finance Dept. will accept copies) as a Form 1099 will be submitted to IRS and therefore will show as income to the non employee, or to the company.

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17. JOB CANDIDATE OR CITY CONSULTANT TRAVEL:

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a. A rental car may be authorized if the candidate or consultant is required to be in Fort Lauderdale for more than three days or is unable to find accommodations in close proximity to the hiring or using agency.

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b. The Travel Manager will develop an approved "allowance rate" for candidates and consultants. The allowance will include a recommended Hotel rate, meal allowances, \$5.00 per day for incidentals, and a shuttle/taxi to and from the airport, if a rental car is not authorized. The allowance rate should be communicated to the candidate by the Human Resources Division. The City, at its option, may furnish the airline ticket and pay directly for the hotel room. The candidate will be appropriately reimbursed upon submission of all needed receipts.

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c. If the American Express ghost card is used for travel arrangements, accounts payable must be informed of particulars (index code/name/department). The AMEX ghost card may NOT be used for payment of consultant air travel.

d. Reimbursement will be made in accordance with existing travel policies and procedures. Expenses that are not in accordance with these policies will not be reimbursed.

18. RELOCATION REIMBURSEMENT:

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a. The new employee must be made fully aware of all policies, rules and regulations concerning relocation by the Human Resources Division prior to initiating any activity.

b. No limit on weight or cost will be placed on transportation or household goods due to wide variances in individual needs. Vehicles cannot be shipped as a "household good".

c. Taking of transportation bids by the new employee will be required, and will be subject to review by the Travel Manager prior to initiating any activity.

- d. City will reimburse for packing, but not unpacking of household goods.
- e. Reimbursement will be provided for the transportation of only one vehicle, based upon the current mileage rate.
- f. If new employee resigns within 2 years he or she will reimburse the City on a monthly pro rata basis for all relocation expenses originally reimbursed by the City. See Personnel Policy.

TRANSITION/RELOCATION COMPENSATION (City Manager Discretion)

- G. At the discretion of the City Manager, or the City Attorney, or the City Clerk, for their offices respectively, he/she may approve a "not to exceed" total for relocation and related expenses, in lieu of the above reimbursement. This amount shall not exceed \$10,000.00. This compensation shall be intended to compensate employee for any and all expenses incurred for the employee's relocation for employment with the City of Fort Lauderdale. This compensation is not intended to be a reimbursable expense, but as additional compensation for the transition of said employee.

This discretionary compensation, if authorized, shall be the sum total of relocation compensation paid to said employee.

This compensation, if authorized, shall be paid by the City to the employee within 30 (thirty) business days of the date of employment.

If a Department Director or Assistant City Manager desires to offer the above to a potential job candidate, the Department Director or Assistant City Manager shall request written approval of the Director of Human Resources and the Travel Officer, prior to requesting City Manager approval. A copy of the written approval shall be sent to the Office of Management and Budget, by the requesting Department.

Upon beginning employment, an employee who has been approved for the above TRANSITION/RELOCATION COMPENSATION, shall request payment via a memorandum directed to the Director of Finance, via the employee's Department Director. This memorandum shall be subject to approval/disapproval by the Director of Human Resources, the Travel Officer, and the City Manager, or the City Attorney, or the City Clerk, for their office respectively. Upon receipt of said memorandum Finance/Payroll shall generate a check, via the normal payroll process, to pay employee said TRANSITION/RELOCATION COMPENSATION.

Paragraph f above, also applies to this compensation payment.

19. TRAVEL MANAGER

The Procurement and Materials Management Manager shall serve as the Travel Manager. He/she shall serve at the pleasure of the City Manager. Duties shall include:

- a. Review and approve/disapprove travel advance requests and after the fact reconciliation in accordance with the PSM policies.

- b. Calculate the estimated costs of each individual trip and provide this information to the traveler.
- c. Review and approve/disapprove travel expenses related to relocations for new employees.
- d. Administer travel related contracts such as Charge cards, Travel agency services, etc.
- e. Keep up to date changes in travel procedure and practices, recommends changes to our policies as needed.

20. TRAVEL AUTHORIZATION AND FUNDING

- a. Department Directors shall have the authority to utilize their travel budget appropriation in a manner which they determine will further City and departmental objectives. While individual trips are often identified for budget justification, actual trips are to be taken at the discretion of the Department Director in accordance with these policies.
- b. Budgeted travel consists of those trips which costs can be accommodated within the adopted appropriation for the particular department (objects 50 and 51). Travel Requests (Form F-167, see Appendix I) are to be submitted to the Travel Manager at least three weeks prior to commencing of the trip for review, approval and assignment of TA #. The Travel Manager will calculate approved expenses, assign a TA travel number, and forward the forms to the Finance Department. The Travel Request Form shall be approved or counter signed by a supervisor. For instance, travel of a department head must be approved by an Assistant City Manager. Travel of an Assistant City Manager must be approved by the City Manager. Travel of the City Manager should be counter signed by an Assistant City Manager. The Finance Department will set up an appropriate file and return one copy of the Travel Request Form and a copy of the Estimated Travel Reimbursement document to the Department/traveler. Upon completion of the trip, a Travel Expense Certificate (Form F-168) will be submitted to the Finance Department with a copy of the required receipts.
- c. Non-budgeted travel is travel whose costs will cause the department total travel appropriation to be exceeded. Travel requests for these trips must be approved by the appropriate Assistant City Manager. When submitting the request, the department must determine the method that will be used to pay for the travel. Any flow of funds from another object must be approved, accompany the Travel request forms and be submitted for approval to the Assistant City Manager. Any contingency request will require City Commission approval.
- d. It is the responsibility of the individual departments to assure that travel accounts do not exceed budgeted amounts without approval of the appropriate City Manager.