

RESOLUTION 13-R58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ST. LUCIE, FLORIDA, ADOPTING THE CITY'S EXPENSE REIMBURSEMENT PROGRAM; ESTABLISHING A POLICY FOR THE PAYMENT OF REASONABLE TRAVEL EXPENDITURES INCURRED BY AUTHORIZED PERSONS TRAVELING ON BEHALF OF THE CITY; PROVIDING A PROCEDURE FOR THE ADVANCEMENT AND/OR REIMBURSEMENT OF TRAVEL EXPENSES; PROVIDING FOR THE REPEAL OF RESOLUTION 98-R45; PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the City Council desires to establish a policy by resolution under which the City will reimburse those persons traveling on behalf of the City their reasonable expenses incurred in such travel; and

**WHEREAS**, the City Council has reviewed a proposed reimbursement program and believes the adoption of same, to be applicable to all city employees as well as officials, is in the best interest of the City of Port St. Lucie in that it will ensure that the amount and procedures set forth are adequate and appropriate for the City of Port St. Lucie in light of current traveling conditions to satisfactorily reimburse those persons for expenses incurred in the performance of public or official duties.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF PORT ST. LUCIE, FLORIDA, THAT:**

Section 1. The proposed Expense Reimbursement Program, a copy of which is attached hereto as Exhibit "A" is hereby adopted by the City Council as the Expense Reimbursement Program for the City of Port St. Lucie, to be applied by the City Manager in the reimbursement of expenses incurred by city employees and officials in the performance of their official and/or public duties.

Section 2. Resolution 98-R45 be and the same is hereby repealed.

RESOLUTION 13-R58

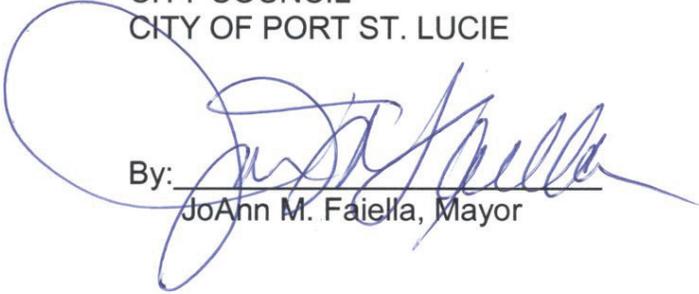
**BE IT FURTHER RESOLVED** that this Resolution becomes effective immediately upon its adoption.

**PASSED AND APPROVED** by the City Council of the City of Port St. Lucie, Florida, this 22nd day of April, 2013.

ATTEST:

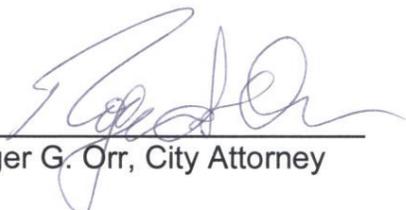
  
\_\_\_\_\_  
Karen A. Phillips, City Clerk

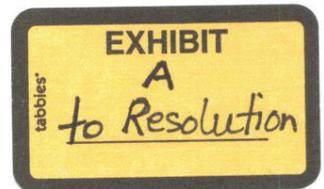
CITY COUNCIL  
CITY OF PORT ST. LUCIE

  
By: \_\_\_\_\_  
JoAnn M. Faiella, Mayor



APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
Roger G. Orr, City Attorney



## CITY OF PORT ST. LUCIE

### EXPENSE REIMBURSEMENT PROGRAM

#### A. PURPOSE

The City Manager of the City of Port St Lucie is authorized to follow the Expense Reimbursement Program as the Travel Expense Reimbursement Policy for the reimbursement of expenses incurred by city employees and officials in the performance of their official and/or public duties. All travel covered by this program must be for the direct benefit of the City. The intended purpose of this program is to establish the required procedures related to travel by City employees and officials; to establish procedures to be used to obtain reimbursement of travel expenses; to establish allowable reimbursement rates; and to provide for forms and appropriate accounting methods.

The following constitutes the city policy for reimbursable expenses to employees and officials of the city when representing the City of Port St Lucie at a meeting, conference, convention, and/or other official function.

While representing the City of Port St Lucie, employees and/or city officials will be compensated for out-of-pocket expenditures based on the following guidelines and policy:

#### B. General Policy

- 1) In all cases, first consideration will be given to the public benefit to be derived from the expenditure of public funds for travel expenses. Expenditures must have a direct correlation to the position.
- 2) Budgets for training and education will be justified during the annual budget process. Travel and training requests must be within the approved budget for the travel/training line item.
- 3) All travel requests must be approved by the Department Head and City Manager, prior to incurring any costs. The Department Head is responsible to ensure that the travel is in the best interest of the City and the employee and that expenditures authorized are included in the department's budget.

#### C. Overnight Out of City Travel.

1. Advance approval of City Manager and Department Head is required..

2. ~~The employee and/or city official must complete a Pre Approval Travel Memo ..Travel Expense Statement and provide the Finance Department with receipts for all verifiable expenses, i.e., hotel, airfare, etc. Any funds advanced, but not expended, must be returned to the Finance Department along with the completed Travel Expense Statement upon return to the city. All requests shall be signed by the Department Head and City Manager. The Memos will then be returned to the departments providing authorization to prepare the travel statement, book air fare, pay registration and secure hotel accommodation with the travel card if this method of payment is selected.~~

3 .The completed travel statement and Pre-Approval Travel Memo will be submitted to the Finance Department for review and processing of advance funds as necessary.

4. A minimum of ten (10) working days is required to guarantee advance funding (prepayment for registration, transportation, or accommodations) for approved travel.

5. All eligible reimbursable expenses must be reasonable and customary for the area and purpose. These guidelines are more clearly outlined as follows:

## I REGISTRATION

The city will pay for actual registration expenses and associated educational materials for an approved purpose. A copy of the program or agenda of the conference or seminar, itemizing registration fees and any included meals or lodgings must be attached to the travel statement. It should be noted that any meals or other items included as part of the registration fee will not be accepted as a reimbursable expense.

## II LODGINGS

- a) The city will reimburse for actual lodging expenses for a room at a single occupancy rate, ~~to be substantiated by a paid bill. It is the responsibility of the traveler to provide this.~~ for either the conference hotel or a standard, non-luxury hotel. Room charge and parking (determined at time of booking) are the only eligible travel expenses and must be substantiated by a paid bill.
- b) The preferred method of payment for air fare, hotel accommodation, and registration is a City issued check or City Travel Visa Card. When traveling in the State of Florida payment made by personal check or personal credit card will incur sales tax. The City, as a tax exempt agency, will not reimburse any sales tax expense incurred.

## III. TRANSPORTATION

- a) It is the responsibility of the traveler to use the most economical mode of transportation. The traveler is permitted mileage from point of departure (home or work location) to destination, whichever is the shorter distance. Employees deviating from the most direct route will bear the cost. ~~Air coach should be considered as an efficient means of transportation for destinations greater than one hundred (100) miles from the city. The city's policy on reimbursement for transportation expenses will be based on air coach fare or at the city's established mileage reimbursement rate when personal vehicle is used.~~ In those instances where official travel is performed using personal privately-owned vehicle in conjunction with personal travel, ~~the city will reimburse the traveler for the cost of a round trip ticket at air coach rate to and from destination or for the~~ traveler shall be entitled to the calculated city mileage rate (current IRS rate) or the air carrier rate of a round trip ticket to and from destination, **WHICHEVER IS LESS.** In the event a city vehicle is available for use by an employee, then only out-of-pocket costs for fuel, oil, parking, and road tolls will be reimbursed.
- b) ~~Local Transportation. Local transportation expenses incurred, such as taxi, bus, etc. in performing official duties will be reimbursed with proper documentation and receipts.~~
- c) ~~Other. Other incidental expenses, such as long distance telephone calls, tolls usual customary gratuities and/or other essential items required while performing official travel may be reimbursed, with proper justification. One reasonable personal/family call per day, not to exceed \$5.00 may be reimbursed.~~
- d) Fuel, tolls and parking fees will be reimbursed at actual cost with proper documentation and receipts

- e) Taxi, including tips, or bus fares will be reimbursed at actual cost when supported by receipts.
- f) **Rental Automobile:** From time to time, it may become necessary for city employees to rent a vehicle due to the circumstances surrounding the meeting location, etc. **In no case** may an employee rent a vehicle without prior approval by the City Manager.

IV. REIMBURSEMENT FOR MEAL ALLOWANCE RATES – is based on a daily rate and will not exceed Thirty-Four Dollars (\$34.00) per day. If travel requires absence away from the city for a period of twenty-four (24) hours, expenses will be reimbursed at the rate of Thirty-Four Dollars (\$34.00) per day for each twenty-four (24) hour period for meals. In the event that the travel does not require the completion of the twenty-four hour cycle, then the reimbursement will be made on the following basis:

- a) Breakfast (\$7.00)– When travel begins before 6:00 a.m and extends beyond 8:00 a.m,
  - b) Lunch (\$10.00) – When travel begins before 12:00 noon and extends beyond 2:00 p.m.
  - c) Dinner (\$17.00)- When travel begins before 6:00p.m and extends beyond 8:00 p.m.
- It should be noted that meals are on a daily basis and require no receipts

No meal allowance is available when travel is confined to the City of Port St Lucie, St Lucie County or Martin County. Meals provided as part of registration should be reported on the Travel Expense Statement as meals furnished with the exception of continental breakfast.

City of Port St Lucie- official headquarters  
St Lucie, Martin or Indian River County- immediate vicinity.

~~It should be noted that meals are on a daily basis and require no receipts. The daily allowance for each twenty-four (24) hour period is Thirty-Four Dollars (\$34.00). In the event that travel does not include a complete day, then the city policy is as follows: Breakfast Seven Dollars (\$7.00) when travel begins before 6:00 a.m. and extends beyond 8:00 a.m., Lunch Ten Dollars (\$10.00) when travel begins before 12:00 noon and extends beyond 2:00 p.m., and Dinner Seventeen Dollars (\$17.00) 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 assignment. Receipts are not required to receive this reimbursement.~~

V. OTHER

- a) Telephone calls: One reasonable personal/family call per day, not to exceed \$5.00, may be reimbursed with proper justification.
- b) Other incidental expenses and/or essential items required while performing official travel may be reimbursed with proper justification.

**D. Local Area Meeting not Requiring Overnight Travel**

1. Special Luncheon/ Dinner Registration Meeting Expenses. In situations where attendance is required at an organized function and that function has a predetermined, established fixed price, the city will reimburse for the stated price, provided that approval for attendance is received in advance.

- E. Out of State Travel: It is City policy not to allow City vehicles to travel across the state line. The most economical mode of transportation should be considered; however, when driving is the required method, a rental vehicle should be used and the maximum available insurance coverage purchased. In no case may an employee rent a vehicle without prior approval by the City Manager.
- F. Payment Methods

1. Accounts Payable Vendor Checks and/or Petty Cash

Accounts Payable vendor checks can be used to pay registration, lodging and airfare. They will also be used to pay travel advances and final reimbursements greater than \$20.00. The petty cash custodian will reimburse an amount \$20.00 or less upon receipt of an approved travel statement.

2. Travel Card (Travel Card Administrator sets card limit for applicable charges based on approved travel expenses)

- a) Registration Fees
- b) Lodging/hotel reservations
- c) Airfare

Travel Card Procedures

- a) When the "Preapproval Travel Memo " indicates the Travel Card as the preferred method of payment, the Finance Department , upon receipt of the travel documents shall notify the "traveling" department and Travel Card Administrator by e-mail when approval is authorized.
- b) The Travel Processor then contacts the Travel Card Administrator to set the card limit for the applicable charges.
- c) The Travel Processor books registration, hotel and air fare.

1. **Registration Fees** may be charged to the Travel Card when the completion of a Travel Expense Statement is necessary.

2. **Lodgings**: Travel card administrator will set the card limit for the following items only:  
Hotel room- When booking the room, advise the hotel that the card will NOT be present at time of check-in. If hotel requires travel card when physically checking in- employee must sign Travel Card Authorization form (see attached).

Hotel Parking or Shuttle Service -must be determined at time of booking, and included with the hotel expense on the "Estimated" portion of the travel form.

NO other incidentals are to be charged to the travel card.

3. **Airline**: Travel preparers should determine an estimated cost for the airfare, include this on the pre approval memo and submit for Dept. Head and City Manager's approval. Upon approval air fare can be booked and charged to the Travel Card.

Travel cards are administered and distributed by OMB and will be used for approved expenses as outlined above.

#### G. Documentation and Accountability

Upon return to the city, it is the responsibility of the traveler to complete the "Actual Expense" portion of the Travel Expense Statement and forward to Finance Department within one week. ~~The following receipts, if applicable, must accompany the statement: Airline ticket stub, taxi/bus receipts, gasoline and oil receipts, hotel bill receipt, registration fee receipt, and road toll receipts.~~ Receipts are required to substantiate all travel expenses paid with the exception of per diem meal allowances. All documentation and receipts should be submitted with the final reconciled travel statement.

If the actual costs incurred exceed the authorized prepaid estimated expenses, the additional amount will be reimbursed to the appropriate vendor/employee upon approval of the Department Head. If advance payments exceed allowable expenses, the Traveler will submit a personal check along with the completed Travel Expense Statement.

The Finance Department will review all estimated and actual expenditures to ensure compliance with the City's Travel Expense Reimbursement Program. All required documentation justifying the expenses must be attached to the travel expense statement.

~~All requests for reimbursement of expenditures under the city policy for reimbursement of expenses of employees must be approved in advance of travel by the department head and the city manager. The department head is responsible to make certain that any expenditures authorized are included in the department's budget.~~

#### G. EXCEPTIONS:

These general guidelines are not expected to address every issue, exception or contingency that may occur in the course of City travel. Accordingly, prudent judgment in the use and stewardship of the City's resources should always prevail. Exceptions will require the approval of the Traveler's Department Head and City Manager.

# CITY OF PORT ST. LUCIE



FINANCE DEPARTMENT



"A City for All Ages"

**RECEIVED**

MAR 21 2013

City Manager's Office

## Memorandum

**TO:** Jeffrey Bremer, Interim City Manager

**Through:** Edwin M. Fry, Jr., CPA, CGFO, Finance Director / City Treasurer 

**From:** Irene Sorensen, CGFO, Accounting Manager 

**Date:** March 22, 2013

**RE:** Travel Expense Reimbursement Program

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### BACKGROUND

The City's current Expense Reimbursement Program was last updated in 1998 (98-R45). Since then the process for booking flights, hotel accommodation and registration has changed from Travel Agencies to the Internet which requires a credit card. As the City's procurement card is utilized for purchases only, the use of a Travel Card was tested over the past few years.

Although travel is limited at this time due to our current economic posture, the Travel Card has proven to be very effective in securing the best pricing for airline tickets, conference/training registration and hotel accommodations. Therefore, as the City's current Expense Reimbursement Program does not address the use of the Travel Card, I prepared a revision that supports and incorporates this.

The City Attorney has reviewed and approved the revision to the Travel Expense Program and subsequently prepared a resolution updating this program.

### RECOMMENDATION

Staff recommends Council approval of the revised Travel Expense Reimbursement Program pursuant to the attached Resolution.

Attach.

# MEMORANDUM

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**TO:** Mayor, Vice Mayor, and Council Members  
Interim City Manager  
Department Heads

**FROM:** Karen A. Phillips, City Clerk *KAP*

**DATE:** April 16, 2013

**RE:** Expense Reimbursement Program Resolution

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The Resolution presented regarding the City's Expense Reimbursement Program was listed on the April 8<sup>th</sup> Council meeting agenda with a duplicate Resolution number. It was not distributed with the duplicate number and is being presented again on the April 22<sup>nd</sup> Council agenda as Resolution 13-R58.