

C. Travel Procedures & Requirements (Page 1 of 6)

CITY COUNCIL TRAVEL PROCEDURES AND REQUIREMENTS Rev. July 14, 2021

TRAVEL PROCEDURES

In order to ensure compliance with local, state, and federal laws, the following policy outlines the requirements for all City Council related travel.

Travel Funds

In accordance with Chapter 10.6, Part 7, *Jacksonville Ordinance Code*, the *City of Jacksonville Travel Regulations*, and Council Rules 1.304 and 1.305, Council Members may request approval from the Council President to attend events (at the City's expense) that are held out of the city/county, for City Council business, providing that: 1) funding is available, and 2) they obtain prior approval by the Council President. Council Members may not exceed \$3,000 per fiscal year for "**Council Related**" travel expenses. (Travel for "**Special Assignment**" assigned by the Council President and "**Designated Member**" for the designated member(s) of FAC, FLC, NAC, and/or NLC are excluded from the \$3,000 fiscal year maximum.) If funding is unavailable, the traveler may still be approved to travel by using their personal funds to pay for the portion of the expenses that exceed the amount remaining of their fiscal year allocation. Unused funds will not carry over to the following fiscal year and cannot be transferred or reassigned to another Council Member or employee.

In addition and in accordance with Council Rule 1.306, a Council Member who serves as a designated member (assigned by the Council President) of the Florida Association of Counties (FAC), Florida League of Cities (FLC), National Association of Counties (NAC), and/or National League of Cities (NLC) may be approved for funding from the "**Designated Member**" travel account (a separate account within the City Council budget) to attend related meetings and events. Travel expenses for this type of travel are excluded from the Council Member's \$3,000 fiscal year allocation.

Request to Travel (Authorization to Travel Form)

Prior to the departure date for travel, an "*Authorization for Council Member Travel*" form must be completed by the Traveler (Council Member). This form must be completed, signed, and submitted to the Executive Administrator who will review the request, and confirm that funds are available to the Council Member for travel. Documentation such as an invitation, brochure, itinerary, or other record that provides the details and reason for travel must be attached. The Executive Administrator submits the request form and supporting documentation to the Council President for consideration. The Council President returns the original form to the Executive Administrator, and the Council Member and ECA are notified of the decision via email.

C. Travel Procedures and Requirements

(Page 2 of 6)

Travel Arrangements

It is the responsibility of the Executive Council Assistant (ECA) to coordinate all travel arrangements as requested by their Council Member. This includes hotel reservations, flight reservations, registrations for events, etc. Lodging reservations require the Traveler's personal credit card to hold the reservation and to pay for any charges other than room cost; however, the the room costs – less State of Florida taxes and incidental charges – can be charged to the City Council P-Card with advanced notice to the Executive Administrator.

If any travel expenses require advance payment (i.e. conference registration fees, flight reservations, etc.), the Council Member may request that the Executive Administrator to charge the City Council P-Card (limited funds each fiscal year); or the Council Member may use their personal credit card to pay for these expenses, providing that the travel request has been approved in advance. All travel expense reimbursements will be paid when the trip is concluded. (Cash advance payments for meals will be considered for International Travel only.)

If the Executive Administrator charges travel expenses to the P-Card, documentation is required at the time the charge is made. For lodging fees, the reservation confirmation and receipt of payment are required. For air transportation, a copy of the flight itinerary and itemized receipt are required. For registration fees, the completed registration form and receipt of payment are required. All documentation and receipts must be provided to the Executive Administrator at the time of payment.

Requests for Reimbursement

ECAs are responsible for compiling all original receipts, agendas, and itineraries, as well as their Council Member's Trip Report (summary of events and accomplishments related to the trip). Once all of the documentation has been collected, the ECA will attach it to a completed *Travel Concluded* form and submit it to the Executive Administrator (within 30 days of the travel period end date).

The Executive Administrator reviews all documentation related to travel and enters the reimbursement request data and supporting documentation of expenses to the City's 1Cloud System for consideration and processing. Once submitted, the Expense Report is routed in 1Cloud to the Traveler (Council Member) for review and approval. If approved, the record is then automatically routed by 1Cloud to the Council President for review and consideration of expenses.

Trip Report

Once the Council Member has returned, a "*Trip Report*" (in the form of a memorandum from the Traveler/Council Member to the Council President) summarizing the events of the trip and noting benefit(s) gained for the City and/or City Council must be included with the supporting documentation prior to reimbursement. Council Members are encouraged to provide a copy of the report to all Council Members for information purposes.

C. Travel Procedures and Requirements (Page 3 of 6)

Travel Expenses

There are strict laws governing travel expenses which can be found in Chapter 106 of the *Jacksonville Ordinance Code*, as well as in *Council Rules 1.304 – 1.306*. It is important to remember that the ordinance code requires the Traveler to use the most economical (least expensive) mode of transportation. Since most City Council travel destinations are located in Florida, driving a personal vehicle is normally the least expensive. However, if the traveler is able to reserve a flight for less than the cost of mileage reimbursement, air transportation may be approved. Likewise, a traveler may request to rent of vehicle rather than drive their own personal vehicle. If the traveler is able to rent a vehicle (including fuel costs) for less than the cost of mileage reimbursement, they may be approved to do so. If the traveler chooses to use transportation that exceeds the cost of mileage reimbursement, they are responsible for paying the difference from personal funds.

The following summarizes expenses for transportation, lodging, registration, and meals.

- a) **Air Transportation:** Once the travel request has been approved and air transportation has been authorized by the Council President, the ECA is responsible for making flight reservations. If the Council Member requests to charge the flight expenses to the City Council P-Card, the ECA will coordinate with the Executive Administrator to facilitate payment for the flight. Any flights reserved and paid for by the Traveler, excluding any upgrades, may be reimbursed upon the Traveler's return, providing that the Council President approves. If a Traveler chooses air transportation that exceeds the cost of mileage reimbursement, the Traveler may be reimbursed the lesser amount for transportation costs.
- b) **Personal Vehicle:** When driving a personal vehicle to a destination (outside of Duval County), mileage may be reimbursed upon the Traveler's return. The mileage amount is based on the current IRS mileage reimbursement allowance and includes fuel. The current mileage allowance is \$0.56 per mile. The number of miles to and from a destination is based on the City's approved mileage chart, which may differ from the actual miles driven. However, actual odometer readings are still required and must be added by the ECA to the *Travel Concluded* form.
- c) **Rental Vehicle:** The Traveler may be approved to rent a vehicle, providing that the rental fees and fuel costs do not exceed the amount the Traveler would have been reimbursed for mileage had they driven a personal vehicle. If the Traveler chooses to rent a vehicle that exceeds the current mileage reimbursement amount, the Traveler may be reimbursed the lesser amount.
- c) **Lodging:** Lodging arrangements are normally selected by the organization holding the event. Extended stays for personal reasons and/or charges for additional guests will not be reimbursed to the Traveler. Additional charges, including but not limited to telephone calls, mini-bar usage, movie rentals, salon services, etc. are not reimbursable expenses. Baggage tips are reimbursed at a maximum rate of \$2 at check-in and \$2 at check-out.

C. Travel Procedures and Requirements

(Page 4 of 6)

- d) **Meals:** Meals during the trip are determined by the time of day the traveler leaves the City of Jacksonville and the time of day they return. Currently, breakfast is reimbursed at a rate of \$10, lunch at a rate of \$14, and dinner at a rate of \$26. No receipts are required for meal reimbursement. Any meals provided at no additional cost by the host event, hotel, or other party cannot be claimed for reimbursement, even if the Traveler did not participate in the meal. **NOTE: A continental breakfast is not considered “breakfast.” A “Reception” that only serves appetizers/finger food does not count as “dinner.” Reimbursement would be authorized for these meals.**
- e) **Other Expenses:** Parking, taxi, tolls, and other expenses required of the traveler to attend the event will be reimbursed if: a) the expense was required to attend the event, and (b) the Traveler provides an original receipt showing the date, amount, and type of the expense.

Reimbursement

Travel reimbursements are paid via direct deposit to the traveler’s bank account.

C. Travel Procedures and Requirements
(Page 5 of 6)

TRAVEL PROCEDURES
STEP BY STEP

1. Does the Council Member want to use City funds to Travel?

YES.

- a) Complete the “*Authorization for Council Member Travel*” form. Estimate the total cost of the trip and complete each line. Identify the funding source. Attach detailed information (invitation, brochure, itinerary, etc.) regarding the trip and submit to Tina Miller, Executive Administrator. After travel is approved, continue to Step 2.

2. Is the Council Member requesting advance payments for lodging, flight, or registration fees?

NO.

- a) No action needed.

YES.

- a) Council Members may pay the advancements with a personal credit card, providing that the travel request has been approved. All travel expense reimbursements will be paid when the trip is concluded. Original receipts are required for all reimbursements and the Council Member’s name and last series of digits on their credit card number must appear on the receipt. No reimbursements are granted until the Traveler returns with confirmation of attendance. (Using a personal credit card for lodging expenses may require the Council Member to pay State taxes that are non-reimbursable.)
- b) Arrangements for advance payments must be coordinated with the Executive Council Administrator. If an advance payment is made by the Executive Administrator, reservation confirmation and receipt of payment must be provided to the Executive Administrator at the time payment is made in order to ensure the P-Card account remains current. (Example: Registration fees paid in advance require confirmation of registration and receipt when paid.)

3. When the Council Member returns, all original receipts for expenses, as well as the Trip Report and *Travel Concluded* form must be submitted. Does the Council Member wish to be reimbursed any additional expenses?

NO.

- a) Complete the *Travel Concluded* form and attach the Trip Report. Submit all documentation to the Executive Administrator and confirm that no other receipts or documentation is required to close out the trip.

C. Travel Procedures and Requirements

(Page 6 of 6)

YES.

- a) Submit original receipts for expenses (excluding meals) paid by the Council Member and the Trip Report to the Executive Administrator. **All receipts less than 8.5" x 11" must be taped on all (4) sides to a blank 8.5" x 11" sheet of paper. No bits of paper are accepted by Central Accounting due to the volume of copying and scanning required.**

Please refrain from stapling any portion of the travel documentation or receipts; a paper clip is preferred.

- b) If mileage reimbursement is requested, provide the actual odometer readings on the *Travel Concluded* form. Although actual readings have no bearing on the mileage amount used for reimbursement purposes, the 1Cloud System requires actual mileage to facilitate the reimbursement.
- c) Once submitted into 1Cloud by the Executive Administrator, the request for reimbursement will route to the Council Member's In Box for approval. Council Members are encouraged to review the expenses and approve if the data is correct. Once approved by the Council Member, the reimbursement request is routed by 1Cloud to the Council President for final approval.

For City Travel Procedures and Regulations, see more detailed information in the Jacksonville Ordinance Code and the City's Travel Instructions (included in this section).

Please see the Executive Administrator for assistance.

EXHIBIT 7 – Travel Authorization Form



OFFICE OF THE CITY COUNCIL

AUTHORIZATION FOR COUNCIL MEMBER TRAVEL

DATE: *<Insert Date>*

TO: *<Insert Name>*, Council President

FROM: *<Insert Name>*, Council Member, *<Insert District or AL Group>*

I request authorization and funding for travel expenses to attend the following:

DESTINATION (City, State):

DATE(S) OF TRAVEL:

PURPOSE OF TRAVEL:

BENEFIT TO CITY COUNCIL:

APPROXIMATE TOTAL COST (include lodging, transportation, registration, mileage, & meals):
\$

FUNDING SOURCE: ___ Council Member's Fiscal Year Allocation (\$3,000)

 ___ Designated Member for FAC, FLC, NAC, & NLC

 ___ Special Assignment (made by the Council President)

APPROVAL:

Funding Availability Verified by:

Date

<Insert Name>, Council President

Date

EXHIBIT 8 – Travel Concluded Form



OFFICE OF THE CITY COUNCIL

**TRAVEL CONCLUDED FORM
COUNCIL MEMBER**

DATE: *<Insert Date>*

TO: *<Insert Name>*, Council President

FROM: *<Insert name>*, Council Member, *<Insert District or AL Group>*

Travel expenses and information:

DESTINATION (City, State): _____

DEPARTURE DATE & TIME: _____/_____/_____ ____:____ AM /PM

RETURN DATE & TIME: _____/_____/_____ ____:____ AM /PM

ODOMETER READING
(Only if Personal Vehicle Used)

Prior to Departure

Upon Return

Meal Type (Breakfast, Lunch, or Dinner)

Date

**MEALS PROVIDED
AT NO COST TO
TRAVELER:
(No Reimbursement)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I certify that all information and receipts provided for expenses related to this travel event are correct.

<Insert Traveler's Name>
Council Member, *<Insert District or AL Group>*

Date

EXHIBIT 9 – Out of City Mileage
 (Page 1 of 4)

OUT OF CITY MILEAGE	ONE WAY TRIP	ROUND TRIP
JACKSONVILLE TO:	FLORIDA CITIES	
Altamonte Springs	125	250
Amelia Island	44	88
Apalachicola	231	462
Arcadia	239	478
Barton	200	400
Bartow	189	378
Belle Glade	286	572
Blountstown	212	424
Boca Raton	303	606
Bonifay	254	508
Boynton Beach	290	580
Bradenton	227	454
Bristol	207	414
Bronson	94	188
Brooksville	147	294
Bunnell	68	136
Bushnell	133	266
Callahan	25	50
Cape Canaveral	148	296
Captiva Island	359	718
Chattahoochee	203	406
Chipley	246	492
Clearwater	197	394
Cocoa	153	306
Coral Gables	348	696
Crawfordville	178	356
Crescent City	78	156
Crestview	309	618
Cross City	113	226
Crystal River	143	286
Dade City	155	310
Daytona Beach	89	178
Deerfield Beach	315	630
Defuniak Springs	281	562
Deland	100	200
Delray Beach	295	590
Destin	331	662
Disney World	166	332
Fernandina Beach	33	66

EXHIBIT 9 – Out of City Mileage
 (Page 2 of 4)

Flagler Beach	72	144
Fort Lauderdale	320	640
Fort Myers	286	572
Fort Pierce	221	442
Fort Walton Beach	314	628
Gainesville	69	138
Green Cove Springs	27	54
Greenelefe	183	366
Haines City	180	360
Hialeah	343	686
Highlands	394	788
Hilliard	35	70
Hollywood	327	654
Homestead	371	742
Inverness	126	252
Jacksonville Beach	18	36
Jasper	89	178
Jupiter	250	500
Key Biscayne	374	748
Key West	498	996
Keystone Heights	49	98
Kissimmee	152	304
Labelle	274	548
Lake City	60	120
Lake Butler	53	106
Lake Buena Vista	166	332
Lakeland	180	360
Lake Worth	284	568
Largo	225	450
Leesburg	123	246
Live Oak	83	166
Longwood	140	280
Macclenny	29	58
Madison	111	222
Maitland	145	290
Marco Island	370	740
Marianna	227	454
Marineland	58	116
Mayo	100	200
Melbourne	174	348
Merritt Island	160	320
Miami	345	690
Miami Beach	342	684
Milton	339	678
Miramar	327	654
Monticello	141	282
Moore Haven	276	552
Mount Dora	144	288

EXHIBIT 9 – Out of City Mileage
 (Page 3 of 4)

Naples	322	644
New Smyrna Beach	104	208
North Miami Beach	333	666
South Miami Beach	335	670
Ocala	95	190
Okeechobee	240	480
Orange Park	14	28
Orlando	147	294
Palm Beach Gardens	280	560
Palm Coast	60	120
Panama City	261	522
Pensacola	354	708
Perry	126	252
Plant City	180	360
Pompano Beach	311	622
Ponte Vedra	15	31
Port St. Joe	253	506
Punta Gorda	264	528
Quincy	185	370
Raiford	45	90
Sanford	118	236
Sarasota	240	480
Sebring	219	438
St Augustine	39	78
St Johns County	33	66
St Petersburg	210	420
Starke	43	86
Stuart	239	478
Tallahassee	163	326
Tampa	190	380
Tavares	119	238
Temple Terrace	196	392
Titusville	134	268
Trenton	98	196
Vero Beach	207	414
Wauchula Springs	178	356
Wauchula	215	430
West Palm Beach	277	554
Winter Haven	180	360
Winter Park	135	270
Yulee	25	50
Zephyrhills	185	370

EXHIBIT 9 – Out of City Mileage
 (Page 4 of 4)

JACKSONVILLE TO:

GEORGIA CITIES

Atlanta	362	724
Athens	383	766
Brunswick	72	144
Crystal River	127	254
Macon	265	530
Marietta	368	736
Savannah	154	308
St Simons Island	76	152
Kings Bay	70	140

JACKSONVILLE TO:

OTHER

Alexandria Virginia	699	1398
Astor Park	160	320
Avon Park	215	430
Bal Harbour	351	702
Charleston SC	244	488
High Point NC	479	958
New Orleans LA	549	1098
North Charleston SC	220	440
O'Leno State Park	80	160
Raleigh NC	467	934
Treasure Island	220	440
Virginia Beach	641	1282
Washington DC	708	1416

EXHIBIT 11 – Travel Advance & Expense Report Checklists
(Page 1 of 3)

**TRAVEL AUTHORIZATION CHECKLIST
REQUIRED PRIOR TO DEPARTURE DATE**

Please ensure the following information has been submitted to the Executive Administrator on the *Authorization for Council Member Travel form*.

- DATE: Date of Request
- TO: Council President’s Name
- FROM: Traveler’s Name
- DESTINATION: City, State
- DATE(S) OF TRAVEL: Departure Date – Return Date
- PURPOSE OF TRAVEL: Name of Official Event or Subject Matter
- BENEFIT TO CITY COUNCIL: Justification for Traveling at the City’s Expense
- COST ESTIMATE: Cost Estimate of Total Expenses, including Advance Payments
- FUNDING SOURCE:
 - ___ Council Member’s Fiscal Year Allocation (\$3,000 maximum)
 - ___ Designated Member of FAC, FLC, NAC, and/or NLC
 - ___ Special Assignment (request made by the Council President to the Council Member)
- VERIFICATION OF FUNDING: Authorization for Travel Form submitted to Executive Administrator to confirm funding
- APPROVAL: Executive Administrator obtains Council President’s approval/denial and provides copy of travel documents to the Traveler.

Please ensure that the following information is attached to the *Authorization for Council Member Travel form*.

- The invitation, announcement, brochure, or other information regarding the trip (include preliminary agenda/itinerary if provided)

EXHIBIT 11 – Travel Advance & Expense Report Checklists
(Page 2 of 3)

**TRAVEL REQUEST FOR ADVANCE PAYMENT
REQUIRED PRIOR TO DEPARTURE DATE**

Once approved for travel, the following information is required to request any advance payments using the City Council P-Card. (Must be coordinated with the Executive Administrator prior to the departure date.)

- LODGING:** Name, Address, & Telephone Number for Hotel;
Nightly Room Rate Amount; Reservation Confirmation
- REGISTRATION:** Name, Address, & Telephone Number for Host Organization;
Registration Amount; Completed Registration Form
- AIR TRANSPORTATION:** Name & Telephone Number for Carrier; Quote with Flight Information
to be Reserved and Paid

Documentation Required after Advance Payment is made and prior to departure date.

- LODGING:** Name, Address, & Telephone Number for Hotel;
Copy of Payment Receipt
- REGISTRATION:** Copy of Registration Payment Receipt
- AIR TRANSPORTATION:** Copy of Flight Reservation with Itinerary, Traveler’s Name, and
Payment Receipt

EXHIBIT 11 – Travel Advance & Expense Report Checklists
(Page 3 of 3)

COUNCIL MEMBER – TRAVEL EXPENSE REPORT CHECKLIST

Please submit within 30 days of the Traveler’s return to the Executive Administrator.

- Travel Concluded Form*
- Airline Boarding Passes (include itinerary and receipt for ticket if paid by Traveler)
- Hotel Receipt Showing a \$0.00 Balance Due (Express checkout does not produce the required receipt)
- Copy of Itinerary/Agenda (Required to Confirm Attendance and to Determine Meal Reimbursement)
- Original Parking Receipts
- Original Taxi/Toll Receipts
- Rental Car and Gasoline Receipts showing a \$0.00 balance due (if applicable)
- Any other documentation regarding the trip (Must submit any refund checks owed to the City prior to submitting request for final reimbursement.)

Organizing the Information.

- Tape any pages or receipts that are smaller in size than 8.5” x 11” to an 8.5” x 11” sheet of paper. Tape all four sides of the receipt to prevent shredding during the scanning and copying process.

Please ensure that the following information is completed on the *Travel Concluded form.**

- Date & Hour of Travel: Departure and return dates & times determine meal reimbursement
- Meals Per Diem: Breakfast (must depart Jax before 6 AM on first day of travel or arrive back to Jax after 8 AM on the last day of travel)
Lunch (must depart Jax before 12 PM on the first day of travel or arrive back to Jax after 2 PM on the last day of travel)
Dinner (must depart Jax before 6 PM on the first day of travel or arrive back to JAX after 8 PM on the last day of travel)
- Auto Mileage Actual Odometer Readings prior to and upon return from travel (Actual readings required, but reimbursement is paid based on the City’s *Out of City Mileage Chart*)
- Trip Report attached Summary of information gained from the event in Memo form from the Traveler & addressed to the Council President

EXHIBIT 12 – Travel Regulations

(Page 1 of 12)

CONSOLIDATED GOVERNMENT TRAVEL REGULATIONS

PART 1. GENERAL PROVISIONS

1.01 Purpose; authority. This manual is issued by the Director of Administration and Finance to implement the provisions of Part 7, Chapter 106 Ordinance Code of the City of Jacksonville. These travel regulations are issued under the authority of Section 106.702 O. C., and are applicable to those offices, departments or agencies as listed in s. 106.103(h). The Department of Administration and Finance is responsible for the proper administration of Chapter 106 Part 7. This responsibility involves determining whether claims for travel expenses are in accordance with the law and these travel regulations, disallowing or recommending the disallowance of improper claims and seeking reimbursement of improperly claimed and paid travel expenses.

1.02 Reference applicable to amendments. Whenever a reference is made to these regulations or a portion thereof, the reference shall apply to and be construed to include all amendments, supplements and revisions as promulgated by the Director of Administration and Finance.

1.03 Scope. The travel regulations shall apply to all City and Independent Agencies using Part 7, Chapter 106.O.C. as authority to pay or reimburse for expenses of persons traveling on official business of an agency. Waivers to or modifications of these regulations are not permitted unless authorized by law or by the Director of Administration and Finance, as stipulated by published supplements to this document. No authority, authorization or permission may be assumed if it does not appear in the travel regulations.

1.04 Definitions. In the travel regulations:

(a) the terms agency, approving authority, common carrier, conference, traveler and household goods and personal effects have the meanings given to them by 106.701, O.C.

(b) a chartered vehicle is any vehicle for hire, including an aircraft, a vessel, a bus or any other conveyance hired to transport persons, with baggage, equipment and material, from the City to another destination, specifically for this purpose and not as a part of a scheduled route.

(c) Department means the Department of Administration and Finance of the City of Jacksonville.

(d) Director means the Director of Administration and Finance.

(e) O.C. means the Ordinance Code of the City of Jacksonville.

(f) overnight means that the traveler is actually or constructively in a travel status during the hours from 8:00 p.m. to 6:00 a.m..

(g) principal workplace means that public office, public building or public facility where the traveler performs most of his official duties or, where he reports to receive instructions and to be paid.

(h) 7-106 means Part 7, Chapter 106, Ordinance Code of the City of Jacksonville.

(i) vicinity mileage means mileage driven by a traveler at the travel destination in connection with official business, and mileage to and from the terminal of a common carrier.

(j) travel regulations include all of the text of this manual, and changes promulgated and issued as supplements to this manual.

EXHIBIT 12 – Travel Regulations

(Page 2 of 12)

1.05 Travel defined. Only those incidents that require a traveler to leave the City (Duval County) to conduct official business for the City or Independent Agency, are considered travel, or as detailed in 106.710.O.C. Official travel status encompasses the time from the departure from a traveler’s home or principal workplace to his arrival back to his home or principal workplace, unless he conducts personal business unconnected with the authorized purpose of his trip. During the time of this unofficial business, the traveler is considered in non travel status not entitled to any of the provisions of Part 7, Chapter 106 of the Ordinance Code; provided, that a traveler will not be considered in a non travel status if, in the opinion of the approving authority, the unofficial business is conducted incidentally to the official business and separating the two periods would be impractical.

1.06 Forms. The form to be used in authorizing and documenting travel is illustrated in Part 6. This form may be locally produced by the using agencies according to current technology but, must be presented to the Department with proper authorization signatures. Electronic transmission, instead of a signed copy of this approved form, is currently not authorized.

1.07 Designation of travel coordinator. Each department or agency director shall name a person to coordinate the travel for the department. This person will be responsible for submitting the required information with authorized forms to the Department for processing. This person will be the contact between the traveler, travel vendors and the Department, and should be familiar with all rules and regulations regarding travel. This does not preclude the assignment of other persons to make the travel arrangements within an area of operations and provide the documentation to the department/agency coordinator.

Part 2. AUTHORIZATION TO

TRAVEL; TRAVEL ADVANCES

2.01 Approval for travel. No traveler may be reimbursed for travel expenses unless, prior to such travel, the approving authority has authorized and approved the travel. Authorization to travel shall be shown in the Approvals to Travel@ portion (Section I) of the Travel Form. The approving authority is as defined in 106.701(b), O.C.

2.02 Approving authorities to permit only lawful travel. Only Travel for a public purpose connected with the duties, responsibilities and mission of the approving authority shall be authorized. Other travel for personal reasons, or for a purpose not supported by the mission of an agency may not be approved for payment from public funds. This will not prevent an authority from authorizing travel for any lawful purpose at no cost to the consolidated government.

2.03 Joint approvals. Two or more approving authorities may authorize travel, when such travel is for a public purpose connected with the mission of each approving authority. The cooperating authorities will determine the method by which the traveler will be reimbursed. Never shall joint approval of travel be construed as authority for reimbursement of payment of travel expenses in any amount greater than that which could be claimed if the travel had been conducted for only one approving authority.

2.04 Travel advances.

(a) Authorized expenses. An approving authority may authorize an advance to cover the anticipated cost of the travel. The amount of the advance may include the quoted costs of:

(1) transportation by common carrier, payable to the common carrier,

EXHIBIT 12 – Travel Regulations

(Page 3 of 12)

(2) lodging, at the single room rate, payable to the provider,

(3) registration fees payable to the sponsor of the conference, and

(4) meals, at the per diem rate, if travel is expected to last five full days or longer, payable to the authorized traveler, for the traveler and any person transported in the care and custody of the traveler in the performance of the traveler=s official duties. The advance shall be *estimated* according to Part 3.

No other expenses shall be authorized or included in the advance. In extraordinary cases, the Director may authorize the traveler to use cash to pay for transportation and lodging expenses instead of checks payable to the providers. In no case will cash be provided for the purpose of paying registration.

A traveler who is provided with a cash advance shall be personally liable for the amount thereof.

(b) How authorized. Using the form illustrated in Part 6.08, an approving authority, will authorize the travel on Section I, and may prepare and submit to the Department a request for travel advance per Section II of the same form. The Department, for those agencies using the financial services of the Department, will audit the request for accuracy and may correct any errors before the checks are drawn. The checks will be returned to the approving authority after signature by the Treasurer. The approving authority accepts responsibility and accountability for the advances and, at this point, the traveler becomes responsible to the approving authority for the final accounting of the expenses of the travel. This accounting, by the traveler, shall be made within five (5) working days of the completion of the travel. The traveler shall return to the approving authority:

(1) the amount of the cash advance that was not expended on lawful travel expenses, and

(2) receipts, tickets and other documentary evidence of the amount that was expended, as required by Part 6, except that receipts for meals are not necessary.

The amount of cash returned plus the cash total of the documentary evidence shall equal the amount originally advanced. If such amounts do not equal, the traveler will provide an affidavit that clearly states the travel expense that was paid by the difference.

If advance checks were drawn to the providers of transportation and lodging, the traveler=s copy of the transportation ticket and the original detailed paid receipt provided by the lodging establishment must be attached to and become part of the travel form. In the event that the travel is not performed, or the cost of those items for which advances were made is less than the advance, the traveler is responsible to the City or approving authority for the return of any funds due from the common carrier, conference sponsor or lodging establishment. When a non-refundable ticket is ordered and then is not used, it is the responsibility of the traveler to notify the travel coordinator of his department or agency. This person will call the travel agent to notify them of the unused ticket. The ticket will then be picked up by the travel agent for credit against a future trip by the same traveler. The new travel date must be within one year from date of issuance of the returned ticket. This is in compliance with air line policies. Failure to comply with this regulation does not release the authorizing agency from the liability for the requested ticket.

EXHIBIT 12 – Travel Regulations

(Page 4 of 12)

PART 3. REIMBURSABLE

TRAVEL EXPENSES

3.01 Purpose of Part 3. The purpose of this part is to define which expenses incurred by a traveler will be considered reimbursable travel expenses, and to prescribe the methods by which the reimbursable amounts will be determined. It is the responsibility of the traveler to claim reimbursement only for the official travel, and the necessary expenses of that travel in the performance of official business.

3.02 Constructive point of origin. In the case of travel by:

(a) common carrier (excluding a rental automobile), travel will originate at the place where the traveler boards the conveyance, with mileage to and from such place as provided in Part 3.11.

(b) motor vehicle (including a rental automobile), travel will originate:

(1) in the case of a traveler who is an officer or employee, at City Hall, or, at the traveler=s home, whichever is the lesser actual mileage to the destination.

(2) For any other traveler, at the traveler=s home or place of business, or at the place the travel commenced, whichever is the lesser actual mileage to the destination.

3.03 Constructive travel time. Travel will be deemed to have commenced, the shorter of the time the traveler actually began travel, or the latest time reasonably possible to arrive at the destination at the time required to accomplish the purpose of the travel.

The same constructive travel time will be applied in the return of the traveler. The purpose of applying this constructive travel time regulation is to assure that the traveler spends the least possible time on official travel. If personal business is conducted during the travel, reimbursement for lodging and meals shall be based on and approved for only the constructive travel time as determined by this section, for the official travel.

3.04 Most direct routes of travel; official maps. Reimbursement for transportation expenses will be allowed only for the distance necessary, or the most direct route of travel to accomplish the official business of the traveler. The most current maps used by the State Department of Transportation will be the official reference for distances and mileage. In case of questioned distances and mileage, the official maps will be final and conclusive upon all approving authorities and travelers.

3.05 Mode of transportation, generally.

(a) Authorized modes. Travel on official business may be by a public motor vehicle, a common carrier, a chartered vehicle or a private motor vehicle.

Approving authorities shall designate the mode of transportation in advance of the travel. A public motor vehicle is preferred, followed by the other modes in the order listed. An approving authority should be prepared to justify the particular mode authorized. The cost of the transportation is not the sole criterion to justify a particular mode.

(b) Most economical mode. An approving authority shall designate the most economical mode of transportation for the travel to be performed based on the following:

EXHIBIT 12 – Travel Regulations

(Page 5 of 12)

- (1) the nature of the official business to be accomplished during the travel;
- (2) the time, to be taken by the traveler away from his duties in the City, the cost of transportation and the meals, lodging and incidental expenses estimated;
- (3) the number of persons who are traveling and the equipment and material that will be transported during the travel.

Approving authorities should approve only the number of travelers who are necessary to accomplish the purpose of the travel. Compliance with the Mayor=s Executive Order concerning the number of travelers will be required. The burden will be upon the approving authority to justify variances from this regulation.

3.06 Public motor vehicle. Travel by public motor vehicle will be performed according to rules promulgated by the Fleet Management Division. Currently the use of public motor vehicles for travel is prohibitive except in those cases where one has been provided to specific individuals. Therefore, the use of private motor vehicles, common carrier or chartered vehicles is necessary.

3.07 Common carrier. Travel by common carrier shall be authorized only at the coach fare rate, except that the first-class fare is authorized if coach fare is not available at the time the travel reservation was made or the ticket purchased. This must be certified in writing by the common carrier. This certification must be attached to the travel expense form when submitting for reimbursement.

The coach fare rate shall be that rate for the least expensive passenger travel on the common carrier, as stated in the carrier=s published tariffs. Where the common carrier is one of many carriers that provide the required transportation, the approving authority shall use the least expensive of all common carriers which were available and could provide the required transportation. If a traveler chooses to travel in an accommodation more expensive than coach without authorization by the approving authority, reimbursement shall be authorized only at the coach fare rate of the common carrier used.

3.08 Chartered vehicle. A chartered vehicle will be authorized by an approving authority when it is the most economical mode of transportation available. Usually this would be considered when there is a large or bulky amount of equipment or material to be transported, or, when there is a large group of travelers authorized to travel to the same destination. The transportation expense authorized by the approving authority shall be the cost of the charter, and incidental expenses applicable to the transportation of the authorized travelers in the chartered vehicle.

3.09 Private motor vehicle. A private motor vehicle may be authorized by an approving authority when there is no public vehicle or common carrier available, or would be less economical. Reimbursement for the use of a private vehicle will be according to Sec. 3.11.

3.10 Transportation furnished by another traveler. An approving authority shall not authorize or approve reimbursement for transportation expenses, whether actual or on a mileage basis, when a traveler is transported gratuitously by another traveler who is entitled to reimbursement for transportation expenses for the same travel. Without evidence to the contrary, it will be presumed that the traveler furnishing the transportation is entitled to reimbursement for the expenses of such transportation. The burden is on the traveler who is being gratuitously transported to show that he is, in fact, entitled to reimbursement for all or any portion of such transportation expenses. A statement of the facts shall be attached to the travel form. This statement shall be made under the same penalties of perjury as the travel form.

EXHIBIT 12 – Travel Regulations

(Page 6 of 12)

3.11 Mileage reimbursement out of City travel. If travel outside the City is authorized by private motor vehicle, reimbursement is authorized at the rate per mile recognized by the United States Internal Revenue Service (IRS) pursuant to current IRS rules and regulations, for the distance actually traveled on official business, including travel to and from the destination and necessary vicinity mileage while at the destination; provided, that if the total mileage from point of origin to the travel destination, not including vicinity mileage, exceeds four hundred miles, the mileage reimbursement shall be limited to the lesser of;

- (a) the current IRS rate per mile for the entire distance including vicinity mileage; or
- (b) the airline common carrier coach fare from the City to the airport nearest the point of a travel destination for all travelers using the private motor vehicle, plus the IRS rate per mile for mileage equal to the distance from the airport to the point of a destination and for vicinity mileage.

No other reimbursement for transportation expenses, except incidental expenses as described in Section 3.13 of these regulations, will be authorized or approved when a private motor vehicle is used.

When traveling by common carrier, the traveler may claim reimbursement for automobile travel from his principal workplace to the terminal of the common carrier and return. The distance to the Jacksonville International Airport and return will not exceed fifteen miles in each direction. The mileage shall be entered on the travel form for mileage reimbursement claimed under this section.

3.12 Mileage reimbursement in city travel. The travel regulations contained in Sections 3.04 through 3.11 are available for travel performed on official business within the City. An employee who uses his private vehicle on official business within the City is entitled to reimbursement at the current rate per mile established by the IRS, at the time the mileage occurs. These reimbursements are paid by an entry into the payroll system in accordance with the time entry instructions in the Time Entry Help module. The reimbursement will be made for any time period the approving authority decides, except that in the case of requirements of the union contracts that payment is made within certain time frames, the using authority will make every reasonable effort to comply. The approving authority may stipulate to the forms required to be filled out by the employee, but in each instance will be required to maintain proper records in compliance with the Internal Revenue Service Regulations. In the event of an IRS audit the employer must prove that the payment was for a reimbursement and not subject to taxes. In no event will the forms and proof of expenses associated with automobile reimbursement be submitted to the Department, but will be maintained in the records of the approving authority.

3.13 Incidental transportation expenses. Enumeration; Limitations. The following expenses incidental to transportation of the traveler may be reimbursed by the approving authority:

- (a) taxi fares, if the traveler is traveling by a common carrier, or by chartered vehicle incapable of being driven in the vicinity of the travel destination;
- (b) ferry fares; bridge, road and tunnel tolls, with receipts;
- (c) storage and parking fees; which may include drayage fees for equipment and material accompanying the traveler for official business;
- (e) communications expenses, including charges for telephone, telegraph, radiotelephone, radiotelegraph, facsimile transfer and cable messages and service between the City and the travel

EXHIBIT 12 – Travel Regulations

(Page 7 of 12)

destination, between local points at the travel destination, and between the travel destination and other points on the travel itinerary, if necessary to confirm reservations or conduct official business.

(f) reasonable tips for transportation of baggage, not exceeding one dollar per bag per transfer, limited to no more than two dollars per transfers.

3.14 Lodging. Reasonable reimbursement will be made for the cost of lodging when the traveler is away from his place of residence overnight. If at all possible, lodging will be secured by advance reservation, and paid by a City check. In many cases this avoids the payment of local taxes, such as sales and uses tax, and in some locals the tourism taxes. The traveler should carry a copy of the City Tax Exemption Certificate as proof of the exemption from certain sales and uses tax. The traveler should make a reasonable effort to inform the provider of lodging of the City's exemption from such taxes. If the taxes are still assessed, reimbursement to the traveler is appropriate.

The least expensive single-room rate at the travel destination will be selected unless the approving authority authorizes another single-room rate consistent with the official business to be performed.

3.15 Meals. Authorization; limitation. Travelers are authorized to be reimbursed for meals while in travel status at the following fixed subsistence rates, or, at the travelers option, at the amount submitted but not in excess of the following maximum subsistence rates, only when travel begins before and extends beyond the times specified:

(a) Subsistence allowances. (i) breakfast: ten dollars, when travel begins before 6:00a.m. and extends beyond 8:00a.m.;

(ii) lunch: fourteen dollars, when travel begins before 12:00 noon and extends beyond 2:00p.m. ;

(iii) dinner: twenty six dollars, when travel begins before 6:00p.m. and extends beyond 8:00 p. m., or when travel occurs during nighttime hours due to special assignments.

Subsistence allowances are paid for individual meals if they are itemized on the travel form in Section III. The statement should show only those meals for which the traveler is authorized as defined in paragraph (a) of this part. Attention must be paid to the time limitation as stated in Section 106.708 O.C., and the constructive travel time as defined in Section 3.03 of this document.

(b) A fifty dollar per diem allowance is paid, at the option of the traveler, in lieu of subsistence allowances for meals on a day of travel only when travel begins before 6:00a.m. and ends after 8:00 p.m.. If travel begins subsequently to 6:00a.m.or ends prior to 8:00 p. m., the reimbursement for meals will be paid in accordance with the time and amount limitations as detailed in Section 3.15(a). If attending a conference, and the traveler is provided one or more meals without a specific charge being made for the meal, the traveler is not entitled to any per diem allowance for the day on which the meal is so furnished, nor for any subsistence allowance for the meal that was furnished. A meal provided by a common carrier is exempt from this ruling, and does not preclude the traveler from receiving subsistence or per diem allowance, if otherwise entitled.

3.16 Conference registration fees. Registration fees are allowable expenses of travel and may be paid in advance of the travel, paid by City check and taken to the conference or reimbursed to the traveler when paid by him, at the discretion of the approving authority. Registration fees must be accounted for on the travel form in Section III. For payment to be made or reimbursed, a traveler must submit a copy of the brochure describing the conference and a copy of the registration form to the

EXHIBIT 12 – Travel Regulations

(Page 8 of 12)

Department at time payment is requested. If there was no advance for the registration, and traveler is to be reimbursed, a paid receipt must accompany the travel form.

PART 4. RECRUITMENT AND RELOCATION EXPENSES

4.01 Scope. An approving authority may authorize reimbursement of expenses for a person being considered for top-level executive or professional positions who is a bona fide candidate, including such person who has been offered the position but has not yet accepted employment under the regulations in 106.710(b) O.C. Relocation expenses may be paid to or on behalf of any such person who has been offered and accepted employment with the City or Independent Agency, under the regulations in 106.710(c) and (d).

(a) Recruitment expenses. A traveler who is a candidate and is not a resident of the City, and when authorized by the approving authority, such person=s spouse, may be reimbursed for the following travel related expenses:

(1) round-trip travel, under the provisions and limitations of 106.706 O.C. from his current residence to the city and return, as often as authorized by the approving authority, for the purpose of employment interviews. Such authority may include such candidate=s spouse.

(2) While in the city for employment interviews, the traveler and spouse may receive reimbursement for lodging and meals in accordance with Part 3 of these Travel Regulations.

(3) If authorized by the approving authority, the traveler and spouse may receive reimbursement for travel within the City in compliance with Section 3.09 of these Travel Regulations and to the limitations of 106.706(c) O.R, for purposes of viewing the City and looking for suitable housing that may be available.

(b). Relocation Expenses. A traveler who has accepted employment, as defined in 106.701(f)(4)(ii) O.C., and who qualifies under 106.710(a)O.C., may be reimbursed for the following expenses in connection with relocating to the City.

(1) Transportation to seek permanent residence quarters in the City for the traveler and spouse, as provided by 106.706 O.C., and reimbursement for lodging and meals while traveling to and from the city and while in the city, under the limitations of 106.707 and 106.708 O.C.. Expenses for this purpose may be allowed for only one round trip.

(2) Transportation expenses, for the traveler and up to three members of his immediate family from his former residence to the city for the purpose of taking up residence. Limited to the provision of 106.706 O.C.

(3) Lodging and meals The traveler and up to three members of his immediate family may be reimbursed for lodging and meals in compliance with Part 3.14 and 3.15 of these regulations. In accordance with 106.710(c)(3) O.C., the traveler and each such member of his immediate family shall be entitled to a separate reimbursement at either the subsistence rates or per diem, whichever is applicable under 106.708 O.C.

(4) The approving authority may authorize reimbursement for the transporting, packing, crating, temporarily storing, draying and unpacking the household goods and personal effects of the traveler

EXHIBIT 12 – Travel Regulations

(Page 9 of 12)

and his immediate family, but not in excess of a predetermined amount by weight to be specified in advance of such travel. If the traveler wishes to transport a house trailer or mobile dwelling for use as his permanent residence, the approving authority may authorize the following:

(i) A reasonable allowance, not in excess of twenty cents per mile, for transportation, if the traveler is transporting the house trailer or mobile dwelling; or,

(ii) Commercial transportation of the house trailer or mobile dwelling, or reimbursement therefore, including necessary tolls, charges and permit fees. But in either case payment under this paragraph may not exceed the amount approved under the first sentence of this section.

(c) None of the relocation expenses enumerated under paragraph (b) may be paid by the approving authority until and unless the newly hired employee agrees in writing, prior to the authorization of such travel and transportation, to remain in the employ of the authority for at least twelve months after his employment date, unless separated for reasons beyond his control and agreed to by the approving authority. If the individual violates this agreement, the money expended by the approving authority is recoverable from the individual as a debt due to the City or Independent Agency. The agreement may provide for a pro ration of the recoverable amount over and during the twelve-month period.

PART 5. LOBBYING AND LEGISLATIVE DELEGATION STAFF

5.01 General prohibition. Section 106.715, O.C. prohibits payment of any amounts paid or incurred for travel for the purpose of advocating passage or defeat of legislation by the Florida Legislature, except as provided therein. The prohibition is upon lobbying in general, not only upon travel to Tallahassee for the purpose of lobbying during sessions of the Legislature; therefore, travel to any point in the State for the purpose of lobbying is not-reimbursable under 106.715, O. C., whether or not the Legislature is in session.

5.02 Exceptions to general prohibition. The prohibition of 106.715, O.C. does not extend to lobbying activities before Congressional committees or subcommittee, nor to appearances before administrative, quasi-judicial or executive agencies, whether State or federal, for the purpose of supporting or opposing matters before such agencies. Travel may be authorized by approving authorities for such activities and appearances, and exceptions provided in 7-106 for travel in general.

5.03 Authorization for lobbying. When travel for the purpose of lobbying is authorized under any of the exceptions stated in 106.715(a)-(d), O.C., the request or approval shall be in writing and attached to or indicated on the travel form before it is transmitted to the Department for audit at the conclusion of the travel. A travel form submitted for travel expense reimbursement that appears to involve lobbying will be rejected by the Department and returned to the approving authority unless the authorization for the lobbying is attached to or indicated on it as required by this section.

5.04 Legislative delegation staff. The Coordinator and Secretary of the Duval County Legislative Delegation are entitled to reimbursement at the per diem rates authorized by 106.716, O.C. It is the responsibility of the Coordinator and Secretary to provide the Director with the latest approved per diem rates established by the President of the Florida Senate for senate employees. In the absence of the latest approved per diem rates, the Director will approve reimbursement only at the rates available to him or, if no such rates are available, at the rates authorized by 7-106, for other travelers.

EXHIBIT 12 – Travel Regulations

(Page 10 of 12)

PART 6. DOCUMENTATION AND FORM REQUIREMENTS

6.01 Scope. This part of the travel regulations will dictate the method of preparing and submitting the travel form and documents. The form illustrated in 6.08, named City of Jacksonville Travel Form, is the only authorized and acceptable means of securing travel approval, advances and reimbursements of travel expenses. The Travel Form includes three sections; Section I Approval to Travel, Section II Advance Request, and Section III Expense Report.

This part is mandatory, and all approving authorities as designated in 106.103(h), O.C., and travelers are expected to comply.

6.02 Travel Approval. Section I of the Travel Form should be filled out by the traveler or designated travel coordinator for an agency. This section includes:

- (a) the traveler=s name;
- (b) the destination of the traveler;
- (c) the dates encompassed by the travel;
- (d) the name of the department, division or agency;
- (e) the index code to be charged for the expense;
- (f) the sub-object to be charged;
- (g) the reason for the travel
- (h) the estimated total amount of the travel (including advances and estimated out of pocket expenses, such as meals, mileage and incidental expenses);
- (i) the signature of the person authorizing and approving the travel, see part 6.05 of this document; and the typed/printed name of the person so designating;
- (j) the name and telephone extension of the contact person (usually the person designated by the department as the travel coordinator).

If no travel advance is necessary, Section II will be left blank and this approved form shall be maintained by the agency pending completion of travel.

6.03 Travel Advance; Section II This section will be filled out only if an advance is requested.

The information required is as follows:

- (a) name of common carrier, and amount to be paid to them. Please note: The agency under contract with the city is to be used to arrange air fare by all departments and agencies whose books are being maintained by the Department of Finance and Administration. An advance payment to them is not required as they will bill on a monthly basis, however, the air fare cost should be entered on this form where indicated.
- (b) name of lodging provider and amount to be paid to them, (single room rate times number of nights.)

EXHIBIT 12 – Travel Regulations

(Page 11 of 12)

(c) name of payee for registration, as directed by the sponsor of the conference. Copy of brochure and application must accompany request for advance payment.

(i) if travel is for five complete days or more, per diem at \$50.00 per day may be requested to be payable to the traveler.

The original of this form which includes the approval (Section I) and the request for advance payments (Section II) shall be submitted to the Department together with any required documents for checks to be drawn. A copy of this approved form shall be maintained by the travel coordinator to be used for submitting a travel expense report to justify advances and request reimbursement of out of pocket travel expenses.

6.04 Expense Report; Section III. Section Three of the travel form must be filled out subsequent to the travel, and within five working days after completing the authorized travel; failure to account for the total amount of the advance within this time shall be prima facie evidence that the traveler owes the entire sum of the advance to the approving authority that made the advance. This sum may be recovered by civil action. This accounting must be filed with the Director, even in such cases where there is no reimbursement to the traveler. This ruling is to show justification of the travel advances. The traveler must include a detailed copy of the paid hotel bill and the traveler=s portion of the common carrier ticket stub. The following rules apply to this section:

(a) The approval to travel that was retained by the agency pursuant to section 6.05(a) of these regulations, or the copy of the original approval to travel should be completed as to Section III and submitted for an authorized signature. The traveler also signs this part to certify that it is true and correct in every material matter. Anyone submitting a false claim, or assisting in submitting a false claim shall be personally liable and shall be guilty of a class D offense. This form is then returned to the Department. Allow at least five (5) working days for the Department to audit the claims for travel expenses in accordance with 106.7 of the Ordinance Code and with these regulations. Any questionable expenses or failure to provide the necessary documentation will extend this time frame.

(b) The time of departure and the time of return will be entered on the first line of this section. It will not be necessary to repeat this information unless the traveler enters a non-travel status and reenters a travel status on the same day.

(c) Each day of travel (including partial days) will be entered in a separate column. The items of travel expense applicable to that day will be entered on the appropriate line of that column. Total cost of transportation and registration may be entered on day one (1) of travel.

(d) Per diem or meal allowances will be claimed as provided in section 3.15 of this document. When subsistence rates are used, the rates for the eligible meal will be entered in the column of the day claimed. If the per diem rate is used, the traveler must have been in travel status for the entire day from 6:00 a.m. through 8:00 p.m.

(e) Auto mileage must reflect actual miles traveled on official business, except as provided in section 3.11. The Florida Department of Transportation Maps will be the official source of mileage between destinations. The chart herein provided as Part 6.07, contains the most frequently used travel destinations. Any other miles traveled must be reported as vicinity miles. The approving authority shall determine if vicinity miles seem reasonable or excessive.

(f) All other expenses associated with travel are to be entered on the form in the appropriate place.

EXHIBIT 12 – Travel Regulations

(Page 12 of 12)

(g) The traveler’s copy of the common carrier ticket stub, detailed paid hotel bill, parking receipts, toll receipts, storage or drayage receipts and taxi or ferry fare receipts must accompany the request for reimbursement. If the registration was not paid for an advance, a copy of a receipt and a copy of the brochure is required.

(h) An affidavit for each undocumented travel expense must be provided in lieu of actual receipts.

6.05 Designation of Authority to Approve Travel. Chapter 106.701(b) O.C., defines the approving authority as:

(a) the council in accordance with council rules for members of the council, council staff or council auditors;

(b) governing body of an agency for members of that independent agency;

(c) chairman or vice-chairman of the board of an independent agency for the chief executive officer of that agency;

(d) elected official (other than the council) for the elected official;

(e) the chief executive officer of an agency for all travelers of an agency;

(f) department director for all travelers of his department;

(g) in the case of any other office, the person in charge of the office; or,

(h) if no department or office is involved, the Mayor or his designee.

Current regulations, per Mayor’s executive order, require a BU FORM H approval by the budget office prior to travel for all offices under the Mayor.

6.06 City Contractor - Air Travel. The use of the contractor obtained by RFP is required by all departments and agencies whose books are maintained by the Department of Administration and Finance. Each month the travel agency will bill for the travel on a separate statement by department. The department head or other approving authority will verify these charges and sign to show approval to pay. This statement will then be forwarded to the Department for a check to be drawn.

6.07 Mileage Chart. The mileage chart attached is to be referred to for the distance to the destinations from the City. This chart will become part of these regulations and shall be known as Part 6.07. Any destinations not shown may be determined by the American Automobile Association maps.

6.08 Authorized Form. The Travel Form attached is to be used for approval, advances, justification of advances and reimbursement of travel expenditures. Any forms in official use before the effective date of these travel regulations are superseded by the form prescribed herein.

EXHIBIT 13 – Chapter 106, Part 7, Ordinance Code
(Page 1 of 10)

ORDINANCE CODE
City of
JACKSONVILLE, FLORIDA

All bills enacted through September 26, 2017.
(Supplement No. 47, Update 3)

Chapter 106 BUDGET AND ACCOUNTING CODE*

PART 7. TRAVEL EXPENSE REIMBURSEMENT

Sec. 106.701. Definitions.

As used in this part:

- (a) *Agency* includes all of the agencies listed in [Section 106.103\(h\)](#) and the Duval County School Board.
- (b) *Approving authority* means:
 - (1) As to travel by members of the Council and the Council staff, the Council, in accordance with its rules.
 - (2) As to travel by members of an independent agency (including the Duval County School Board), the governing body of the agency.
 - (3) As to travel by the chief executive officer of an independent agency (including the Duval County School Board), the chairman or vice-chairman of the agency.
 - (4) As to travel by an elected official, other than a member of the Council, the elected official.
 - (5) As to travel by the employees of an agency and by other travelers to be reimbursed from agency funds, the chief executive officer of the agency.
 - (6) As to all other travel to be reimbursed from city funds, the appropriate department director or a deputy director designated by the director, or, in the case of other offices, the official in charge of the office, or, if no department or office is involved, the Mayor or his designee.
- (c) *Common carrier* means commercial means of transportation operating scheduled vehicles, and rental vehicles of an established rental firm.
- (d) *Conference* includes any conference, convention, seminar, short course, or similar assembly of persons.
- (e) *Household goods and personal effects* means such personal property of a traveler under subsection (f)(4)(ii) of this Section and his dependents as the approving authority authorizes to be transported or stored at the expense of the approving authority, but not including motor vehicles.

EXHIBIT 13 – Chapter 106, Part 7, Ordinance Code
(Page 2 of 10)

- (f) *Traveler* means a person in one of the following categories:
- (1) An officer or a full-time employee of the city or of an agency.
 - (2) A person other than an officer or full-time employee who is authorized by the approving authority to incur travel expenses in the performance of his official duties.
 - (3) A person who is called upon by the city or an agency to contribute time and services as a consultant or advisor.
 - (4) A person who:
 - (i) Is a candidate for an executive or professional position but is not a resident of the city, and, when authorized by the approving authority, such person's spouse; or
 - (ii) Has accepted employment with the city or independent agency in an executive or professional position and is not, at the time of such acceptance, a resident of the city.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 1; Ord. 83-591-400, § 1)

Note—Former [§ 126.701](#)

Sec. 106.702. Scope.

The provisions of this Part 7 shall apply to and authorize reimbursement for expenses incurred in connection with travel performed to and from destinations outside the City on official business of an agency. This part shall be the exclusive authority for reimbursement for such travel expenses. The Director of Finance and Administration is authorized to make rules for the implementation of this part.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1; Ord. 2016-140-E § 16)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former [§ 126.702](#)

Sec. 106.703. Authority for reimbursement for travel expenses.

No traveler may be reimbursed for travel expenses pursuant to this part unless he has obtained, in advance of performing the travel, written approval to travel from the approving authority. Reimbursement shall be made only to travelers and shall be made only for those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency whose funds are involved. No traveler shall be allowed to receive funds or be reimbursed for travel as a gift to an individual from any prohibited party as such party is identified in Section 602.701, Ordinance Code, and, F.S. § 112.3148. Any receipt of funds or reimbursement for travel as a gift to an individual from any other non-prohibited party for City business may only be done upon prior written approval from the Ethics, Compliance and Oversight Office and the Office of the General Counsel. Disclosure and/or reporting of such gifts shall be in accordance with all applicable Federal, State and local law.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1; Ord. 2013-351-E, § 1)

EXHIBIT 13 – Chapter 106, Part 7, Ordinance Code
(Page 3 of 10)

Sec. 106.704. Constructive point of origin.

For purposes of reimbursement of travel expenses, all travel shall be deemed to have commenced at the place where the majority of the work of the traveler is performed, in the case of officers and employees of an agency, and at the usual place of business or residence or the place where the travel actually commenced, whichever is less, in the case of other travelers.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former [§ 126.704](#)

Sec. 106.705. Constructive travel time.

For purposes of reimbursement for travel expenses, all travel shall be deemed to have commenced at the time the traveler actually commenced travel or at the latest time the traveler could reasonably have departed in order to arrive at his destination at the time required to accomplish the purpose of the travel, whichever is later.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former [§ 126.705](#)

Sec. 106.706. Transportation expenses.

- (a) Reimbursement shall be made only for travel performed over a usually traveled route to the destination. When travel is by indirect route for the traveler's own convenience, reimbursement for expenses shall be based only on such charges as would have been incurred by travel over a usually traveled route.
- (b) Reimbursement may be made for travel performed by public motor vehicle, common carrier, chartered vehicle or privately-owned vehicle, as approved by the approving authority in advance of the travel subject to the regulations provided in this part and the rules of the Director of Finance. The approving authority shall designate the most economical mode of travel, taking into consideration the following factors:
 - (1) The nature of the business.
 - (2) The time of the traveler, cost of transportation and meals, lodging and incidental expenses required.
 - (3) The number of persons traveling and the equipment and material to be transported.
- (c) With respect to travel by motor vehicle:
 - (1) Travel by public motor vehicle shall be performed in accordance with the rules of the Fleet Management Division. Travel by private motor vehicle in lieu of a public motor vehicle or common carrier may be authorized by an approving authority if a public motor vehicle is not available or would be less economical.

EXHIBIT 13 – Chapter 106, Part 7, Ordinance Code
(Page 4 of 10)

- (2) If travel is by private motor vehicle, reimbursement is authorized at the rate per mile authorized and recognized by the United States Internal Revenue Service (IRS) pursuant to current IRS rules and regulations. All mileage shall be computed from the constructive point of origin, as provided in [Section 106.704](#), to the point of destination. When possible, mileage shall be based upon the current map of the State Department of Transportation. Vicinity mileage necessary for the conduct of official business may also be reimbursed, when separately stated. If the total mileage from point of origin to point of destination exceeds 400 miles, the mileage reimbursement shall be limited to the lesser of:
- (i) The IRS rate per mile.
 - (ii) The airline common carrier coach fare to the nearest airport for all travelers using the private motor vehicle plus the IRS rate per mile from the airport to the point of destination.

No other reimbursement for expenses related to the operation, maintenance and ownership of a vehicle shall be allowed when a private motor vehicle is used on public business.

- (3) The provisions of this subsection shall be available for travel performed on public business within the city.
- (d) Transportation by a chartered vehicle when traveling on official business may be authorized by the approving authority if it is the most economical mode of travel available.
- (e) All travel by common carrier shall be reimbursed only at the coach fare rate, except that the first-class fare rate is authorized if coach fare is not available, as certified in writing by the common carrier. A reimbursement request for common carrier fare shall be accompanied by the traveler's copy of the ticket or an actual receipt.
- (f) No traveler shall be reimbursed for transportation expenses, either mileage or actual, when he is gratuitously transported by another traveler who is entitled to reimbursement for transportation expenses.
- (g) The following expenses incidental to transportation of the traveler may be reimbursed:
- (1) Taxi fare.
 - (2) Ferry fares, and bridge, road and tunnel tolls.
 - (3) Storage and parking fees.
 - (4) Communication expenses.
 - (5) Reasonable tips for transportation of baggage, as fixed from time to time by the Director of Finance.

(Ord. 77-691-638, § 2; Ord. 80-250-87, § 1; Ord. 83-591-400, § 1; Ord. 91-352-205, § 1; Ord. 91-1149-435, § 1; Ord. 2016-140-E § 16)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former § 126.706.

EXHIBIT 13 – Chapter 106, Part 7, Ordinance Code
(Page 5 of 10)

Sec. 106.707. Lodging.

Reimbursement is authorized for lodging expense whenever the traveler is reasonably required to be away from the city overnight or, in the case of a traveler who is not employed in the city, away from the location of his residence overnight. Reimbursement requests for lodging expenses shall be accompanied by actual receipts. Lodging shall be reimbursed at the reasonable, actual and necessary expense thereof, not to exceed the single-room rate. A traveler shall select lodging which is the most economical available consistent with the duties being performed.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.707.

Sec. 106.708. Meals.

- (a) Reimbursement is authorized for meals for all travelers while in a travel status at the following fixed subsistence rates, or, at the traveler's option, at the amount submitted, not to exceed the following fixed maximum subsistence rates, but in any case only when travel begins before and extends beyond the times specified:
- (1) Breakfast: \$10, when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
 - (2) Lunch: \$14, when travel begins before 12:00 noon and extends beyond 2:00 p.m.
 - (3) Dinner: \$26, 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 assignments.
 - (4) At the option of the traveler, a *per diem* rate of \$50 will be paid for an entire day when travel begins for that day before 6:00 a.m. and extends beyond 8:00 p.m. This per diem rate is in lieu of individual meal allowances and may not be claimed for a day of travel if subsection (b) of this Section applies to that day.
- (b) No reimbursement is authorized for any meal which is made available without specific charge therefor to travelers attending a conference.

(Ord. 77-691-638, § 2; Ord. 81-526-234, § 1; Ord. 83-591-400, § 1; Ord. 2004-604-E, § 1)

Note—Former § 126.708.

Sec. 106.709. Registration fees.

Reimbursement is authorized for registration fees and other expenses incident to the attendance by travelers at conferences.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.709.

EXHIBIT 13 – Chapter 106, Part 7, Ordinance Code
(Page 6 of 10)

Sec. 106.710. Recruitment and relocation expenses.

- (a) An approving authority may approve the payment of recruitment and relocation expenses only for persons being considered for such top-level executive or professional positions as have been defined, approved and to the extent limited by Council resolution and for persons who have been newly hired in such positions but who have not yet become residents of the city. Recruitment expenses may be paid to any such person who is a *bona fide* candidate, including a person who has been offered employment but has not yet accepted such employment, under the regulations in subsection (b) of this Section. Relocation expenses may be paid only to or on behalf of any such person who has been offered and who has accepted employment with the city or independent agency, under the regulations in subsections (c) and (d) of this Section.
- (b) A traveler who is a candidate, as defined in [Section 106.701\(f\)\(4\)\(i\)](#) and qualifies under the criteria of [Section 106.710\(a\)](#); may be reimbursed for round-trip travel, under the provisions and limitations of [Section 106.706](#), from his current place of residence to the city and return, as often as authorized by the approving authority, and such authority may include such candidate's spouse, for the purpose of employment interviews. While in the city for employment interviews, the traveler (and authorized spouse) may receive reimbursement for lodging and meals, under the provisions and limitations of Sections [106.707](#) and [106.708](#). If authorized by the approving authority, the traveler (and authorized spouse) may receive reimbursement for travel within the city, under the provisions and limitations of [Section 106.706\(c\)](#), for the purpose of viewing the city and looking for suitable housing that may be available in the city.
- (c) A traveler who has accepted employment, as defined in [Section 106.701\(f\)\(4\)\(ii\)](#) and qualifies under the criteria of [Section 106.710\(a\)](#), may be reimbursed for the following expenses in connection with relocating in the city:
- (1) Transportation to seek permanent residence quarters in the city for the traveler and spouse, under the provisions and limitations of [Section 106.706](#), and reimbursement for lodging and meals while traveling to and from the city and while in the city, under the provisions and limitations of Sections [106.707](#) and [106.708](#), for this purpose. Expenses under this paragraph may be allowed for only one round trip.
 - (2) Transportation expenses, under the provisions and limitations of [Section 106.706](#), for the traveler and up to three members of his immediate family from his former place of residence to the city for the purpose of taking up residence in the city.
 - (3) Lodging and meals, under the provisions and limitations of Sections [106.707](#) and [106.708](#), for the traveler and up to three members of his immediate family while en route between his former place of residence and the city. For the purposes of this paragraph, the traveler and each such member of his immediate family shall be entitled to a separate reimbursement under [Section 106.708](#), at either the subsistence rates allowed by [Section 106.708\(a\)\(1\)–\(3\)](#) or the per diem rate allowed by [Section 106.708\(a\)\(4\)](#) for all persons traveling together.

EXHIBIT 13 – Chapter 106, Part 7, Ordinance Code
(Page 7 of 10)

- (4) The expenses of transporting, packing, crating, temporarily storing, draying and unpacking the household goods and personal effects of the traveler and his immediate family, not in excess of a maximum amount by weight to be specified by the approving authority in advance of the authorization of such transportation. In lieu of such transportation, the approving authority may authorize the traveler who transports a house trailer or mobile dwelling for use as his permanent residence in the city to receive:
- (i) A reasonable allowance, not in excess of \$0.20 per mile, for transportation of the house trailer or mobile dwelling, if the trailer or dwelling is transported by the traveler; or
 - (ii) Commercial transportation of the house trailer or mobile dwelling at public expense, or reimbursement to the traveler therefor, including the payment of necessary tolls, charges and permit fees, if the trailer or dwelling is not transported by the traveler; but in either case payment under this sentence may not exceed the maximum payment to which the traveler otherwise would be entitled under the first sentence of this Section for transportation and temporary storage of his household goods and personal effects.
- (d) An approving authority may pay relocation expenses under subsection (c) of this Section only after the newly hired employee agrees in writing, prior to the authorization of such travel and transportation, to remain in the service of the approving authority for at least 12 months after his employment date, unless separated for reasons beyond his control which are acceptable to the approving authority. If the individual violates the agreement, the money spent by the approving authority for the expenses and allowances authorized under subsection (c) of this Section is recoverable from the individual as a debt due the city or independent agency, as the case may be; provided, that the agreement may provide that the amount recoverable shall be reduced on a periodic basis during the 12-month period.

(Ord. 81-775-491, § 3; Ord. 83-591-400, § 1)

Editor's note—

Res. 82-468-167 and Res. 83-646-206 defined and approved certain positions within the JEA as "top-level executive or professional positions," but limited reimbursements under this Section to no more than five such positions in any fiscal year without further Council approval.

Note—*Former § 126.710.*

EXHIBIT 13 – Chapter 106, Part 7, Ordinance Code
(Page 8 of 10)

Sec. 106.711. Advances.

An approving authority may authorize an advance to cover anticipated costs of travel. The amount of the advance may include estimated costs of transportation, lodging and meals of the traveler and any person transported in the care or custody of the traveler in the performance of his duties subject to final accounting when the travel has been completed. Payment for common carrier fare shall be made directly to the carrier. Payment for lodging shall be made directly to the place furnishing the lodging. Payment for a registration fee shall be made as directed by the sponsor of the conference. A traveler who is provided with a cash advance to cover anticipated costs of travel shall be personally liable for the amount thereof and shall account to the approving authority for the expenditure thereof within five working days after completing the authorized travel; failure to account for the total amount of the cash advance within this time shall be *prima facie* evidence that the traveler owes the entire sum so advanced to the city or agency that made the advance, which may be recovered by a civil action.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.711.

Sec. 106.712. Request for reimbursement.

The Director of Finance and Administration shall establish a uniform travel reimbursement form which shall be used by all travelers when requesting reimbursement for traveling expenses under this part. In addition, the Director of Finance and Administration is authorized to consider the special needs of an independent agency and to establish a travel expense reimbursement form that better suits the needs of such independent agency; provided however, the independent agency continues to follow the provisions of this part with respect to travel expense reimbursement. No travel expense shall be reimbursed unless it is requested on the established form and is accompanied by approved authorization to travel required by Section 106.703. Travel expense reimbursements shall be approved prior to payment by the Director of Finance and Administration, as to requests for reimbursement from City funds, and by the Chief Finance Officer or Controller of an agency, as to requests for reimbursement from independent agency (including the Duval County School Board) funds. The approving officer may designate a subordinate to perform this function.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1; Ord. 2001-446-E, § 2, Ord. 2016-140-E § 16)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former § 126.712.

EXHIBIT 13 – Chapter 106, Part 7, Ordinance Code
(Page 9 of 10)

Sec. 106.713. Fraudulent claims.

Every claim submitted pursuant to this part shall be substantiated by receipt or voucher, shall contain a statement that the expenses were actually incurred by the traveler as necessary traveling expenses in the performance of his official duties and shall be accompanied by a written declaration that it is true and correct as to every material matter. Any person who wilfully makes and subscribes any such claim which he does not believe to be true and correct as to every material matter, or who wilfully aids or assists in, or procures, counsels or advises the preparation or presentation under the provisions of this part of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, shall be guilty of a class D offense. Whoever shall receive an allowance or reimbursement by means of a false claim shall be personally liable in the amount of the fraudulent payment for the reimbursement of the public fund from which the claim was paid.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.713.

Sec. 106.714. Travel outside continental United States.

The City and its Independent Agencies are authorized to make reimbursements at double the rates provided in this part for travel expenses incurred outside the continental United States. Any such reimbursements shall remain subject to all other limitations, restrictions and exceptions provided in this part.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1; Ord. 2004-604-E, § 2)

Note—Former § 126.714.

Sec. 106.715. Travel expenses for lobbying.

No appropriation shall be encumbered or expended for travel for the purpose of advocating passage or defeat of state legislation, and no officer or employee of the city or any independent agency shall perform any such travel or advocacy during official duty hours, except:

- (a) As requested in writing by a committee or subcommittee of the Florida Legislature or by the Duval delegation thereto.
- (b) With respect to independent agencies, as approved in advance by the governing body of the independent agency.
- (c) With respect to members or employees of the Council and members or employees of boards appointed by the Council, as approved in advance by the Council or in accordance with its rules.
- (d) With respect to the Mayor and other officers and employees of the city, except as provided in subsection (c) of this Section, as approved in advance by the Mayor or his designee.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1)

EXHIBIT 13 – Chapter 106, Part 7, Ordinance Code
(Page 10 of 10)

Sec. 106.716. Reimbursement to Duval County legislative delegation coordinator and secretary.

The Director of Finance and Administration is authorized to make reimbursement to the Coordinator and Secretary of the Duval County legislative delegation at the per diem and travel rates established by the Joint Legislative Management Committee of the Legislature, notwithstanding the rates authorized by Sections 106.706, 106.707 and 106.708.

(Ord. 79-1363-684, § 1; Ord. 80-1138-577, § 1; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1, Ord. 2016-140-E § 16)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former § 126.716.