



EXECUTIVE COMMITTEE AGENDA ITEM 4E

CRTPA TRAVEL POLICY

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The purpose of this item is to establish the CRTPA's Travel Policy (**Attachment 1**) and, ultimately in September, adopt Resolution No. 2022-09-XX (**Attachment 2**) establishing the per diem, meals (subsistence) and mileage rates consistent with the City of Tallahassee and Government Service Administration (GSA) standards.

BACKGROUND AND ANALYSIS

Historically, the CRTPA's travel has been conducted in accordance with City of Tallahassee's Travel and Training Policy No. 602. The proposed Travel Policy has been developed consistent with the City of Tallahassee's Travel and Training Policy. In addition, the Resolution establishes the CRTPA's per diem subsistence (meals) and mileage rates (pursuant to §112.061(14)(a)5, F.S.) consistent with the City of Tallahassee Travel Policy and the U.S. [General Services Administration \(GSA\)](#) travel rates.

In February 2016, the CRTPA Board approved Resolution No. 2016-2-3C establishing the CRTPA travel rates in accordance with the requirements of §112.061(14)(a)5, Florida Statutes (F.S.). This provision permits a Metropolitan Planning Organization to establish travel rates that vary from the state per diem and meals (subsistence) rates provided in §112.061, paragraphs (6)(a) and (b) and the mileage rate in paragraph (7)(d), F.S. ([Florida Statutes Section 112.061, Per Diem and Travel Expenses](#))

RECOMMENDED ACTION

- Option 1: Approve the CRTPA Travel and Training Policy and establishing per diem, subsistence and mileage rates consistent with the Government Service Administration standard.
- Option 2: As desired by the Committee.

ATTACHMENTS

Attachment 1: Travel Policy

Attachment 2: Resolution 2022-09-XX (*To be adopted at September 27, 2022 Board meeting)

TRAVEL POLICY

APPROVED: (Date of Approval)

REVIEW BY: Every two years prior to development of UPWP (January 2024)

1. References

- a. Staff Services Agreement between the City of Tallahassee and the CRTPA
- b. CRTPA and Florida Department of Transportation Consolidated Planning Grant Agreement
- c. City of Tallahassee Administrative Travel and Training Policy No. 602
- d. Florida Statutes Section 112.061, Per Diem and Travel Expenses
- e. Code of Federal Regulation 2CFR 200.475, Travel Rates
- f. U.S. General Services Administration (GSA) Travel Rates

2. Purpose and Scope

- a. The purpose and scope of this section is to establish travel procedures for all travelers of the Capital Region Transportation Planning Agency, where authorized and travel is necessary and reimbursement requested. Travel will be carried out in accordance with the requirements of 2CFR200.475, Florida Statutes Section 112.061 and the Consolidated Planning Grant Agreement with the Florida Department of Transportation.

3. Definitions

Employees - All individuals that are employed by the City of Tallahassee.

In town - Includes Leon, Gadsden, Jefferson, and Wakulla counties.

Officials - CRTPA Board Members.

Travel Request and Expense Forms - To establish procedures for all travelers of the CRTPA, where authorized travel is necessary and reimbursement requested.

Traveler - A CRTPA official, employee or other authorized person-performing travel. revenues and expenditures.

Out of Town – Outside of the four county areas that includes Leon, Gadsden, Jefferson, and Wakulla.

4. Travel Authorization

- a. **Personnel and Board Members** All travel by the CRTPA's personnel and Governing Board members shall be approved by the CRTPA's Executive Director and travel expenses shall be paid consistent with the provisions of the CRTPA's Travel Policy.
- b. **Executive Director** All travel by the CRTPA's Executive Director shall be approved by the Chairman of the Governing Board or his designee and travel expenses shall be paid consistent with the provisions of Section 112.061, Florida Statutes.

5. Administrative Procedures and Guidelines

TRAVEL EXPENSE REQUIREMENTS/GUIDELINES ALLOWABLE EXPENSES - REIMBURSEMENT

This section discusses allowable expenses that will be reimbursed by the CRTPA.

- A. The traveler shall be reimbursed for expenses that are in conformance with the approved trip, the funds are provided for in the approved budget.
- B. The number of persons traveling is the minimum number required to accomplish the purpose of the trip.
- C. Efficiency shall be the primary consideration when making travel arrangements. The method, class, routing and other arrangements associated with the travel shall be the most efficient available and result in the shortest "time-away" or lowest over-all cost consistent with distance to be traveled and trip purposes.

If a traveler selects a different route or rate, for his or her own benefit, reimbursement shall be limited to that which best suits the interest of the CRTPA. The traveler shall pay the difference, if a less suited method is chosen.

Travel arrangements should be made as early as possible to take advantage of early discounts and advance purchase prices.

- A. The traveler shall take leave when any "time away" is (1) beyond the time necessary to conduct the authorized purpose of the travel and (2) incurred solely for the convenience of the traveler.
- B. If the CRTPA is being reimbursed by the State of Florida for the travel expenses, the traveler shall be reimbursed under this travel procedure.
- C. The CRTPA will not reimburse any expenses for a traveler's spouse or other family member. Reimbursement is limited to the traveler only.
- D. Purchase Card Use:
 - 1. A City purchase card shall be used to prepay for airline tickets, lodging, car rental, and registration fees, whenever possible.
 - 2. The purchase card shall not be used for expenses that are reimbursed to the traveler at a flat rate, e.g. meals and mileage.
 - 3. The purchase card may be used to purchase gas when the traveler is using a City or rental vehicle.
 - 4. The purchase card should not be used to pay for personal charges incurred by the traveler.
- E. Registration Fees
Fees for registration, including meals and other programmed affairs sponsored by conference or convention organizations, shall be prepaid whenever possible. The purchase card should not be used to pay for personal charges incurred by the traveler.
- F. Fees for registration, including meals Fees associated with entertainment events/dinners that are optional and not included, as part of the registration fee, shall be paid by the traveler. The CRTPA will not pay for these costs.

TRANSPORTATION TO/FROM DESTINATION:

This section discusses the methods of transportation for travel.

TICKETED TRAVEL

Air Travel

If travel is by air, the following shall be considered:

- A. Coach fare class shall be taken for all travel by air.
- B. First class airfare shall be limited to trips under emergency conditions when coach accommodations are not available.
- C. All flights shall originate in Tallahassee unless the appropriate appointed official authorizes an exception.
- D. The actual cost of the charter plane shall be reimbursed, if it is the most economical method of travel for 2 or more individuals.
- E. The actual cost incurred for parking a private vehicle at the airport, long term parking only, while the traveler is away shall be reimbursed. A receipt is required.
- F. Frequent flier miles accrue to and are owned by the traveler. However, the airline selected for travel shall be the one offering the least expensive fare. The traveler shall not use an airline exclusively to maximize the frequent flier miles accrued.
- G. If air travel is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost.
- H. All ticket changes that incur additional costs for the CRTPA must be documented by the traveler and approved by the appropriate Executive Director.

- I. Checked airline baggage shall consist of one bag, maximum allowable size and/or weight for that specific airline. Traveler will be responsible for all applicable oversize and/or overweight charges.
- J. Airline additional coverage plans can be purchased at the option of the traveler; however, the CRTPA will not reimburse a traveler for this coverage.

Bus/Train

Travel by train or bus is permitted. The use of taxis and shuttles as an alternative mode should be considered when less expensive and practicable under the circumstances.

VEHICLE TRAVEL

If travel is by vehicle the following shall be considered and the most efficient method shall be used by the traveler. Vehicle travel choices are either by city-owned vehicle, rental vehicle or personal vehicle. Traveler may use the most efficient method of travel worksheet as a guidance tool to determine the method to travel when using a vehicle.

If there are multiple travelers going to the same destination, car-pooling should be encouraged. The CRTPA Executive Director or his/her designee shall determine how multiple travelers to the same destination will travel.

A City-Owned Vehicle

The following guidelines should be used for this type of vehicle:

- A. Contact City Fleet for information regarding the vehicle types and rates
- B. Reservations should be made in advance by contacting the Fleet Division. Rental prices for the motor pool equipment can be found in the following link:
<http://atwork.city.talgov.com/Fleet/Pages/Motor-Pool.aspx>

A City/State Contract Rental Vehicle

The following guidelines should be used for this type of vehicle:

- A. Rental shall be limited to the most economical class of vehicle necessary based on the number of passengers or the volume of materials to be transported. Higher classes of vehicle rental shall be supported by an explanation as the basis for incurring the more expensive rates.
- B. Collision-damage waivers shall not be purchased when obtaining a rental vehicle. The CRTPA's insurance program is adequate to cover claims.

Additional insurance guidance:

1) *Travel **in** Florida:*

When an employee has rented a vehicle for CRTPA business and has done so using city purchase card, the employee should NOT obtain additional coverage when the travel occurs in the state of Florida. The CRTPA's insurance will cover any damages to the rented vehicle resulting from the employee's negligence. Additionally, the employee while on business will be covered by Workers' Compensation or the CRTPA's health insurance and does not need the personal accident insurance.

2) *Travel **outside** of Florida:*

When an employee travels on CRTPA business outside the state of Florida, the employee should NOT obtain additional coverage for damage to the rented vehicle. The CRTPA's insurance program will provide coverage for damages to the vehicle which result from the employee's negligence. The employee should purchase bodily injury liability coverage that comports to that jurisdiction's requirements. The employee will also be covered by the CRTPA's Workers' Compensation or health insurance while on CRTPA business.

- C. A traveler shall not be reimbursed for Personal Accident Insurance. Employees are covered under the CRTPA's Workers' Compensation Program while on work time. If a rental vehicle is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost. A receipt shall be submitted upon return.
- D. If an employee travels on CRTPA business and uses their personal vehicle, the employee's insurance is primary for all negligence claims arising from the use of the vehicle and claims for damage to the employee's vehicle.

A Personal Vehicle

If an employee travels on CRTPA business and uses their personal vehicle, the employee's insurance is primary for all negligence claims arising from the use of the vehicle and claims for damage to the employee's vehicle. The following guidelines should be used for this type of vehicle:

- A. Such use shall be advanced or reimbursed at the lower of the rates allowed by the Internal Revenue Service or the Government Services Administration.
- B. The mileage allowable will be from the traveler's residence or headquarters; whichever is less, to the destination. The distance calculation can be found on the following website: MapQuest: <http://www.mapquest.com>
- C. A reasonable amount of vicinity travel is normal and shall be reimbursed to the traveler. Twenty-five (25) miles for vicinity travel may be included for calculation of the traveler's advance.
- D. Employees receiving a vehicle allowance as part of their salary package are entitled to reimbursement for mileage when using their personal vehicle for authorized out-of-town travel.
- E. If there are multiple travelers riding in the same vehicle, only one individual shall be reimbursed for mileage.

VICINITY TRAVEL

The following guidelines shall be used to calculate vicinity travel when out of town:

1. If travel to a destination is by personal vehicle, a reasonable amount of vicinity travel is normal and shall be reimbursed to the traveler at the lower of the rates allowed by the GSA the City of Tallahassee.
2. Public transportation costs such as taxi or limousine service to and from the hotel and around the city of destination to conduct City business shall be reimbursed. A receipt is required whenever possible or unless an exception is noted.
3. Road and bridge tolls shall be reimbursed. Receipts shall be obtained, whenever possible.
4. The actual cost incurred for parking (private or rental vehicle) at a hotel shall be paid as a portion of the employee's lodging if the employee is utilizing a purchase card. Otherwise, a receipt is required for reimbursement.

MEALS/GSA:

Meals

1. The GSA Travel Per Diem will determine all meal costs.
2. The "Zip Code" is the preferred and recommended option to search for your travel destination on the following link: www.gsa.gov/perdiem

Payment for meals is based on the following travel schedule:

	<u>DEPARTURE</u>
Breakfast	Prior to 8:00 a.m.
Lunch	8:01 a.m. to 12:59 p.m.
Dinner	1:00 p.m. to 6:00 p.m.

	<u>RETURN</u>
Breakfast	Prior to 12:00 p.m.
Lunch	12:01 p.m. to 6:00 p.m.
Dinner	6:01 p.m. to 12:00 a.m.

Tips are included in the amount allowable for meals under the GSA Travel Per Diem. The traveler shall not include tips associated with meals in his/her reimbursement request for gratuities as discussed below in the section "Miscellaneous/Gratuities".

The GSA Travel Per Diem shall be used for **out of the country** travel.

1. If a meal is provided as part of the hotel/conference registration (e.g. continental breakfast), it will be excluded from the meals to be paid for under the Travel Per Diem. If the meal provided is not eaten and the traveler has a reasonable explanation, the meal will be reimbursed. The explanation must be documented and approved by a CRTPA Executive Director or his/her designee in order to be reimbursed. A link to a Meals Worksheet is included in the Travel Request Form. This worksheet is a working tool which is encouraged to be used by travelers as a guide to calculate meals when completing the Travel Request Form. It must be completed when there is an exception to CRTPA meal procedures and signed by the traveler and approver.
2. In lieu of reimbursement based upon the Per Diem, Officials may be reimbursed for actual meal expenses based on receipts obtained. The public purpose, attendees and any other relevant information shall be documented. The CRTPA will not reimburse alcohol costs.
3. If another employee pays for a meal that is reimbursed by the CRTPA as a part of their travel expense report, the meal will be excluded from the meals to be paid for under the GSA Travel Per Diem on all travelers' vouchers in attendance at the meal. The traveler that paid for the meal shall include the cost of the meal as another expense on his/her travel voucher. A receipt is required and no alcohol will be reimbursed.
4. If a vendor pays for a traveler's meal and the CRTPA will reimburse the vendor for the cost, it will be excluded from the meals to be paid for under the GSA Travel Per Diem on the traveler's travel expense form.

LODGING:

Lodging

1. It is in the best interest of the CRTPA to pay for lodging expenses at the specific hotel hosting the approved event. Whenever possible, the CRTPA shall pay for lodging prior to the traveler's departure. The lodging expense is limited to a standard room or occupancy shared with another CRTPA traveler.

2. Cost of lodging shared with a non-official or non-employee (e.g., family members) is limited to the standard room rate.
3. If a hotel charges a fee for a smoking room, the extra cost shall be paid by the traveler.
4. The CRTPA is exempt from paying sales tax on its purchases under the City of Tallahassee's Tax-Exempt Certificate. Therefore, employees are responsible for ensuring that hotels do not charge tax on lodging when travel is within the State of Florida. If travel is out of state, employees should request the exemption. However, Florida does not have reciprocity agreements with all states and thus, the City's exemption may not be recognized. Therefore, taxes applied to lodging expenses when out of state will be reimbursed, if the establishment charges the traveler. The traveler shall obtain a copy of the City's exemption certificate while traveling in the event it is needed to obtain the exemption.
5. If a hotel is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost. A hotel billing statement must also be submitted upon return.
6. All incidental (personal) hotel charges made by the traveler should be paid by the traveler prior to leaving the hotel.

PER DIEM:

Meal/Lodging Per Diem

As an alternative to reimbursement or prepayment for lodging and meals, a traveler may receive \$50.00 per diem (per day) for lodging and meals (tips included). No receipts are required. The day is divided into the following quarters:

- 6:01 a.m. – 12:00 noon
- 12:01 p.m. – 6:00 p.m.
- 6:01 p.m. – 12:00 midnight
- 12:01 a.m. – 6:00 a.m.

A traveler may receive \$12.50 for any portion of a quarter. Per Diem is limited to travel that requires overnight stay.

TELEPHONE:

The CRTPA shall reimburse the traveler the cost of telephone calls as follows:

- Business calls and messages
- "Collect" calls to the CRTPA's offices
- All business calls shall be noted as such on the relevant receipt submitted for reimbursement.
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MISCELLANEOUS/GRATUITIES:

1. Any other necessary expense, not otherwise provided for that is incurred for the benefit of the CRTPA, must appear together with an explanation on the expense report. Receipts shall be obtained in order to receive reimbursement. Gratuities for hotel, taxi, airport, porters, etc., shall be reimbursed as out of pocket expenses with a maximum of \$10 per trip. The traveler should report only actual costs incurred. Monies associated with gratuities will not be included as a part of the advance but will be reimbursed upon completion of the travel. If the Executive Director authorizes more than the maximum, the traveler shall provide an explanation for the amount.
2. Reimbursement for mileage to and from the airport shall be based upon miles from the traveler's headquarters or home to the airport, whichever is less.

ONE-DAY TRAVEL:

1. Documentation for approved travel that does not require an overnight stay and is not requesting reimbursement shall be maintained. This documentation does not have to be submitted to Accounts Payable. Mileage is reimbursed for any business conducted but no other expenses are reimbursed.

IN-TOWN TRAVEL:

1. CRTPA employees traveling in-town may use a City vehicle when possible. If an employee utilizes their personal vehicle mileage to be reimbursed.
2. Executive management will not be reimbursed mileage for using his/her personal vehicle when traveling in-town on CRTPA business.

TRAVEL TIME:

1. For all personnel, attendance at conference, training, and to conduct CRTPA business shall be considered work time.
2. Travel time shall be counted as work time for purposes of calculating compensatory or over time when the purpose of the travel is a required part of the employee's position.
3. Travel time to/from the airport shall be based upon travel time miles from the traveler's headquarters or home, to the airport, whichever is less. Approved travel ends at the time the employee arrives back to the traveler's headquarters or home. The estimated end time is indicated on the Travel Request Form and the actual travel time is indicated on the Travel Expense Form.
4. If the traveler chose to drive rather than fly, the CRTPA Executive Director shall determine how much travel time will be considered work time.

6. Administrative Procedures and Guidelines

TRAVEL FORMS/DOCUMENTATION REQUIREMENTS

The ultimate purpose of the Travel Request and Expense forms is to document the purpose, dates, and times of travel conducted by the traveler. Therefore, all expenses associated with the travel should be captured on the form. All Travel request and Travel

expense forms must be signed and approved by an authorized supervisor. These signed forms must be submitted according to the timelines set forth in sections C. and D. below.

TRAVEL ADVANCES

1. Any traveler may request an advance for out-of-pocket expenses. However, this is not required. A traveler may choose to pay for all costs associated with CRTPA travel personally and then be reimbursed upon return.

A traveler shall not incur costs personally and then receive separate reimbursements for each transaction (e.g. hotel, rental car, air fare.)

2. Travel advances and reimbursements must be settled within 14 calendar days of completing the travel. To ensure accurate and complete travel documentation, it is best to submit a travel expense form immediately upon return to the CRTPA's offices.
3. If upon completion of travel, the traveler owes the CRTPA funds, those funds must be paid to the Treasurer-Clerk, Revenue Office and a receipt obtained. The receipt must be attached to the travel expense voucher.

If the amount due to/from the traveler is less than five dollars (\$5), no reimbursement/payment shall be processed. For example, if the traveler owes the CRTPA \$2.39, reimbursement shall be waived and the Travel Expense Form will be processed without the receipt.

4. A travel advance that is less than \$25.00 will not be processed for payment. The traveler is required to submit a travel expense form upon return in order to be reimbursed for appropriate expenses.

TRAVEL REQUEST FORM

A Travel Request Form and the following travel documents must be submitted to Procurement Services – Accounts Payable in accordance with the following lead times:

a. Forms:

- Conference Packet or Conference Agenda
- Hotel Stay Information
- MapQuest for Travel Miles

b. Lead times:

- Accounts Payable requests made 14 calendar days prior to the start of a trip for checks payable to a hotel, conference registration or organization. Whenever possible, a CRTPA Purchase Card should be used to pre-pay for these expenses;
- 7 calendar days prior to the start of a trip if the traveler is to receive an advance;
- 3 calendar days prior to the start of a trip if the traveler is not receiving an advance.

NOTE: It is best to submit the travel request form as soon as a travel need is identified. This will ensure that all registrations and reservations are completed timely to provide the opportunity to take advantage of advance purchase discounts and fares. A brief explanation is required (in the remarks section of the travel and/or expense report) whenever forms are not submitted to Accounts Payable in accordance with the above stated times.

The Travel Request form must be completed in its entirety. If an incomplete form is submitted to Accounts Payable, it will be returned to the originating department for completion. The traveler and the CRTPA Executive Director or his/her designee must sign the Travel Request Form. Procurement Services shall only accept travel requests and expense vouchers that have been signed by the CRTPA Executive Director.

If there are any items that are to be prepaid via a check, the traveler must attach the required documents necessary for mailing.

TRAVEL EXPENSE FORM

The traveler must complete and submit a Travel Expense Form to Accounts Payable for processing within 14 calendar days from returning from a trip. All receipts shall be attached to the form and submitted for review and reconciliation.

Accounts Payable staff should monitor all department travel forms to ensure that compliance with the CRTPA's Travel Policy is adhered to. If the Travel Expense Form has not been processed by the 14th day, Accounts Payable staff will send a notice to the traveler, the department approver, and the CRTPA Executive Director advising of the Department's non-compliance with the CRTPA's Travel Policy.

The traveler and the CRTPA Executive Director or his/her designee must sign the Travel Expense Form. Procurement Services-Accounts Payable staff will verify that the approving authority is appropriate

given the delegation provided by the CRTPA Executive Director. In the absence of such delegation, Procurement Services shall only accept travel requests and expense vouchers that have been signed (not a signature stamp) by the CRTPA Executive Director.

TRAVEL EXPENSE REQUIREMENTS AND ALLOWABLE EXPENSES – REIMBURSEMENT

This section discusses allowable expenses that will be reimbursed by the CRTPA. Documentation requirements.

- A. The traveler shall be reimbursed for expenses that are in conformance with the approved trip, the funds are provided for in the approved budget.
- B. The number of persons traveling is the minimum number required to accomplish the purpose of the trip.
- C. Efficiency shall be the primary consideration when making travel arrangements. The method, class, routing and other arrangements associated with the travel shall be the most efficient available and result in the shortest “time-away” or lowest over-all cost consistent with distance to be traveled and trip purposes.

If a traveler selects a different route or rate, for his or her own benefit, reimbursement shall be limited to that which best suits the interest of the CRTPA. The traveler shall pay the difference, if a less suited method is chosen.

TRAVEL ARRANGEMENTS

Travel arrangements should be made as early as possible to take advantage of early discounts and advance purchase prices.

- A. The traveler shall take leave when any “time away” is (1) beyond the time necessary to conduct the authorized purpose of the travel and (2) incurred solely for the convenience of the traveler.
- B. If the CRTPA is being reimbursed by the State of Florida for the travel expenses, the traveler shall be reimbursed under this travel procedure and will be limited to the amount the CRTPA receives from the State.
- C. The CRTPA will not reimburse any expenses for a traveler’s spouse or other family member. Reimbursement is limited to the traveler only.
- D. Purchase Card Use:
 - 1. A City purchase card shall be used to prepay for airline tickets, lodging, car rental, and registration fees, whenever possible.
 - 2. The purchase card shall not be used for expenses that are reimbursed to the traveler at a flat rate, e.g. meals and mileage.
 - 3. The purchase card may be used to purchase gas when the traveler is using a City or rental vehicle.
 - 4. The purchase card should not be used to pay for personal charges incurred by the traveler.
- E. Registration Fees
Fees for registration, including meals and other programmed affairs sponsored by conference or convention organizations, shall be prepaid whenever possible.
- F. Fees associated with entertainment events/dinners that are optional and not included, as part of the registration fee, shall be paid by the traveler. The CRTPA will not pay for these costs.

TRANSPORTATION TO/FROM DESTINATION:

This section discusses the methods of transportation for travel.

TICKETED TRAVEL

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- D. The actual cost of the charter plane shall be reimbursed, if it is the most economical method of travel for 2 or more individuals.
- E. The actual cost incurred for parking a private vehicle at the airport, long term parking only, while the traveler is away shall be reimbursed. A receipt is required.
- F. Frequent flier miles accrue to and are owned by the traveler. However, the airline selected for travel shall be the one offering the least expensive fare. The traveler shall not use an airline exclusively to maximize the frequent flier miles accrued.
- G. If air travel is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost.
- H. All ticket changes that incur additional costs for the City must be documented by the traveler and approved by the appropriate official/CRTPA Executive Director.
- I. Checked airline baggage shall consist of one bag, maximum allowable size and/or weight for that specific airline. Traveler will be responsible for all applicable oversize and/or overweight charges.
- J. Airline additional coverage plans can be purchased at the option of the traveler; however, the CRTPA will not reimburse a traveler for this coverage.

Bus/Train

Travel by train or bus is permitted. The use of taxis and shuttles as an alternative mode should be considered when less expensive and practicable under the circumstances.

VEHICLE TRAVEL

If travel is by vehicle the following shall be considered and the most efficient method shall be used by the traveler. Vehicle travel choices are either by city-owned vehicle, rental vehicle or personal vehicle. Traveler may use the most efficient method of travel worksheet as a guidance tool to determine the method to travel when using a vehicle.

If there are multiple travelers going to the same destination, car-pooling should be encouraged. The official or CRTPA Executive Director or his/her designee shall determine how multiple travelers to the same destination will travel.

A City-Owned Vehicle

The following guidelines should be used for this type of vehicle:

- A. Contact City Fleet for information regarding the vehicle types and rates
- B. Reservations should be made in advance by contacting the Fleet Division. Rental prices for the motor pool equipment can be found in the following link:
<http://atwork.city.talgov.com/Fleet/Pages/Motor-Pool.aspx>

City/State Contract Rental Vehicle

The following guidelines should be used for this type of vehicle:

- A. Rental shall be limited to the most economical class of vehicle necessary based on the number of passengers or the volume of materials to be transported. Higher classes of vehicle rental shall be supported by an explanation as the basis for incurring the more expensive rates.
- B. Collision-damage waivers shall not be purchased when obtaining a rental vehicle. The City's self-insured program is adequate to cover claims. Questions regarding the CRTPA's insurance requirements should be directed to the Treasurer- Clerk's Risk Management Office.

Additional insurance guidance as suggested by Risk Management is:

1) *Travel **in** Florida:*

When an employee has rented a vehicle for city business and has done so using city purchase card, the employee should NOT obtain additional coverage when the travel occurs in the state of Florida. The CRTPA's insurance will cover any damages to the rented vehicle resulting from the employee's negligence. Additionally, the employee while on business will be covered by Workers' Compensation or the CRTPA's health insurance and does not need the personal accident insurance.

2) *Travel **outside** of Florida:*

When an employee travels on city business outside the state of Florida, the employee should NOT obtain additional coverage for damage to the rented vehicle. The city's self-insurance program will provide coverage for damages to the vehicle which result from the employee's negligence. The employee should purchase bodily injury liability coverage that comports to that jurisdiction's requirements. The employee will also be covered by the city's Workers' Compensation or health insurance while on city business.

- C. A traveler shall not be reimbursed for Personal Accident Insurance. Employees are covered under the City's Workers' Compensation Program while on work time. If a rental vehicle is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost. A receipt shall be submitted upon return.
- D. If an employee travels on city business and uses their personal vehicle, the employee's insurance is primary for all negligence claims arising from the use of the vehicle and claims for damage to the employee's vehicle.

A Personal Vehicle

If an employee travels on city business and uses their personal vehicle, the employee's insurance is primary for all negligence claims arising from the use of the vehicle and claims for damage to the employee's vehicle. The following guidelines should be used for this type of vehicle:

- A. Such use shall be advanced or reimbursed at the rates allowed by the GSA or the City of Tallahassee. (<http://www.irs.gov/>).
- B. The mileage allowable will be from the traveler's residence or headquarters; whichever is less, to the destination. The distance calculation can be found on the following website: MapQuest: <http://www.mapquest.com>
- C. A reasonable amount of vicinity travel is normal and shall be reimbursed to the traveler. Twenty-five (25) miles for vicinity travel may be included for calculation of the traveler's advance.
- D. Employees receiving a vehicle allowance as part of their salary package are entitled to reimbursement for mileage when using their personal vehicle for authorized out-of-town travel.

- E. If there are multiple travelers riding in the same vehicle, only one individual shall be reimbursed for mileage.

The following guidelines shall be used to calculate vicinity travel when out of town:

1. If travel to a destination is by personal vehicle, a reasonable amount of vicinity travel is normal and shall be reimbursed to the traveler at the based on the GSA/City mileage rates.
2. Public transportation costs such as taxi or car (Uber, Lyft) service to and from the hotel and around the city of destination to conduct City business shall be reimbursed. A receipt is required whenever possible or unless an exception is noted.
3. Road and bridge tolls shall be reimbursed. Receipts shall be obtained, whenever possible.
4. The actual cost incurred for parking (private or rental vehicle) at a hotel shall be paid as a portion of the employee’s lodging if the employee is utilizing a purchase card. Otherwise, a receipt is required for reimbursement.

MEALS/GSA:

Meals

1. The GSA Travel Per Diem will determine all meal costs.
2. The “Zip Code” is the preferred and recommended option to search for your travel destination on the following link: www.gsa.gov/perdiem

Payment for meals is based on the following travel schedule:

	<u>DEPARTURE</u>
Breakfast	Prior to 8:00 a.m.
Lunch	8:01 a.m. to 12:59 p.m.
Dinner	1:00 p.m. to 6:00 p.m.

	<u>RETURN</u>
Breakfast	Prior to 12:00 p.m.
Lunch	12:01 p.m. to 6:00 p.m.
Dinner	6:01 p.m. to 12:00 a.m.

Tips are included in the amount allowable for meals under the GSA Travel Per Diem. The traveler shall not include tips associated with meals in his/her reimbursement request for gratuities as discussed below in the section “Miscellaneous/Gratuities”.

The GSA Travel Per Diem shall be used for **out of the country** travel.

1. If a meal is provided as part of the hotel/conference registration (e.g. continental breakfast), it will be excluded from the meals to be paid for under the Travel Per Diem. If the meal provided is not eaten and the traveler has a reasonable explanation, the meal will be reimbursed. The explanation must be documented and approved by a CRTPA Executive Director or his/her designee in order to be reimbursed. A link to a Meals Worksheet is included in the Travel Request Form. This worksheet is a working tool which is encouraged to be used by travelers as a guide to calculate meals when completing the Travel Request Form.

2. In lieu of reimbursement based upon the Per Diem, CRTPA staff and Officials may be reimbursed for actual meal expenses based on receipts obtained. The public purpose, attendees and any other relevant information shall be documented. The CTPA will not reimburse alcohol costs.

LODGING:

Lodging

1. It is in the best interest of the CRTPA to pay for lodging expenses at the specific hotel hosting the approved event. Whenever possible, the City shall pay for lodging prior to the traveler's departure. The lodging expense is limited to a standard room or occupancy.
2. Cost of lodging shared with a non-official or non-employee (e.g., family members) is limited to the standard room rate.
3. If a hotel charges a fee for a smoking room, the extra cost shall be paid by the traveler.
4. The CRTPA is exempt from paying sales tax on its purchases. Therefore, employees are responsible for ensuring that hotels do not charge tax on lodging when travel is within the State of Florida. If travel is out of state, employees should request the exemption. However, Florida does not have reciprocity agreements with all states and thus, the City's exemption may not be recognized. Therefore, taxes applied to lodging expenses when out of state will be reimbursed, if the establishment charges the traveler. The traveler shall obtain a copy of the City's exemption certificate while traveling in the event it is needed to obtain the exemption.
5. If a hotel is booked via the Internet, the confirmation notice that states the amount shall be submitted to verify the cost. A hotel billing statement must also be submitted upon return.
6. All incidental (personal) hotel charges made by the traveler should be paid by the traveler prior to leaving the hotel.

PER DIEM:

Meal/Lodging Per Diem

As an alternative to reimbursement or prepayment for lodging and meals, a traveler may receive \$50.00 per diem (per day) for lodging and meals (tips included). No receipts are required. The day is divided into the following quarters:

- 6:01 a.m. – 12:00 noon
- 12:01 p.m. – 6:00 p.m.
- 6:01 p.m. – 12:00 midnight
- 12:01 a.m. – 6:00 a.m.

A traveler may receive \$12.50 for any portion of a quarter. Per Diem is limited to travel that requires overnight stay.

TELEPHONE:

The City shall reimburse the traveler the cost of telephone calls as follows:

- Business calls and messages
- "Collect" calls to the City of Tallahassee offices
- All business calls shall be noted as such on the relevant receipt submitted for reimbursement.

MISCELLANEOUS/GRATUITIES:

1. Any other necessary expense, not otherwise provided for that is incurred for the benefit of the City, must appear together with an explanation on the expense report. Receipts shall be obtained in order to receive reimbursement. Gratuities for hotel, taxi, airport, porters, etc., shall

be reimbursed as out of pocket expenses with a maximum of \$10 per trip. The traveler should report only actual costs incurred. Monies associated with gratuities will not be included as a part of the advance, but will be reimbursed upon completion of the travel. If the CRTPA Executive Director authorizes more than the maximum, the traveler shall provide an explanation for the amount.

2. Reimbursement for mileage to and from the airport shall be based upon miles from the traveler's headquarters or home to the airport, whichever is less.

ONE-DAY TRAVEL:

1. Documentation for approved travel that does not require an overnight stay and is not requesting reimbursement shall be maintained within the appropriate department. This documentation does not have to be submitted to Procurement Services – Accounts Payable.
2. If the trip schedule is such that the traveler missed breakfast or dinner (see times under Meals), the CRTPA Executive Director may authorize the reimbursement of these meals in accordance with the Meals section of this procedure. The cost for lunch is not reimbursable unless the CRTPA Executive Director or his/her designee authorizes an exception to this policy due to a particular circumstance. If reimbursement is requested, a travel request and expense form shall be completed.

IN-TOWN TRAVEL:

1. Non-executive management employees traveling in-town shall use a City vehicle when possible. If a non-executive management employee utilizes their personal vehicle for in-town travel, an explanation shall be provided in order for mileage to be reimbursed.
2. Executive management will not be reimbursed mileage for using his/her personal vehicle when traveling in-town on CRTPA business.

TRAVEL TIME:

1. For all personnel, attendance at conference, training, and to conduct City business shall be considered work time.
2. For non-senior management travelers, travel time shall be counted as work time for purposes of calculating compensatory or over time when the purpose of the travel is a required part of the employee's position.
3. If the travel is not required as a part of the employee's position, the CRTPA Executive Director or designee shall determine the amount of travel time that will be considered work time.
4. Travel time to/from the airport shall be based upon travel time miles from the traveler's headquarters or home, to the airport, whichever is less. Approved travel ends at the time the employee arrives back to the traveler's headquarters or home. The estimated end time is indicated on the Travel Request Form and the actual travel time is indicated on the Travel Expense Form.
5. If the traveler chose to drive rather than fly, the CRTPA Executive Director shall determine how much travel time will be considered work time.

TRAVEL FORMS/DOCUMENTATION REQUIREMENTS

The ultimate purpose of the Travel Request and Expense forms is to document the purpose, dates, and times of travel conducted by the traveler. Therefore, all expenses associated with the travel should be captured on the form. All Travel request and Travel

expense forms must be signed and approved by an authorized supervisor. These signed forms must be submitted according to the timelines set forth in sections C. and D. below. Procurement Services staff will notify the employee and supervisor via e-mail of changes made to travel documentation after being signed. The employee and supervisor will then notify Procurement Services staff by e-mail of their acknowledgement and confirmation of changes.

TRAVEL ADVANCES

1. Any traveler may request an advance for out-of-pocket expenses. However, this is not required. A traveler may choose to pay for all costs associated with city travel personally and then be reimbursed upon return.

A traveler shall not incur costs personally and then receive separate reimbursements for each transaction (e.g. hotel, rental car, air fare.)

2. Travel advances and reimbursements must be settled within 14 calendar days of completing the travel. To ensure accurate and complete travel documentation, it is best to submit a travel expense form immediately upon return to the City.
3. If upon completion of travel, the traveler owes the City funds, those funds must be paid to the Treasurer-Clerk, Revenue Office and a receipt obtained. The receipt must be attached to the travel expense voucher.

If the amount due to/from the traveler is less than five dollars (\$5), no reimbursement/payment shall be processed. For example, if the traveler owes the City \$2.39, reimbursement shall be waived and the Travel Expense Form will be processed without the receipt.

4. A travel advance that is less than \$25.00 will not be processed for payment. The traveler is required to submit a travel expense form upon return in order to be reimbursed for appropriate expenses.

TRAVEL REQUEST FORM

A Travel Request Form and the following travel documents must be submitted to Procurement Services – Accounts Payable in accordance with the following lead times:

a. Forms:

- Conference Packet or Conference Agenda
- Hotel Stay Information
- MapQuest for Travel Miles

b. Lead times:

- Accounts Payable requests made 14 calendar days prior to the start of a trip for checks payable to a hotel, conference registration or organization. Whenever possible, a City Purchase Card should be used to pre-pay for these expenses;
- 7 calendar days prior to the start of a trip if the traveler is to receive an advance;
- 3 calendar days prior to the start of a trip if the traveler is not receiving an advance.

NOTE: It is best to submit the travel request form as soon as a travel need is identified. This will ensure that all registrations and reservations are completed timely to provide the opportunity to take advantage of advance purchase discounts and fares. A brief explanation is required (in the remarks section of the travel and/or expense report) whenever forms are not submitted to Accounts Payable in accordance with the above stated times.

The Travel Request form must be completed in its entirety. If an incomplete form is submitted to Accounts Payable, it will be returned to the originating department for completion.

The traveler and the CRTPA Executive Director or his/her designee must sign the Travel Request Form. Procurement Services – Accounts Payable staff will verify that the approving authority is appropriate given the delegation provided by the CRTPA Executive Director. In the absence of such delegation, Procurement Services shall only accept travel requests and expense vouchers that have been signed (not a signature stamp) by the CRTPA Executive Director.

If there are any items that are to be prepaid via a City check, the traveler must attach the required documents necessary for mailing.

TRAVEL EXPENSE FORM

The traveler must complete and submit a Travel Expense Form to Accounts Payable for processing within 14 calendar days from returning from a trip. All receipts shall be attached to the form and submitted for review and reconciliation.

The traveler and the CRTPA Executive Director or his/her designee must sign the Travel Expense Form. Procurement Services-Accounts Payable staff will verify that the approving authority is appropriate given the delegation provided by the CRTPA Executive Director. In the absence of such delegation, Procurement Services shall only accept travel requests and expense vouchers that have been signed (not a signature stamp) by the CRTPA Executive Director.

Travel reports for executive staff, appointed and elected officials shall be reviewed by the CRTPA Executive Director or his/her designee.

ADMINISTRATION

The CRTPA Executive Director may make amendments to the City's travel procedure for the purpose of keeping it complete and up to date. The CRTPA Executive Director may also delegate specific responsibilities for implementing portions of this policy

Draft for Approval: August 2022

Resolution 2022-09-##

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY HEREBY REFERRED TO AS THE "CRTPA" APPROVING THE PER DIEM, MEALS (SUBSISTENCE) AND MILEAGE RATES CONSISTENT WITH THE FEDERAL GENERAL SERVICES ADMINISTRATION TRAVEL RATES.

WHEREAS, the CRTPA is the designated and constituted body responsible for the urban transportation planning and programming process in the Capital Region; and

WHEREAS, Florida Statute 112.061(14)(a)5 states that "any metropolitan planning organization created pursuant to s. 339.175 or any other separate legal or administrative entity created pursuant to s. 339.175 of which a metropolitan planning organization is a member" may establish per diem, meals (subsistence) and mileage rates by enactment of a resolution; and

WHEREAS, the CRTPA is required to attend meetings and training opportunities outside of its jurisdiction, and

WHEREAS, the CRTPA has established a Travel Policy in accordance the CRTPA Staff Services Agreement with the City of Tallahassee; and

WHEREAS, the CRTPA wishes to be reimbursed for travel according to rates that consistent with the City of Tallahassee and the Federal General Services Administration standards.

NOW THEREFORE, BE IT RESOLVED BY THE CRTPA THAT:

1. The CRTPA has the right to establish per diem rates beyond the State of Florida rates, and
2. The CRTPA establishes that the staff and elected officials will be compensated for per diem, meals (subsistence) and mileage costs consistent with Federal General Services Administration per diem and mileage rates.

DONE, ORDERED, AND ADOPTED THIS 27th DAY OF September 2022

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Kristin Dozier, Chair

ATTEST: _____
Greg Slay, Executive Director