



## **AGENDA ITEM 5 F**

### **CRTPA TRAVEL POLICY**

**TYPE OF ITEM:** Consent

#### **STATEMENT OF ISSUE**

This item proposes updates to the CRTPA's adopted Travel and Training Policy, (**Attachment 1**) approved by the CRTPA Board at the October 22, 2022 meeting, and seeks approval of the revisions.

#### **BACKGROUND AND ANALYSIS**

In October 2022, the CRTPA Board approved the Travel and Training Policy along with Resolution No. 2022-10-7D (**Attachment 2**) establishing the CRTPA travel rates for per diem, meals, and mileage rates pursuant to §112.061(14)(a)5, Florida Statutes. Since the adoption of the policy the City of Tallahassee has introduced an electronic process for Travel Authorization, Cash Advances, and approval of the final Expense Report for reimbursement to the traveler. In order to process travel either the Director or Assistant Director must electronically confirm the authorization and final approval in the City's Financial System.

To facilitate this process, a revision to the Travel and Training Policy is proposed that expressly allows the Assistant Director and/or the Executive Director to serve as the Chair's designee to authorize and approve staff and Board member travel for the listed meetings and/or training. The revised CRTPA Travel and Training Policy has been developed consistent with the applicable sections of the City's Policy 602, the revised electronic processing of travel and satisfies the requirement of Section 7 of the CRTPA and City of Tallahassee Staff Services Agreement (**Attachment 3**).

#### **RECOMMENDED ACTION**

Option 1: Approve the revised CRTPA's Travel and Training Policy.

Option 2: Provide other direction.

#### **ATTACHMENTS**

Attachment 1: Revised Policy (Strikethrough and Underline)

Attachment 2: Resolution No. 2022-10-7D

Attachment 3: CRTPA and City of Tallahassee Staff Services Agreement, Section 7

**TRAVEL AND TRAINING POLICY****APPROVED: (October 22, 2022)****REVISED: (Date of Revision - November 17, 2025)****REVIEW BY: Every two years prior to development of UPWP****1. REFERENCE**

Staff Services Agreement between the City of Tallahassee and the CRTPA.

- A. CRTPA and the Florida Department of Transportation Consolidated Planning Grant Agreement.
- B. City of Tallahassee Administrative Travel and Training Policy No. 602.
- C. Florida Statutes Section 112.061, Per Diem and Travel Expenses.
- D. Code of Federal Regulation 2CFR 200.475, Travel Rates.
- E. U.S. General Services Administration (GSA) Travel Rates

**2. PURPOSE AND SCOPE**

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****Chair's Designee – Executive Director or Assistant Director.****Employees** - All individuals that are employed by the Capital Region Transportation Planning Agency**In town** - Includes Leon, Gadsden, Jefferson, and Wakulla counties.**Officials** - CRTPA Governing Board Members.

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

**Cash Advance** - Payment of funds for a traveler's out-of-pocket expenses to be used in the future during authorized travel.

**Expense Report** – All expenses associated with authorized travel documenting P-card and out-of-pocket expenses, times of travel and amount payable to traveler or for reimbursement to the City.

**Traveler** - A CRTPA official, employee or other authorized person performing travel.**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 authorized ~~approved~~ by the Chair or by the Chair's Designee, CRTPA's ~~(Executive Director or Assistant Director)~~; and travel expenses shall be paid consistent with the provisions of the CRTPA's Travel and Training Policy and Resolution No. 2022-10-7D.

~~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 travel and expenses that will be reimbursed ~~by the~~:

A. Allowable travel for staff and Officials may be authorized for the following regular meetings, training and/or annual conferences sponsored by the:

- Metropolitan Planning Organization Advisory Council (MPOAC)
- Florida Department of Transportation (FDOT)
- American Planning Association (APA)
- Florida Planning Association (FAPA)
- Association of Metropolitan Planning Organization (AMPO)
- American Association of State Highway and Transportation Officials (AASHTO)
- Floridians for Better Transportation (FBT)
- Federal Highway Administration (FHWA)
- Federal Transit Agency (FTA)

~~A-B.~~ The traveler shall be reimbursed for expenses that are in conformance with the ~~approved~~ authorized trip, and the funds are provided for in the approved budget.

~~B-C.~~ The number of persons traveling is the minimum number required to accomplish the purpose of the trip.

~~C-D.~~ 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. Fees for registration, including meals ~~Fees or 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.

### **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 rate.
- B. Reservations should be made in advance by contacting the Fleet Division. Rental prices for motor pool equipment can be found in the following link:  
<https://citytlh.sharepoint.com/sites/fleetmanagement/SitePages/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 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 [liability](#) 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 [CRTPA's](#) Workers' Compensation or the [CRTPA's employee'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 [employees](#) 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 CTRPA 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:

- A. 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.
- B. 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.
- C. Road and bridge tolls shall be reimbursed. Receipts shall be obtained, whenever possible.
- D. 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

- A. The GSA Travel Per Diem will determine all meal costs.
- B. The "Zip Code" is the preferred and recommended option to search for your travel destination on the following link: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

**1. Payment for meals is based on the following travel schedule:**

**DEPARTURE:**

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.

**2. Payment for meals is based on the following travel schedule:**

**RETURN:**

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.

- C.** 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.

- A.** 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 can be provided to a working tool which is encouraged to be used by travelers as a guide to calculate meals when completing the Travel documentation Request Form for reimbursement. It must be completed when there is an exception to CRTPA meal procedures and signed by the traveler and approver.~~

~~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. (Not consistent with Resolution 2022-10-7D)~~

~~B.~~

- C.B.** If another employee pays for a meal that is reimbursed by the CRTPA as a part of their travel ~~E~~expense ~~R~~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.

- D.C.** 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 ~~e~~Expense ~~f~~orm ~~R~~eport.

**LODGING:**

- A.** 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.
- B.** Cost of lodging shared with a non-official or non-employee (e.g., family members) is limited to the standard room rate.
- C.** If a hotel charges a fee for a smoking room, the extra cost shall be paid by the traveler.
- D.** 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.
- E.** 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.
- F.** 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.

**MISCELLANEOUS/GRATUITIES:**

- A. 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 ~~e~~Expense ~~R~~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.
- B. The traveler should ~~report~~ include 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. 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:**

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:**

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

**TRAVEL TIME:**

- A. For all personnel, attendance at conference, training, and to conduct CRTPA business shall be considered work time.
- B. 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.
- C. 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 ~~T~~travel Expense ~~Form~~Report.

- D. 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~~/AND EXPENSE DOCUMENTATION REQUIREMENTS**

The ~~ultimate purpose of the Travel Request and~~ Expense application in ~~forms the City of Tallahassee's Financial System~~ is used to document the ~~purpose~~reason, dates, and times of travel conducted by the traveler for the purpose of authorization and approval of the Expense Report. Therefore, documentation of all proposed and final expenses associated with the travel should be ~~captured on the form~~completed and submitted electronically through City's financial system. ~~All Travel request and Travel, expense forms must be signed and approved by an authorized supervisor. These signed forms must be submitted and approved by the Chair or designee. Travel shall be processed in accordance with~~ according to the timelines set forth in sections C. and D. below.

### **TRAVEL ~~CASH~~ ADVANCES**

- A. Any traveler may request ~~an a~~ a Cash 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.
- B. A traveler shall not incur costs personally and then receive separate reimbursements for each transaction (e.g. hotel, rental car, air fare.)
- C. ~~A Travel a Cash Advances~~ must be submitted at a minimum 14 calendar days before travel, and ~~an Expense Reports for~~ 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 e~~ an Expense Report form immediately upon return to the CRTPA's offices.
- D. 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 ~~eExpense voucher~~Report.
- E. 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 Report~~ will be processed without the receipt.
- F. A travel advance that is less than \$25.00 will not be processed for payment. The traveler is required to submit ~~a travel an eExpense form-Report~~ upon return in order to be reimbursed for appropriate expenses.

### **TRAVEL ~~REQUEST~~ AUTHORIZATION REQUEST ~~FORM~~**

- A. ~~Travel Request~~ Travel Authorization requests must be submitted for no later than 14 days prior to departure -Form and the following travel documents ~~must should~~ be submitted ~~in PeopleSoft Financials to Procurement Services—Accounts Payable in accordance with the following lead times:~~
- Forms Travel Authorization request:
- Conference Agenda Packet or ~~Conference~~ Agenda for Training or Meeting
  - Hotel Stay Information Reservation
  - MapQuest for Travel Miles or Car Rental Reservation
  - Dates of Travel

- ~~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, or in the event a non-City of Tallahassee Official travels a personal credit card may be used;
- ~~7-A Travel Authorization request should be submitted 14 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.~~

- B. NOTE: It is best to submit the Travel Authorization request ~~form~~ as soon as a allowed 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.
- C. The Travel Authorization ~~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 Chair or Executive Director or~~ his/her designee must sign the Travel Request Form approve. ~~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 REPORT

- A. The traveler must complete and submit an Travel Expense Form Report to Accounts Payable for processing within 14 calendar days from returning from a trip. All receipts shall be attached included with the Expense Report to the form in the City's Financial System and submitted for review and reconciliation approval.
- B. ~~Accounts Payable's~~ Staff should monitor all department travel ~~forms~~ to ensure that compliance with the CRTPA's Travel and Training Policy ~~is adhered to~~. If the Travel Expense Form Report has not been processed submitted 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.
- C. The traveler and the CRTPA ~~Executive Director~~ Chair or his/her designee must sign approve the Travel Expense Report Form. ~~Procurement Services-Accounts Payable Disbursement~~ staff will verify that the approving authority is appropriate given the delegation provided ~~by to~~ the CRTPA ~~Executive Director Chair's Designee~~. ~~In the absence of such delegation, Procurement Disbursement Services shall only accept~~ Travel Authorization requests and ~~eExpense vouchers Reports~~ that have been signed (not a signature stamp) approved by the CRTPA ~~Executive Director Chair or 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 15, 2022 Executive Committee Meeting*~~  
~~*Final Revised Draft for Approval: October 18, 2022*~~  
~~*November 17, 2025 CRTPA Board Meeting*~~

**Resolution 2022-10-7D**

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY HEREBY REFERRED TO AS THE "CRTPA" ADOPTING THE CRTPA TRAVEL AND TRAINING POLICY AND 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 conducted travel and training in accordance the City of Tallahassee Travel and Training Policy 602; and

**WHEREAS**, the CRTPA has established a Travel and Training 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 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, meals (subsistence) and mileage 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 rates and the CRTPA Travel and Training Policy.

DONE, ORDERED, AND ADOPTED THIS 18<sup>th</sup> DAY OF OCTOBER

2022 CAPITAL REGION TRANSPORTATION PLANNING AGENCY

Kristin Dozier, Chair

ATTEST: \_\_\_\_\_  
Greg Slay, Executive Director

**STAFF SERVICES AGREEMENT BETWEEN THE CAPITAL REGION  
TRANSPORTATION PLANNING AGENCY AND THE CITY OF  
TALLAHASSEE**

**THIS MEMORANDUM OF UNDERSTANDING**, hereinafter to be called the STAFF SERVICES AGREEMENT (“Agreement”), is made and entered into on the date specified herein, by and between the Capital Region Transportation Planning Agency, the region’s Metropolitan Planning Organization (“CRTPA”) and the City of Tallahassee (“CITY”).

**WITNESSETH:**

WHEREAS, Section 339.175, Florida Statutes, provides for the designation of a Metropolitan Planning Organization (“MPO”) for each urbanized area of the state and the creation and operation of such metropolitan planning organizations pursuant to an Interlocal Agreement entered into pursuant to Section 163.01, Florida Statutes; and

WHEREAS, the Governor of Florida has designated the CRTPA as the MPO for all of Leon County, along with urbanized portions of Gadsden, Wakulla and Jefferson Counties, the cities of Chattahoochee, Gretna, Midway, Quincy and Tallahassee, the towns of Greensboro and Havana, and the Leon County School Board; and

WHEREAS, the CRTPA as the MPO is duly created and operated pursuant to an Interlocal Agreement between the Florida Department of Transportation, the Counties of Leon, Gadsden, Wakulla and Jefferson, the cities of Chattahoochee, Gretna, Midway, Quincy and Tallahassee, the towns of Greensboro and Havana, and the Leon County School Board; and

WHEREAS, the CRTPA as the MPO wishes to manage the continuing, cooperative, and comprehensive transportation planning process mandated by state and federal law and authorized by Section 339.175, Florida Statutes; and

WHEREAS, Section 339.175, Florida Statutes, specifies that the CRTPA, as the MPO, shall be considered separate from the state or the governing body of a local government that is represented on the governing board of the CRTPA, as the MPO, or that is a signatory to the Interlocal Agreement creating the CRTPA, as the MPO, and shall have such powers and privileges that are provided under Sections 163.01 and 339.175, Florida Statutes; and

WHEREAS, pursuant to Section 339.175 (2)(b), Florida Statutes, the CRTPA, as the MPO, is a legally independent governmental entity distinct from the CITY government; and  
WHEREAS, pursuant to Section 339.175(6)(g), Florida Statutes, the CRTPA, as the MPO, has the authority to contract with the CITY and other governmental entities for the provision and exchange of certain services; and

## **6.0 COMPENSATION.**

In consideration for the administrative support services to be provided herein by the CITY, the CRTPA shall annually budget a sum sufficient to reimburse the CITY for all costs incurred by the CITY for administrative support, self-insurance, and other direct costs associated with the CRTPA operations. Actual cost estimates shall be calculated in accordance with 2 CFR 200, as may be amended from time to time.

## **7.0 TRAVEL AND TRAVEL EXPENSES.**

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. 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. The CITY shall have no function or responsibility with respect to the travel of any CRTPA staff or Governing Board Members.

## **8.0 DURATION AND TERMINATION PROCEDURE.**

### **a) LENGTH OF AGREEMENT.**

This Agreement shall remain in effect for five (5) years or until terminated by the parties in accordance to the terms of this Agreement. Should the parties fail to renew the Agreement within the five (5) year period and neither party is in default under the terms of this agreement, the parties agree that this agreement shall remain in full force and effect on a month-to-month basis, until and unless it is terminated by the parties or a new agreement replaces this Agreement.

### **b) TERMINATION FOR CONVENIENCE.**

Either party may terminate this agreement for convenience with six (6) months written notice to the other party. The parties agree that a termination for convenience by one party shall not result in any recourse under the provisions of this agreement against the other party. Also, it is agreed that should a cause of action arise from the execution of a termination for convenience, under this section, any such cause of action is waived by the parties.

## Resolution 2022-10-7D

A RESOLUTION OF THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY HEREBY REFERRED TO AS THE "CRTPA" ADOPTING THE CRTPA TRAVEL AND TRAINING POLICY AND 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 conducted travel and training in accordance the City of Tallahassee Travel and Training Policy 602; and

**WHEREAS**, the CRTPA has established a Travel and Training 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 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, meals (subsistence) and mileage 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 rates and the CRTPA Travel and Training Policy.

DONE, ORDERED, AND ADOPTED THIS 18<sup>th</sup> DAY OF OCTOBER 2022

CAPITAL REGION TRANSPORTATION PLANNING AGENCY

ATTEST:

  
Greg Slay, Executive Director

  
Kristin Dozier, Chair



## **STAFF SERVICES AGREEMENT BETWEEN THE CAPITAL REGION TRANSPORTATION PLANNING AGENCY AND THE CITY OF TALLAHASSEE**

**THIS MEMORANDUM OF UNDERSTANDING**, hereinafter to be called the STAFF SERVICES AGREEMENT ("Agreement"), is made and entered into on the date specified herein, by and between the Capital Region Transportation Planning Agency, the region's Metropolitan Planning Organization ("CRTPA") and the City of Tallahassee ("CITY").

### **WITNESSETH:**

WHEREAS, Section 339.175, Florida Statutes, provides for the designation of a Metropolitan Planning Organization ("MPO") for each urbanized area of the state and the creation and operation of such metropolitan planning organizations pursuant to an Interlocal Agreement entered into pursuant to Section 163.01, Florida Statutes; and

WHEREAS, the Governor of Florida has designated the CRTPA as the MPO for all of Leon County, along with urbanized portions of Gadsden, Wakulla and Jefferson Counties, the cities of Chattahoochee, Gretna, Midway, Quincy and Tallahassee, the towns of Greensboro and Havana, and the Leon County School Board; and

WHEREAS, the CRTPA as the MPO is duly created and operated pursuant to an Interlocal Agreement between the Florida Department of Transportation, the Counties of Leon, Gadsden, Wakulla and Jefferson, the cities of Chattahoochee, Gretna, Midway, Quincy and Tallahassee, the towns of Greensboro and Havana, and the Leon County School Board; and

WHEREAS, the CRTPA as the MPO wishes to manage the continuing, cooperative, and comprehensive transportation planning process mandated by state and federal law and authorized by Section 339.175, Florida Statutes; and

WHEREAS, Section 339.175, Florida Statutes, specifies that the CRTPA, as the MPO, shall be considered separate from the state or the governing body of a local government that is represented on the governing board of the CRTPA, as the MPO, or that is a signatory to the Interlocal Agreement creating the CRTPA, as the MPO, and shall have such powers and privileges that are provided under Sections 163.01 and 339.175, Florida Statutes; and

WHEREAS, pursuant to Section 339.175 (2)(b), Florida Statutes, the CRTPA, as the MPO, is a legally independent governmental entity distinct from the CITY government; and

WHEREAS, pursuant to Section 339.175(6)(g), Florida Statutes, the CRTPA, as the MPO, has the authority to contract with the CITY and other governmental entities for the provision and exchange of certain services; and

## **6.0 COMPENSATION.**

In consideration for the administrative support services to be provided herein by the CITY, the CRTPA shall annually budget a sum sufficient to reimburse the CITY for all costs incurred by the CITY for administrative support, self-insurance, and other direct costs associated with the CRTPA operations. Actual cost estimates shall be calculated in accordance with 2 CFR 200, as may be amended from time to time.

## **7.0 TRAVEL AND TRAVEL EXPENSES.**

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. 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. The CITY shall have no function or responsibility with respect to the travel of any CRTPA staff or Governing Board Members.

## **8.0 DURATION AND TERMINATION PROCEDURE.**

### **a) LENGTH OF AGREEMENT.**

This Agreement shall remain in effect for five (5) years or until terminated by the parties in accordance to the terms of this Agreement. Should the parties fail to renew the Agreement within the five (5) year period and neither party is in default under the terms of this agreement, the parties agree that this agreement shall remain in full force and effect on a month-to-month basis, until and unless it is terminated by the parties or a new agreement replaces this Agreement.

### **b) TERMINATION FOR CONVENIENCE.**

Either party may terminate this agreement for convenience with six (6) months written notice to the other party. The parties agree that a termination for convenience by one party shall not result in any recourse under the provisions of this agreement against the other party. Also, it is agreed that should a cause of action arise from the execution of a termination for convenience, under this section, any such cause of action is waived by the parties.