

# FloridaWorks Standard Operating Procedure (SOP)

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<b>SOP Number:</b>	<b>Subject: Travel Reimbursement</b>
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<b>AE Executive Director</b> <i>Angela Pate</i>	<b>FloridaWorks Chair</b> <i>Clay Martin</i>

## I. PURPOSE:

This Standard Operating Policy ("SOP"), which is a part of the Operating Policy Manual of the Alachua Bradford Regional Workforce Board (the "Board"), contains policy and procedures for authorizing and obtaining reimbursement of travel expenses by Board members, contracted service providers, and other authorized persons of the Board. All requests for approval and payment for travel expenses will be accomplished in accordance with Section 112.061, F.S., this policy, and these procedures. These requirements apply to all travel whether paid for with State or Federal funds. In addition, the requirements apply whether paid by reimbursement, contractual agreements, or other methods of payment, and include payment to Board members, contracted service providers or volunteers.

The Board's contracted service providers may choose to reimburse their respective employees, contractors, or subcontractors for authorized travel according to their respective travel and reimbursement policies. However, the contracted service provider may only invoice the Board or allocate the costs for authorized travel and expenses that comply with this SOP.

## II. AUTHORITY:

The authority for this SOP is contained in Section 445.007(10), Florida Statutes, which requires regional workforce boards to reimburse standard travel in accordance with rates established in Section 112.061, Florida Statutes, and in compliance with applicable state and federal requirements. Rule 69I-42.007, where applicable, has been relied on in drafting this SOP in compliance with Section 445.007(10), Florida Statutes.

## III. DEFINITIONS:

- A. **Authorized person or authorized traveler:** A Board member or other persons traveling on Board business who are authorized to incur travel expenses in performance of Board duties. This expressly includes the Board's contracted service providers, consultants and advisers, per Section 112.061(2)(e)2, F.S.
- B. **Class A Travel:** Continuous travel of 24 hours or more away from Board headquarters. Overnight absence from Board headquarters must be reasonable and necessary to conduct Board business.

- C. **Class B Travel:** Continuous travel of less than 24 hours which involves overnight absence from Board headquarters. Overnight absence from official headquarters must be reasonable and necessary to conduct Board business.
- D. **Class C Travel:** Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

**NOTE: CLASS “C” TRAVEL PER DIEM OR SUBSISTENCE ALLOWANCES ARE CURRENTLY NOT TO BE REIMBURSED TO TRAVELERS.** {Source: Section 112.061(15), F.S.}

- E. **Complimentary/Gratuitous Transportation:** Transportation which is provided free of charge by another RWB authorized traveler in a travel status. A traveler shall not be allowed either mileage or transportation expenses if gratuitously transported by another traveler who is entitled to mileage or transportation expense. The traveler should still show how and with whom he/she traveled when requesting reimbursement for other costs incurred during travel.
- F. **Conference/Convention:** The coming together of persons with a common interest or interests for the purpose of deliberations, interchange of views, the removal of differences or disputes and discussions of their common problems and interests. The term also includes similar meetings such as seminars and workshops that are large formal group meetings programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental problem or problems.
- G. **Headquarters:** The headquarters of an authorized traveler assigned to an office shall be the city or town in which the office is located except that:
  - 1) For Board members, the headquarters is the primary address for the Board. The address of the Board’s Headquarters is 4800 SW 13<sup>th</sup> Street, Gainesville, FL 32608. {Source: Section 112.061(4), F.S.}

#### **IV. AUTHORITY TO INCUR TRAVEL EXPENSES:**

**Section 112.061(3)(a), Florida Statutes, states:** *All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid. The head of the agency shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler’s supervisor stating that such travel is on the official business of the state and also stating the purpose of such travel. (For a Board, the “Head of the Agency” is the board of directors. In compliance with this provision, the Board may designate either a Board member or the Board’s Executive Director to authorize travel expenses by the staff of the Board’s Administrative Entity. A Board is not a state agency.) The Board’s contracted service providers may designate a duly authorized employee to authorize travel by the contracted service provider’s employees.*

**Section 112.061(3)(b), Florida Statutes, states:** *Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed by this section.*

**Section 445.007(10), Florida Statutes, states:** *Preapproved, reasonable and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established by s. 112.061 and shall be in compliance with all applicable federal and state requirements.*

**2 CFR Part 230, Appendix B, Selected Items of Cost, paragraph 51 states:**

- a. *General. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-profit organization. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to the entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in non-profit organization's non-federally-sponsored activities.*
- A. An *Authorization to Incur Travel Expense* form must be completed and approved by the Board or their designee for ALL travel prior to the beginning date of travel. This includes Travel Advances. {Source: Sections 445.007(10), (12), & 112.061(11), F.S.}
- B. The Board authorizes the Chair of the Finance Committee to approve travel by the staff of the Board's Administrative Entity.
- C. The authorization form is included as Attachment 1. Contracted service providers may use their own form provided it contains, at a minimum, the information specified in Attachment 1.
- D. Attached to the authorization form should be a copy of the program or agenda of the convention or conference, itemizing the registration fees, and any meals or lodging included in the registration fee. {Source: Section 112.061(11), F.S.}
- E. The form is required to be signed by the traveler and the traveler's supervisor stating that the travel is to be incurred in connection with Board business. {Source: Section 112.061(11), F.S.}
- F. A copy of the completed form shall be included as support for the travel reimbursement voucher. {Source: Section 112.061(11), F.S.}

**V. MEALS AND PER DIEM:**

- A. Reimbursement for meals is only allowable when in authorized Class A or Class B travel status and for those who are approved for reimbursement of those meals, as included in Section IV above. Reimbursement of meals for Class C travel status is not allowed. {Source: Section 112.061, F.S and 445.007(10), F.S.}
- B. Per Section 112.061(6), F.S., the current approved meal allowance rates are as follows:
- Breakfast - \$6.00 (*When travel begins **BEFORE** 6 a.m. and extends **BEYOND** 8 a.m.)*)
  - Lunch - \$11.00 (*When travel begins **BEFORE** 12 noon and extends **BEYOND** 2 p.m.)*)
  - Dinner - \$19.00 (*When travel begins **BEFORE** 6 p.m. and extends **BEYOND** 8 p.m.)*)
- C. In determining the starting or ending time for the travel event, the time of day is important. When returning during work hours, the official work site location should be the return destination, unless otherwise approved by the Board or its designee. If returning after or before work hours, the

destination, and therefore the point when travel concludes, is the traveler's home. The same considerations apply for determining when travel begins.

- D. If a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, **even if the traveler decides for personal reasons not to eat the meal**. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted if included in a registration fee. {Source: Section 112.061(6) (c), F.S.}
- D. If a meal is provided by a hotel or airline to all guests, the traveler will be allowed to claim the meal allowance by law.
- E. Per diem may be used to calculate reimbursement due for days of travel which do not include hotel costs, for example, the final day of a trip. The allowable rate for per diem is currently eighty (\$80.00) dollars, as provided for in Section 112.061(6)(a)1, F.S. All claims for per diem and subsistence must be within the limitations set forth in this section of the statutes.
- F. All travelers are allowed the authorized per diem for each day of travel or if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in Section 112.061(6)(b), F.S., plus actual expenses for lodging at a single occupancy rate. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual to per diem while on Class A travel on a midnight to midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 for each quarter from the time of departure until the time of return. {Source: 69I-42.006, F.A.C.}

## VI. TRANSPORTATION:

**Section 112.061(7)(a), Florida Statute, states:** *All travel must be by a usually traveled route. If a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.*

### **2 CFR Part 230, Appendix B, Selected Items of Cost, paragraph 51 states:**

#### *c. Commercial air travel.*

- (1) *Airfare costs in excess of the customary and standard commercial airfare (coach or equivalent), Federal Government contract airfare (where authorized and available), or the lowest commercial discount airfare are unallowable except when such accommodations would: require circuitous routing; require travel during unreasonable hours; excessively prolong travel; result in additional costs that would offset the transportation savings; or offer accommodations not reasonably adequate for the traveler's medical needs. The non-profit organization must justify and document these conditions on a case-by-case basis in order for the use of first-class airfare to be allowable in such cases.*
- (2) *Unless a pattern of avoidance is detected, the Federal Government will generally not question a non-profit organization's determinations that customary standard airfare or other discount airfare is unavailable for specific trips if the non-profit organization can demonstrate either of the following: that such airfare was not available in the specific case; or that it is the non-profit's organization's overall practice to make routine use of such airfare.*

d. *Air travel by other than commercial carrier. Costs of travel by non-profit organization-owned, -leased, or -chartered aircraft include the cost of lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs. The portion of such costs that exceeds the cost of allowable commercial air travel, as provided for in subparagraph c., is unallowable.*

A. Travelers are encouraged to use the most economical means of travel when feasible. The most economical mode of travel is determined by the following conditions:

- 1) The nature of the business. {Source: Section 112.061(7), F.S.}
- 2) The most efficient and economical means of travel, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required. {Source: Section 112.061(7), F.S.}
- 3) The number of persons making the trip and the amount of equipment or material to be transported. {Source: Section 112.061(7), F.S.}
- 4) Authorized travelers with a common destination are required to consider and evaluate joint utilization of vehicles. Approval for anything other than joint utilization must be requested in advance via the *Authorization to Incur Travel Expense* form and must include justification. {Not required by Rule or Statute. Recommended Best Practices.}

B. Airline Travel

- 1) Travel agency surcharges may be reimbursed as long as properly justified and a receipt is provided.
- 2) The traveler must provide a passenger receipt to be reimbursed for his/her airfare. An itinerary is acceptable as a receipt for electronic tickets.
- 3) Penalty for cancellation or exchange of a ticket may be paid by the Board, only if the cause for the cancellation is in the best interest of the Board, or if the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family. Justification should be included with the request for reimbursement. {Source: 69I-42.007(5), F.A.C.}
- 4) Transportation by chartered vehicles (including airplanes, buses, etc.) when traveling on Board business may be authorized when necessary or where it is to the advantage of the Board, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle, as allowed under Section 112.061(7)(d), F.S. {Source: Section 112.061(7)(e), F.S.}.
- 5) A traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight. The owner or pilot of such aircraft is also entitled to transportation expense for the same flight. {Source: Section 112.061(7)(h)}

### C. Rental Cars

- 1) Rental vehicles should be rented as close to the time of departure as reasonably allowed. Furthermore, rental vehicles should be returned as soon as possible upon the traveler's return. Failure to do so may result in a reduction of the reimbursement.
- 2) In areas where a non-airport rental facility exists at a comparable proximity, the non-airport facility should be used in order to avoid airport fees and surcharges.
- 3) The cost of the vehicle should be reasonable and necessary for the number of travelers, the type of travel, and the distance to be traveled.

### D. Board/personal vehicles

- 1) Individuals traveling to a common destination are required to consider and evaluate joint utilization of vehicles. Approval for anything other than joint utilization must be requested in advance via the *Authorization to Incur Travel Expense* form and must include justification. {Source: Section 112.061(7), F.S.}

If travel is by a Board vehicle, "BOARD" should be entered in the map mileage column of the travel voucher.

- 2) If travel is complimentary, "COMP" should be entered in the map mileage column of the travel voucher. No reimbursement shall be made for gratuitous transportation.
- 3) Use of personal vehicles must be approved in advance via the *Authorization to Incur Travel Expense* form. {Source: Section 112.061(3)(a), 445.007(10).}
- 4) The traveler is entitled to mileage allowance at a fixed rate of 44.5 cents per mile when using a personal vehicle. The reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used in public business and reimbursement is made via mileage allowance. {Source: Section 112.061(7)(d), F.S.}
- 5) Mileage claimed must be from point of origin to destination based on the official DOT highway map located at the web site below. {Source: Section 112.061(7)(d)3, F.S.}  
<http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>
- 6) Local vicinity mileage claim must include description with destination and purpose of trip.
- 7) Flexibility may exist when other cost savings are considered. For example, multiple travelers might carpool to avoid multiple airport parking fees. In this case, the mileage used to pick up other travelers can be claimed. {Source: 69I-42.008(4), F.A.C.}
- 8) Vicinity mileage cannot be claimed while in a rental vehicle, if the cost of that vehicle is reimbursed by the Board. Reimbursement shall be for the cost of mileage or the cost to rent the vehicle, whichever is more economical and authorized by the Board or its designee. {Source: Section 112.061,(7)(d)1, F.S.}

- 9) A Board member or contracted service provider may claim mileage from his home to a work location outside his official headquarters provided that travel begins more than one hour before or one hour after the traveler's regular work hours and provided the miles claimed do not exceed the miles actually driven. {Source: 69I-42.008(4), F.A.C.}
- 10) The Board will not reimburse the traveler for parking fines, fines for unlawful driving, fines for failure to pay tolls, etc. {Source: 2 CFR 230, Appendix B, Paragraph 16 (OMB A-122)} and any related costs.

## VII. LODGING EXPENSES:

### **2 CFR Part 230, Appendix B, Selected Items of Cost, paragraph 51 states:**

- b. *Lodging and subsistence. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the non-profit organization in its regular operations as a result of the non-profit organization's written travel policy.*
- A. An **itemized** hotel receipt must be submitted to claim reimbursement (**a credit card receipt is not sufficient**). {Source: 69I-42.006, F.A.C.}
  - B. All other reimbursable expenses included on a hotel receipt, such as parking or phone calls, should be properly listed in the incidental column of the travel voucher.
  - C. Travelers can only be reimbursed at the single occupancy rate. {Source: Section 112.061(6)(a)2, F.S.}. If travelers are sharing a room, each traveler will be reimbursed for their pro-rata share of the double occupancy rate plus applicable taxes.
  - D. Overnight lodging may not be reimbursed if travel is within 50 miles of headquarters or residence, unless the circumstances necessitating overnight travel are fully explained by the traveler and approved by the Board or its designee. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions. {Source: 69I-42.006(7)}

## VIII. REIMBURSABLE INCIDENTAL EXPENSES:

The below expenditure types, detailed in 69I-42.010, F.A.C., are required to be accompanied with a receipt, unless otherwise noted. These expenses should be listed in the incidental column of the travel voucher.

- A. Taxi fares in excess of \$25, on a per fare basis, require a receipt. Amounts less than \$25 do not require a receipt.
- B. Storage, parking fees or tolls in excess of \$25, on a per transaction basis, requires a receipt. Amounts less than \$25 do not require a receipt. Such fees are not allowed on a weekly or monthly basis unless it can be established that such method results in a savings to the Board.
- C. Dry cleaning, laundry and pressing expenses when official travel extends beyond seven (7) days and such expenses are necessary to complete the official business portion of the trip.
- D. Passport and visa fees required for official travel.

- E. Fees charged for the purchase of traveler's checks for official travel expenses.
- F. Fees for the exchange of currency necessary for official travel.
- G. Cost of maps necessary for conducting Board business.
- H. Communication expenses for business-related fax and telephone use can be reimbursed with proper justification. **Personal telephone calls made are not a reimbursable communication expense.**
- I. Tips paid to taxi drivers that do not exceed 15 percent of the taxi fare are reimbursable and do not require a receipt.
- J. Actual amount of tip paid for mandatory valet parking is not to exceed \$1 per occasion are reimbursable and do not require a receipt.
- K. Actual portage paid that does not exceed \$1 per bag, and exceed \$5 per incident are reimbursable and do not require a receipt. **Portage charges exceeding \$5 per incident will require additional justification. The number of bags must be stated on the travel reimbursement request.**

**IX. CONFERENCE / CONVENTION TRAVEL:**

- A. Purpose of Conference: Public funds shall not be expended for attendance at conferences or conventions unless:
  - 1) The main purpose of the conference or convention is in connection with the business of the Board and is directly related to the performance of statutory duties and responsibilities of the Board. {Source: Section 112.061(6)(a), F.S. & 69I-42.004(1), F.A.C.}
  - 2) The conference or convention will provide a direct educational or other benefit supporting the duties of the traveler. {Source: 69I-42.004(1), F.A.C.}
  - 3) The duties and responsibilities of the traveler seeking to attend such meeting are compatible with the objective of the particular conference or convention. {Source: 69I-42.004(1), F.A.C.}
- B. No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the Board. {Source: Section 112.061(7)(a), F.S.}
- C. The Board may pay the registration fee directly to the conference or convention sponsor or allow the traveler to include the registration fee in the calculation of their travel costs and reimburse the traveler. {Source: 69I-42.004(4), F.A.C.}
- D. Documentation Needed:
  - 1) Travel to a conference or convention must be approved in advance by the Board or their designee. Benefits to the Board must be indicated on the authorization. {Source: 69I-42.004(2), F.A.C.}

- 2) The approved *Authorization to Incur Travel Expense* form must be submitted with the travel reimbursement request. {Source: 69I-42.004(2), F.A.C.}
- 3) A copy of the program or agenda of the conference or convention itemizing the registration fees and any meals or lodging included in the registration fee shall be attached to the *Voucher for Reimbursement of Travel Expenses* when submitting for payment. {Source: 69I-42.004(3), F.A.C.}
- 4) If no agenda is available, or if the agenda attached is not clear as to what is included in the registration fee, the traveler will make a statement on the *Voucher for Reimbursement of Travel Expenses* as to the extent of the meals included in the registration fee. The travel reimbursement request must be reduced by the applicable meal allowance. {Source: 69I-42.004(3), F.A.C.}
- 5) Payment in advance of earlier than twenty (20) workdays before the travel period begins should be accompanied by written justification, such as discounts for earlier payment or earlier payment required for reservation. {Source: 69I-42.004(4), F.A.C.}

**X. TRAVEL ADVANCES:**

- A. The Board or its designee may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his or her duties. {Source: 112.061(12), F.S.}
- B. An *Application for Advance on Travel Expense* form is required to be completed and signed by the traveler and the traveler's supervisor.
- C. Travel advances shall be reasonable given the purpose of the advance.
- D. Travel advances cannot be requested earlier than 10 working days before the travel period begins without written justification of circumstances that necessitate an exception to this restriction.
- E. Travel advances requested solely to cover fuel costs will not be considered.
- F. When the advance travel period has ended, the traveler shall properly complete a *Voucher for Reimbursement of Travel Expenses* for the travel period for which he/she received an advance, within seven (7) days of the traveler's return to headquarters.
- G. A traveler may not have more than one travel advance outstanding at any time without written justification and approval by the Board or its designee.

**XI. REIMBURSEMENT OF TRAVEL EXPENDITURES BY INDIVIDUALS WITH DISABILITIES:**

- A. For individuals covered under the Americans with Disabilities Act (ADA), there are special provisions for travel reimbursement that apply. {Source: 69I-42.012, F.A.C.}

- B. When a physically challenged traveler incurs travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, F.S., and such excess travel expenses were incurred to permit the safe travel of that traveler, those excess expenses will be reimbursed by the Board to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All such claims for reimbursement of excess travel expenses shall be submitted in accordance with the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. {Source: 69I-42.012, F.A.C.}
- C. When a payment is requested pursuant to the Americans with Disabilities Act, which would not otherwise be authorized travel reimbursement, the voucher must include a signed statement from the Board chair or its designee certifying that:
- 1) A Board member or contracted service provider of the Board has requested a “reasonable accommodation” pursuant to the ADA, to assist him in performing his duties, applying for a position, or other covered activity. {Source: 69I-42.012, F.A.C.}
  - 2) The Board or its designee has determined that the individual is a “qualified individual with a disability” as defined in the ADA. {Source: 69I-42.012, F.A.C.}
  - 3) The Board or its designee has determined that the payment is for a “reasonable accommodation” pursuant to the ADA, for that Board member or contracted service provider. {Source: 69I-42.012, F.A.C.}
  - 4) The Board will maintain all records related to this request for seven (7) years and make those records available for review to persons authorized to review such records. {Source: 69I-42.012, F.A.C.}
- D. All vouchers related to providing a “reasonable accommodation” shall contain a file number or other code by which the voucher can be readily traced to the confidential records maintained by the Board pursuant to paragraph (C)(4) above. {Source: 69I-42.012, F.A.C.}

## **XII. SUBMISSION AND PAYMENT OF TRAVEL REIMBURSEMENTS:**

The provisions below are not required by law or rule, but involve the application of recommended best practices in submission and payment of travel reimbursement requests.

- A. ***A Voucher for Reimbursement of Travel Expenses should be completed in all instances (even if the net amount due the traveler is zero) and maintained in the Board’s administrative office.***
- B. Submit original and one copy of all documentation with the *Voucher for Reimbursement of Travel Expenses*. This includes ALL receipts and backup documentation.
- C. Small (size) receipts should be taped to a sheet of paper, not stapled.
- D. The *Voucher for Reimbursement of Travel Expenses* should show both reimbursable expenses to the traveler and expenses already paid by the purchasing card or corporate card and notated in the appropriate areas of the travel voucher.

- E. The *Voucher for Reimbursement of Travel Expenses* should be submitted within 7 working days of the last day traveled.
- F. A *Voucher for Reimbursement of Travel Expenses* that is only requesting reimbursement for vicinity miles should be completed at least monthly.

**XII. ATTACHMENTS:**

- Attachment 1 - Authorization to Incur Travel Expense
- Attachment 2 – Voucher for Reimbursement of Travel Expenses
- Attachment 3 - Application for Advance on Travel Expenses

## Attachment 1

- 1) Name of each traveler,
- 2) Purpose of the travel,
- 3) Estimated, itemized cost to the Board, and
- 4) Statement of benefits accruing to the Board by virtue of such travel. {Source: Section 112.061(11), F.S.}

Attachment 2



Voucher for  
Reimbursement of Tr:

Attachment 3



Application for  
Advance on Travel Ex