

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: FINANCIAL MANAGEMENT & BUDGET (OFMB)

SUBJECT: TRAVEL

PPM #: CW-F-009

ISSUE DATE
April 11, 2023

EFFECTIVE DATE
April 11, 2023

PURPOSE:

The purpose of this PPM is to provide guidelines to all units of government in the Board of County Commissioners' budget for reimbursement to public employees and other authorized persons for travel expenses.

UPDATES:

Future updates to this PPM are the responsibility of the Director of OFMB.

AUTHORITY:

The authority of this PPM is contained in Resolution No. R2006-0120 of the Board of County Commissioners of Palm Beach County, Florida, adopting a policy on travel pursuant to Sections 112.061 and 125.0104, Florida Statutes, which prescribe travel expenses of public officers, employees and other authorized persons.

Section 125.0104, Florida Statutes prescribes travel for the Tourist Development Council. The Council's purpose is to promote and publicize Palm Beach County and, as such, has extended limits on travel reimbursement. When a specific exception is not made in Section 125.0104, Florida Statutes, then Section 112.061 Florida Statutes, governs.

Employees of the Tourist Development Council, when traveling on official County business in the performance of tourism related activities as prescribed by Section 125.0104 of the Florida Statutes, will be reimbursed for actual, reasonable and necessary expenses when meeting with travel writers, tour brokers or others connected with the tour industry. They will be reimbursed for foreign travel at current rates as specified in the Federal publication "Standardized Regulations (Government Civilians, Foreign Areas)," as outlined in Section 125.0104, Subsection 9 of the Florida Statutes.

Note: All of the authorities referred to above shall be in effect, as may be amended.

TRAVEL (Outside Palm Beach County)

POLICY:

Occasional travel by County officials, employees and authorized persons, is considered necessary and useful to the conduct of County business. Attendance at selected professional association meetings and trainings courses provides a benefit to the County through an increased awareness of technical and administrative developments.

However, the cost of travel, the resulting absence from normal duties, and the public’s sensitivity to these issues demand that alternative means of accomplishing travel purposes be carefully examined. Telephone (including conference calls) and written communications should be considered prior to requesting travel authorization.

When no feasible substitute for travel exists, the traveler and the approving authority must keep the associated expenses such as airfare, lodging, taxi, or auto rental to a minimum. Consideration of time-efficiency vs. cost must be addressed in the best interest of the County rather than be based on the individual’s convenience.

Travel must be pre-authorized. Travel arrangements should be made well in advance since last minute arrangements and changes are costly. Reimbursement for travel will be made within the limitations prescribed by Florida Statutes and IRS income tax withholding and reporting requirements. **The approving authority is responsible for ensuring compliance with these regulations.**

AUTHORIZATIONS:

TRAVELER	AUTHORIZATION
Employees/Other Authorized Persons	Department Director/Deputy/Assistant Director Director of Administration (PZ&B) Director, Facilities Operations (FDO)
Staff Reporting to County Administrator	County Administrator or Deputy County Administrator
Department Director	Deputy or Assistant County Administrator
County Attorney Staff	County Attorney
Internal Auditor Staff	Internal Auditor
Fire Rescue Staff	Fire Rescue Administrator/Deputy Chiefs
15 th Judicial Circuit Staff	Court Administrator/Chief Judge
Advisory Board Members	Board of County Commissioners
State Attorney Staff	State Attorney
Public Defender Staff	Public Defender

County Commissioners County Commissioners' Staff County Administrator County Attorney Internal Auditor Inspector General Executive Director of the Commission on Ethics	Reference Resolution No. R2010-1269
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TRAVEL LIMITATION GUIDELINES:

Conferences and Conventions (Outside County on fiscal year basis):

Technical Staff	1 in state trip
Professional Staff	2 trips, maximum 1 out of state trip
Managerial Staff/Division Directors & above	3 trips, maximum 2 out of state trips

Number of Attendees from one Department:

- Four (4) people from one department for in-state trips.
- Two (2) people from one department for out-of-state trips.

If the conference or convention addresses more than one area of responsibilities or discipline (i.e., large county departments containing several divisions) and the approving authority wishes to increase the number of attendees, approval by the next higher authority is required.

Any exceptions to these guidelines must be documented and receive approval by the next higher authority prior to travel.

All travel must benefit Palm Beach County. The approving authority will be responsible for assuring that total travel for the fiscal year will not interfere with job duties or the efficient operation of the Department and that opportunities will be on a rotation basis.

BUDGET VERIFICATION:

Each approving authority shall be responsible for verifying that sufficient budgeted funds are available prior to authorizing travel.

AIRLINE AND OTHER TRANSPORTATION ARRANGEMENTS:

Route of Travel: All travel must be by a usually traveled route. If a person travels by an indirect route for personal convenience, any extra costs will be at the traveler's expense.

After-hours Travel: Mileage for business travel that occurs after-hours, on weekends, or during holidays will be computed from the point of origin to the point of destination. After-hours travel must be reflected in the comments section of the Mileage Reimbursement Form.

Method of Travel: Persons requesting travel by commercial airlines are required to compare

airfares before booking flights. Persons requesting travel must specify the most economical method of travel [e.g., County-owned vehicle, privately owned vehicle, public transportation (common carrier)].

Commercial Air Travel: Commercial air travel will be by the most economical class. First-class common carrier rates will be paid only if a justification statement approved by the Department Head is attached to the voucher certifying that tourist or coach was not available at a reasonable flight time. Expenses for common carrier transportation that are in excess of the rates for the most economical class will be the responsibility of the traveler and must be reimbursed by the traveler, unless justified. Justification may include family emergency or unexpected schedule changes by the common carrier.

An extended stay of one day before and/or one day after the normal County business travel period may be approved to take advantage of a lower airfare, only if the sum of the extended airfare, additional lodging, and standard meal allowance is less than the lowest available normal and reasonable airfare at the time the trip is originally booked. Overnight accommodations and associated costs will be permitted if it is not reasonable or practical for the employee to arrive or depart on the same day as the event. Documentation of the comparable airfare at the time of original booking must be provided and must be verified and approved by the Approving Authority (**See Authorizations**), and must be attached to the Travel Request/Reimbursement Form (**See Attachment A**).

Example:

Dates & Times of Travel	Dates & Times of Travel
_____	_____
_____	_____

Cost:

Airfare	\$400.00	\$250.00
Meals	42.00	63.00
Lodging	<u>65.00</u>	<u>130.00</u>
Total:	\$507.00	\$443.00

Additional lodging and meal expenses for one day before and/or one day after the normal County business travel period shall be paid by the County only to the extent that the incremental business expenses do not exceed the savings derived from the reduced airfare. If the trip begins more than one day before or ends more than one day after the normal business trip, then the additional expenses for airfare, lodging, and meals are not allowable for reimbursement to the extent that the business trip exceeds the one day before and/or after limitation. However, if the extra travel time involves normal work hours, the employee may use vacation time or the lost time away from work must be included in the cost calculations.

Private Airplane Travel: The use of a private airplane for County business shall be approved on the basis that this mode of travel is beneficial to the County from a financial and/or time standpoint. Costs shall not exceed the costs of the lowest commercial airfare available at the time the trip is

originally booked. If there are multiple travelers, reimbursement will be made based on actual expenditures of the private aircraft not-to-exceed the total amount that would have been reimbursed had the travelers used the normal commercial airline mode of travel. Written justification must be signed by the Approving Authority and attached to the Travel Request/Reimbursement Form (**See Attachment A**) when submitted to Finance.

TRAVEL ADVANCES:

If authorized by the Approving Authority, a traveler may request an advance to cover anticipated costs of travel (non-County employee travel advances require Board approval). The guidelines below must be followed when a travel advance is requested.

There will be no advances to a traveler for amounts under \$100.00.

Advances may be made for 100% of airfare, rail, lodging, and registration fees, or per diem. Airfare, rail, lodging, and registration fees may be paid directly to the vendors by the department's travel coordinator with the travel purchasing card, using the procedure outlined in "Purchasing Card Direct Payment." Registration fees may be paid via check to the vendor by the County utilizing the Direct Payment Voucher, pursuant to PPM# CW-L-035, at the discretion of the traveler/travel coordinator.

A Travel Request/Reimbursement Form (**See Attachment A**) with the advance amount needed must be submitted at least seven (7) working days prior to travel. No travel advances will be paid to the traveler earlier than thirty (30) days prior to incurring the expected travel expenses.

The Finance Department shall have the authority to deny travel advance privileges to those individuals or departments, which have demonstrated a pattern of failing to properly or promptly submit a voucher for reimbursements of travel expenses or travel request forms for advances.

All travel advances must be accounted for within (10) working days upon returning from the trip. Any employee delinquent in submitting his/her travel reimbursement voucher within the ten (10) day limit may be denied all future travel advances. The portion of a travel advance that is not fully accounted for by an employee within (60) days upon returning from a trip and/or excess advance not returned within (120) days must be reported as gross wages on the employee's W-2, and payroll taxes must be withheld to comply with IRS regulations. The portion of non-employee travel advances in excess of \$600 that are not fully accounted for within 60 days and/or excess advance not returned within (120) days will require issuance of an IRS Form 1099-MISC.

Employees who are overpaid, who resign or are discharged from County service prior to attending the conference or seminar, or who fail to attend the conference or seminar, will reimburse the County for any excess travel advance funds received. The County may recoup the funds through deductions from the employee's paycheck(s) and/or through such other collection means as the County elects to use.

PURCHASING CARD DIRECT PAYMENT

In lieu of travel advances, travelers may request a purchasing card direct payment if authorized by the Approving Authority. Purchasing cards may only be used for advance payment of a traveler's registration fees, airfare, rail, and lodging after the traveler has completed the County's Travel Request/Reimbursement form and received approval to travel. Approved travel requests shall be submitted to the Department or Division's Purchasing Card Account Holder, who may then process payment for registration fees, airfare, rail, and lodging using the Department or Division's Purchasing Card account. The approved Travel Request/Reimbursement Form along with supporting documentation (conference agenda/brochure, flight itinerary, rail itinerary, hotel confirmation, etc.) must be scanned and e-mailed to the Finance Department at pcard@mypalmbeachclerk.com immediately after use of the purchasing card. Finance may deny any Purchasing Card transactions that do not have a corresponding approved Travel Request/Reimbursement Form and supporting documentation.

Authorized travel expenses should be booked with the Purchasing card account at least (7) working days prior to the travel but no more than (60) days before the travel begins unless there is a significant savings to the County for early booking. Authorized Purchasing Card Account Holders may only use the Purchasing Cards for registration fees, airfare, rail, and lodging. Additionally, Authorized Purchasing Card Account Holders must complete a training session with the Clerk & Comptroller's Finance Department and must have a signed Purchasing Card Account Agreement on file in Finance. The Purchasing Card account number shall remain in the possession of the Purchasing Card Account Holder unless revoked by the Department Head, County Administration, or Finance. The Purchasing Card Account Holder must notify Finance immediately if the account number is lost or stolen at pcard@mypalmbeachclerk.com.

Travelers wishing to book their travel online with their personal credit cards may request an advance for registration fees, airfare, and lodging in lieu of using the purchasing card. All other reimbursable expenses including meal allowances may be reimbursed after the trip. **Use of the purchasing card may not be combined with a travel advance.**

The following guidelines must be adhered to when using the Purchasing Card:

Lodging

The Purchasing Card may be used to reserve lodging and pay for one night's stay if required by the hotel. The Purchasing Card may also be used to pay for the remainder of the hotel stay, but it may be necessary to obtain a credit card authorization form from the hotel in order to do so since travelers will not carry the Purchasing Card. Please verify the hotel's payment policy when booking the room. The Purchasing Card may not be used for hotel incidentals (phone calls, mini-bar, room service, hotel restaurant or bar, spa/gym, salon, movies, etc.). The County's Florida Sales Tax Exemption Certificate should either be faxed to the hotel or presented upon check-in for hotels in Florida. It is the responsibility of the traveler and/or travel contact to ensure that Florida sales tax has not been charged when the County Purchasing Card is used. Travelers and travel contacts should look for governmental rates or the best available rate when booking a hotel.

County Business Travel combined with Personal Travel

If the traveler combines personal travel with County business travel, the Purchasing Card may only be used for the lodging on the days of official County business (see “General” Section for more details). For airfare, documentation of the comparable airfare for flights occurring during the period of official County business at the time of booking must be provided along with the approved Travel Request/Reimbursement Form. The Purchasing Card should not be used for airfare when personal travel is combined with official county business travel unless the cost of the airfare is the same or less than the cost of the airfare during the period of official County business.

Cancellations/Overpayments

The originating department shall be responsible for requesting a refund or credit of any travel expenses paid in advance by the County when the traveler does not attend the trip. If paid by the County Purchasing Card, proof of credit must be submitted to Finance with notification of the travel cancellation. The traveler shall be personally responsible for any travel expenses paid by the County when the traveler does not attend the function due to personal reasons. Reimbursement from the traveler shall be due to Finance within (5) working days of the date of written notification that the fees cannot be recovered. Employees who resign or are discharged from County service prior to travel shall reimburse the County for any payments made with the Purchasing Card that cannot be recouped. Funds not recouped shall be recouped by the County through deductions from the employee’s paycheck(s) and/or through such other collection means as the County elects to use.

Reconciliation

By the 5th calendar day of each month, the Purchasing Card Account Holder must go in to the Wells Fargo CCER system and review/approve their statements. Any discrepancies or questionable charges should be brought to the attention of Finance immediately.

The Finance Department will reconcile and monitor the use of purchasing cards and may deny any unauthorized charges (charges other than registration fees, airfare, rail, and lodging, or charges without a Travel Request/Reimbursement Form, charges for personal travel, etc.). The Finance Department shall have the authority to deny direct payment privileges to those individuals or departments that have demonstrated a pattern of misuse of the County’s Purchasing Card.

Within ten days of returning from their trip, employees must submit the white copy of the Travel Request/Reimbursement Form, even if no reimbursement is due. The Travel Request/Reimbursement Form must be accompanied by the final hotel bill (if applicable) and receipts/proof of payment for other expenses (except for meals) if a reimbursement is due. Any employee delinquent in submitting his/her travel reimbursement voucher within the ten (10) day limit may be denied all future travel direct payments.

The Finance Department shall also have the authority to deny direct payment privileges to those individuals or departments, which have demonstrated a pattern of failing to properly or promptly submit a Travel Request/Reimbursement packet upon return from travel.

REIMBURSABLE TRAVEL EXPENSES:

Travel and/or mileage reimbursements must be submitted within (60) days after the expenses are incurred. Reimbursements submitted after (60) days must be reported as gross wages on the employee's W-2, and payroll taxes must be withheld to comply with IRS regulations. The portion of non-employee travel reimbursements in excess of \$600 that are not fully accounted for within (60) days will require issuance of an IRS Form 1099-MISC.

Class A & B Travel – Travel Outside Palm Beach County Requiring an Overnight Stay

- 1) **Meals and Lodging:** All travelers are allowed meals and lodging when traveling to a convention, conference or County business out of Palm Beach County requiring an overnight stay. Travelers must decide whether they wish to be reimbursed for actual expenses or on a per diem basis for their entire trip. Payment of some travel days on a per diem basis and others on an actual expense basis will not be approved. Reimbursement for meals and lodging will be as follows:

Per diem in the amount of \$95 per day: based upon a quarter period (six hours or fraction thereof, @ \$23.75 per quarter); paid receipts not required; or

If actual expenses are determined to exceed per diem as described above, then actual expenses for lodging at a standard and single occupancy rate substantiated by paid bills, plus an amount for meal allowances as follows:

Breakfast	\$6	When travel begins before 6 a.m. and extends beyond 8 a.m.
Lunch	\$12	When travel begins before 12 noon and extends beyond 2 p.m.
Dinner	\$22	When travel begins before 6 p.m. and extends beyond 8 p.m.

If meals are included in a convention or conference registration fee, provided by a hotel or airline, or otherwise gratuitously provided, a meal allowance will not be paid.

On the first or last day of travel, if travel begins prior to 6 a.m. and ends after 8 p.m., employees may receive up to \$40 per day in accordance with reasonable business practices.

- 2) **Registration Fees:** Travelers are encouraged to use a County Purchasing Card to pay for registration fees (see Purchasing Card Direct Payment section). When the only expense incurred is a registration fee and the department has been invoiced by the vendor the traveler may request payment to the vendor on the Direct Payment Voucher Form (**See Attachment E**) after attending the event requiring the registration fee. If the registration fee must be paid in advance and is in conjunction with travel, the traveler may request an advance using the procedure outlined under the **Travel Advances Section**.
- 3) **Incidental Reimbursable Expenses:** The following incidental expenses of the traveler may be reimbursed:

Car Rental – The Approving Authority will make the determination of need. Car rentals must be approved and submitted on the Travel Request/Reimbursement Form (**See Attachment A**) prior to travel with justification included. The intermediate car rental rate will be reimbursed unless the need for a larger car has been documented and approved by the Approving Authority. Rental cars used from Palm Beach County are discouraged unless specifically justified.

Ride Share, Taxi Fare or Bus Fare – Original receipts are required.

Bridge, Road, Tunnel Tolls, and other Fares – Original receipts are required.

Telephone – For County business only.

Fax and Internet Access Fee – For County business only.

Storage or Parking Fees – Original receipts are required.

Internet booking fees for reserving air travel and hotels.

Baggage fees, limited to two (2) bags – Original receipts required.

Mandatory safe charge.

Vicinity Travel – Vicinity mileage necessary for the conduct of official business is allowable, and must be shown as a separate item on the travel form. Section 112.061 F.S. requires documentation of the point of origin, the point of destination, and the public purpose for the vicinity travel. The County will not reimburse for personal travel (i.e., sightseeing).

Mileage: Employees who use their personal vehicle or receive a monthly auto allowance will be reimbursed for all mileage incurred for out-of-county trips at the standard business mileage rate as set by the IRS. The allowable mileage reimbursement will be computed on the basis of either the shorter distance from the point of origin to the point of destination or the traveler's official headquarters to the point of destination. Printouts from a web-mapping server (such as MapQuest or Google Maps) are required to substantiate mileage requested for reimbursement.

Class C Travel – One-Day Travel Not Requiring an Overnight Stay

- 1) **Meals:** Meal allowances will not be paid for one-day travel.
- 2) **Registration Fees:** Travelers are encouraged to use a County Purchasing Card to pay for registration fees (see Purchasing Card Direct Payment section). When the only expense incurred is a registration fee, the traveler may request payment to the vendor on the Direct Payment Voucher Form (**See Attachment E**).

3) Incidental Reimbursable Expenses: The following incidental expenses of the traveler may be reimbursed:

Car Rental – The approving Authority will make the determination of need. Car rentals must be approved and submitted on the Travel Request/Reimbursement Form (**See Attachment A**) prior to travel with justification included. The intermediate car rental rate will be reimbursed unless the need for a larger car has been documented and approved by the Approving Authority. Rental cars used from Palm Beach County are discouraged unless specifically justified.

Ride Share, Taxi Fare or Bus Fare – Original receipts are required.

Bridge, Road, Tunnel Tolls, and other Fares – Original receipts are required.

Telephone – For County business only.

Fax and Internet Access Fee – For County business only.

Storage or Parking Fees – Original receipts are required.

Internet booking fees for reserving air travel.

Baggage fees, limited to two (2) bags – Original receipts are required.

Mileage – The traveler will be reimbursed for mileage when using their own vehicle for County business travel outside Palm Beach County at the effective rate set by the Internal Revenue Service for the period of travel. Employees who receive a monthly auto allowance will not be reimbursed for mileage incurred for in-county trips. The allowable mileage reimbursement will be computed on the basis of either the shorter distance from the point of origin to the point of destination or the traveler’s official headquarters to the point of destination. Printouts from a web-mapping server (such as MapQuest or Google Maps) are required to substantiate mileage requested for reimbursement and must be attached to a Mileage Reimbursement Form.

NON-REIMBURSABLE TRAVEL EXPENSES:

Non-reimbursable expenses are those generated by activities and events, which do not serve a direct public purpose to the County. Such expenses include, but are not limited to, the following:

- | | |
|---|--|
| Laundry/Dry Cleaning | Upgraded Lodging |
| Gratuities | Donations |
| Entertainment/Alcoholic Beverages | Personal Phone Calls not related to business |
| Room Service | Flight Insurance |
| Parking/Moving/Traffic Violations | Car Repair and Maintenance |
| Movie Rentals | Locker Rentals |
| Cribs, irons, etc. | Leisure Services |
| Locksmith Charge | Car Wash |
| Vehicle Ownership Costs | |
| Vicinity Travel for personal reasons such as sightseeing, personal recreation, etc. | |

Fees & tips given to porters, baggage carriers, bellhops, hotel maids, etc.
Airlines: upgraded seating, meal/drink services, entertainment, and any/all incidentals
Travel expenses associated with volunteer work

TRAVEL REQUEST/REIMBURSEMENT FORM:

Request: All travel will be requested and approved on the approved Travel Request/Reimbursement Form (**See Attachment A**), except for the following situations:

- 1) Authorized attendance at seminars, Certification exams, Conference calls and other training that does not involve travel, travel on County time or per diem. A Direct Payment Voucher (**See Attachment E**) should be used to process these activities; and
- 2) When a Registration Fee is the only expense incurred and the department has been invoiced by the vendor, the traveler may request payment to the vendor, a Direct Payment Voucher (**See Attachment E**) should be used after attending the event requiring the registration fee. If the registration fee must be paid in advance in conjunction with travel, the traveler may request an advance using the procedure outlined under the Travel Advances Section or the Purchasing Card Direct Payment section.

Should reimbursement be requested for non-county employees (i.e., applicants traveling for job interviews), the “Job Title” portion of the Form shall indicate “other.” Advances directly to non-employees are not allowed under current County policy. PPM #CW-F-011 requires actual receipts for reimbursement to job applicants.

To claim reimbursement, submit the Travel Request/Reimbursement Form (**See Attachment A**) to the appropriate Approving Authority together with the following minimal supporting documents:

- 1) The approved Travel Request/Reimbursement (**See Attachment A**) for the actual travel performed. If using a budget line from a different department, proper approval is required.
- 2) Original receipts substantiating all expenses, including airline passenger receipt/ticket stubs and flight itinerary.
- 3) A copy of the meeting’s agenda, invitation, and/or other supporting documents.
- 4) Written approval of any exceptions outlined in the policy.
- 5) Written justification and documentation required by this policy.

Following the review and approval of the Travel Request/Reimbursement Form (**See Attachment A**) and original supporting documents, the department will forward the original Travel Request/Reimbursement Form with original supporting documentation to Finance for payment.

MONTHLY MILEAGE (Travel within Palm Beach County)

Monthly Mileage

- 1) **Mileage Reimbursement Request:** When it is necessary for employees to use their privately-owned vehicles for transportation within Palm Beach County in the discharge of their assigned official duties on behalf of Palm Beach County (excluding travel to conferences, seminars, etc.), reimbursement for mileage can be made by completing a Mileage Reimbursement Form (**See Attachment B**) or by submitting an electronic mileage voucher through HRIS. Officially assigned duties include mileage incurred from one work assignment to another, after the employee has reported to either their assigned headquarters or first work destination of the day. On call or standby employees will not be reimbursed for mileage when called in to work (refer to PBC Compensation & Records manual).

- 2) If expenses for parking and tolls are incurred, reimbursement may be made by completion of a Travel Request/Reimbursement Form, or through submission of petty cash (in accordance with department policy).

Mileage reimbursement for County travel is computed at a rate set by the Internal Revenue Service. The allowable mileage reimbursement for work related travel will be computed on the basis of either the shorter distance from the point of origin to the point of destination or the traveler's official headquarters to the point of destination. Printouts from a web-mapping server (such as MapQuest or Google Maps) are required when submitting Mileage Reimbursement Vouchers if HRIS is not used.

Employees who request mileage reimbursement must maintain minimum limits of automobile liability insurance coverage in accordance with the limits in 324.021(7) Florida Statutes, Proof of Financial Responsibility, as it now exists or may be from time to time amended (**See Attachment C**).

To obtain authorization for a new driver, employees must complete the top part of the Employee Driver Authorization Form (**See Attachment D**) and submit this form (in its entirety), to Loss Control/Risk Management. Loss Control will check the employee's Motor Vehicle Report (MVR) for compliance with County policies and advise the employee and the respective department of compliance. If not in compliance, Finance as well as the employee or his/her department will be notified.

- 3) **Auto Allowance:** Employees who receive an auto allowance will not be eligible for reimbursement for automobile mileage within Palm Beach County. For all normal or daily

business travel, employees and/or department heads receiving the auto allowance will use their personal vehicle and not a departmental vehicle unless travel is with other authorized travelers. The auto allowance varies according to position level. For additional information, refer to County Administrative Code Section 305.12.

General

County Business Travel combined with Personal Travel: An employee traveling on official County business who wishes to alter travel plans for personal reasons must indicate such on the Mileage Reimbursement Form (**See Attachment A**).

The traveler will only be reimbursed for those expenses which are clearly County business-related. Per Diem or meals will be in effect only during the actual period of time spent on official County business.

If personal travel is prior to County business, County business commences as of the time the traveler is expected to arrive at the destination. If personal travel is after the conclusion of County business, personal travel begins at the time the traveler would have been expected to depart.

NON-REIMBURSABLE MILEAGE EXPENSES:

Mileage expenses associated with volunteer work
Mileage expenses while On Call or Standby


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. CW-F-005, Mileage Reimbursement
2. CW-F-010, One-Day Travel
3. CW-F-006, effective date 11/02/93
4. CW-F-006, effective date 5/1/96
5. CW-F-009, effective date 9/11/00
6. CW-F-009, effective date 8/19/03
7. CW-F-009, effective date 1/10/06
8. CW-F-009, effective date 2/12/07
9. CW-F-009, effective date 1/01/08
10. CW-F-009, effective date 7/1/08

11. CW-F-009, effective date 12/17/08
12. CW-F-009, effective date 12/10/09
13. CW-F-009, effective date 1/1/10
14. CW-F-009, effective date 1/1/11
15. CW-F-009, effective date 6/16/11
16. CW-F-009, effective date 7/1/2011
17. CW-F-009, effective date 1/1/2013
18. CW-F-009, effective date 6/12/2013
19. CW-F-009, effective date 1/1/2014
20. CW-F-009, effective date 7/11/2014

TRAVELER'S NAME

YEAR & MAKE OF CAR:

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TRAVEL REQUEST/REIMBURSEMENT FORM
PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

NAME _____ TITLE _____
PRINT NAME TECH PROF MNGR OTHR

DEPARTMENT _____ DIVISION _____

PHONE # _____ ACCOUNT # _____ DATE _____

TRAVEL CONTACT _____ PHONE # _____

DESTINATION (City & State) _____

VACATION COMBINED WITH TRIP? YES NO WAS TRIP BUDGETED? YES NO

TITLE OF CONFERENCE/SEMINAR _____

PURPOSE OF TRIP Business Training Conference/Convention
 Certification Lobbying

OUT OF STATE IN STATE IN PALM BEACH COUNTY

	ESTIMATED EXPENSES	ACTUAL EXPENSES
<i>Departure:</i>	Date: _____	Date: _____
	Time: _____	Time: _____
<i>Return:</i>	Date: _____	Date: _____
	Time: _____	Time: _____
Registration Fee:	\$ _____	\$ _____
Transportation:		
Airline	_____	_____
Private Vehicle		
(Attach Detail)		
Destination Miles		
@ /mile	_____	_____
Vicinity Miles		
@ /mile	_____	_____
County Vehicle		
Vehicle # _____	_____	_____
Taxi	_____	_____
Car Rental		
(Attach Justification)	_____	_____
Lodging: _____ Days @	_____	_____
\$ _____ / Day	_____	_____
Meals:		
# _____ Breakfasts (\$6.00)	_____	_____
# _____ Lunches (\$12.00)	_____	_____
# _____ Dinners (\$22.00)	_____	_____
Per Diem:		
# _____ Qtrs @ \$23.75 /Qtr. .	_____	_____
Miscellaneous:		
Parking	_____	_____
Tolls	_____	_____
Other	_____	_____
TOTAL ALL EXPENSES:	\$ _____	\$ _____
TRAVEL ADVANCE REQUESTED:	\$ _____	
Less:		
Travel Advance		_____
Payments By County		_____
Payments By Other Entities		_____
Amount of Reimbursement <REFUND>		\$ _____

TRAVEL APPROVALS:

Traveler's: _____ Date _____

Approving Authority's: _____ Date _____

REIMBURSEMENT APPROVALS: *

Traveler's: _____ Date _____

Approving Authority's: _____ Date _____

***CERTIFICATION AND AUTHORIZATION**

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Palm Beach County travel regulations and Chapter 112.061, Florida Statutes.

Title XXIII
MOTOR VEHICLES

Chapter 324
FINANCIAL RESPONSIBILITY

CHAPTER 324

FINANCIAL RESPONSIBILITY

- 324.011 Purpose of chapter.
- 324.021 Definitions; minimum insurance required.
- 324.022 Financial responsibility for property damage.
- 324.0221 Reports by insurers to the department; suspension of driver's license and vehicle registrations; reinstatement.
- 324.023 Financial responsibility for bodily injury or death.
- 324.031 Manner of proving financial responsibility.
- 324.032 Manner of proving financial responsibility; for-hire passenger transportation vehicles.
- 324.042 Administration.
- 324.051 Reports of crashes; suspensions of licenses and registrations.
- 324.061 Security deposited with Department of Highway Safety and Motor Vehicles; release.
- 324.071 Reinstatement; renewal of license; reinstatement fee.
- 324.072 Proof required upon certain convictions.
- 324.081 Nonresident owner or operator.
- 324.091 Notice to department; notice to insurer.
- 324.101 Compliance before license or registration allowed.
- 324.111 Failure to satisfy judgment; copy to department.
- 324.121 Suspension of license and registration.
- 324.131 Period of suspension.
- 324.141 Installment payments.
- 324.151 Motor vehicle liability policies; required provisions.
- 324.161 Proof of financial responsibility; surety bond or deposit.
- 324.171 Self-insurer.
- 324.181 Cancellation of liability policies; plan for apportionment of certain applicants.
- 324.191 Consent to cancellation; direction to return money or securities.
- 324.201 Return of license or registration to department.
- 324.211 Sale by owner during suspension; rights of conditional vendors, mortgagees, and lessors.
- 324.221 Penalties.

324.242 Personal injury protection and property damage liability insurance policies; public records exemption.

324.251 Short title.

324.011 Purpose of chapter.—It is the intent of this chapter to recognize the existing privilege to own or operate a motor vehicle on the public streets and highways of this state when such vehicles are used with due consideration for others and their property, and to promote safety and provide financial security requirements for such owners or operators whose responsibility it is to recompense others for injury to person or property caused by the operation of a motor vehicle. Therefore, it is required herein that the operator of a motor vehicle involved in a crash or convicted of certain traffic offenses meeting the operative provisions of s. 324.051(2) shall respond for such damages and show proof of financial ability to respond for damages in future accidents as a requisite to his or her future exercise of such privileges.

History.—s. 1, ch. 29963, 1955; s. 5, ch. 77-468; s. 134, ch. 79-400; s. 433, ch. 95-148; s. 300, ch. 99-248.

Note.—Former s. 324.001.

324.021 Definitions; minimum insurance required.—The following words and phrases when used in this chapter shall, for the purpose of this chapter, have the meanings respectively ascribed to them in this section, except in those instances where the context clearly indicates a different meaning:

(1) **MOTOR VEHICLE.**—Every self-propelled vehicle which is designed and required to be licensed for use upon a highway, including trailers and semitrailers designed for use with such vehicles, except traction engines, road rollers, farm tractors, power shovels, and well drillers, and every vehicle which is propelled by electric power obtained from overhead wires but not operated upon rails, but not including any bicycle or moped. However, the term “motor vehicle” shall not include any motor vehicle as defined in s. 627.732(3) when the owner of such vehicle has complied with the requirements of ss. 627.730-627.7405, inclusive, unless the provisions of s. 324.051 apply; and, in such case, the applicable proof of insurance provisions of s. 320.02 apply.

(2) **DEPARTMENT.**—The Department of Highway Safety and Motor Vehicles.

(3) **OPERATOR.**—Every person who is in actual physical control of a motor vehicle.

(4) **PERSON.**—Every natural person, firm, copartnership, association, or corporation.

(5) **NONRESIDENT.**—Every person who is not a resident of this state.

(6) **LICENSE.**—Any license, temporary instruction permit, or temporary license

issued under the laws of this state pertaining to the licensing of persons to operate motor vehicles.

(7) **PROOF OF FINANCIAL RESPONSIBILITY.**—That proof of ability to respond in damages for liability on account of crashes arising out of the use of a motor vehicle:

(a) In the amount of \$10,000 because of bodily injury to, or death of, one person in any one crash;

(b) Subject to such limits for one person, in the amount of \$20,000 because of bodily injury to, or death of, two or more persons in any one crash;

(c) In the amount of \$10,000 because of injury to, or destruction of, property of others in any one crash; and

(d) With respect to commercial motor vehicles and nonpublic sector buses, in the amounts specified in ss. 627.7415 and 627.742, respectively.

(8) **MOTOR VEHICLE LIABILITY POLICY.**—Any owner's or operator's policy of liability insurance furnished as proof of financial responsibility pursuant to s. 324.031, insuring such owner or operator against loss from liability for bodily injury, death, and property damage arising out of the ownership, maintenance, or use of a motor vehicle in not less than the limits described in subsection (7) and conforming to the requirements of s. 324.151, issued by any insurance company authorized to do business in this state. The owner, registrant, or operator of a motor vehicle is exempt from providing such proof of financial responsibility if he or she is a member of the United States Armed Forces and is called to or on active duty outside this state or the United States, or if the owner of the vehicle is the dependent spouse of such active duty member and is also residing with the active duty member at the place of posting of such member, and the vehicle is primarily maintained at such place of posting. The exemption provided by this subsection applies only as long as the member of the armed forces is on such active duty outside this state or the United States and the owner complies with the security requirements of the state of posting or any possession or territory of the United States.



EMPLOYEE DRIVER AUTHORIZATION

Date: ____/____/____

License Required: Operator CDL

Employee Name: _____ Birth Date: ____/____/____
(Last) (First) (M.I.)

Address: _____ Original Hire Date: ____/____/____
(Street) (City) (State) (Zip Code)

Department / Division: _____ Job Title: _____

Supervisor: _____ New Hire Promotion Reapplication

Drivers License Number _____ Issue Date: _____

Employees with less than 2 years of driving history in the State of Florida must provide the additional information indicated. If required, applicants may be requested to obtain their earlier MVR.

Previous State License: _____ Number: _____

Note: ALL employees requesting driving authorization for CDL purposes are responsible for acquiring and maintaining all applicable licenses and endorsements for the type(s) of vehicle they will be driving.

In accordance with the Palm Beach County Vehicle Safety Program, PPM# CW-004, I understand my responsibilities as a driver for Palm Beach County. I certify that I have not lost my driving privileges by reason of revocation, suspension, or denial of license to drive during the last 48 months (4 years), been convicted and / or had an adjudication withheld of three (3) or more moving violations in the last 24 months (2 years), or had one DUI (Driving under the influence) or a refusal to submit to a sobriety test within the last 48 months (4 years) or two DUI's or refusal to submits within the last 10 years (120 months). (The provision of any false information will result in the immediate loss of driving privileges of County vehicles, and appropriate disciplinary action, including possible termination, will be pursued.)

(Employee Signature)

(Date)

The employee listed above has met the guidelines for operating a motor vehicle for Palm Beach County.

(Signature) – Risk Management

(Date)

DEFINITIONS:

Business Travel – Travel that is necessary for an employee to complete an assigned task or carry out his/her assigned responsibilities. Examples include serving on a professional or technical board, a speaking engagement, involvement with regulatory agencies, bond closings, and all other business travel with a clearly identified public purpose. Agencies responsible for marketing and promoting Palm Beach County (i.e., Tourist Development) may attend promotional conventions as business trips. For a trip to be classified in the Business Travel category, there generally is no registration fee.

Certification Travel – Travel related to essential technical training required to perform in the job classification. For a trip to be classified in this category, the course must result in a certificate, course credit, Continuing Professional Education (CPE), Continued Legal Education (CLE), Continuing Education Units (CEU) credits toward future certification or satisfaction of in-service training required by State or Federally funded programs. Examples include paramedic training, training in computer technology, and skills training in the operation and repair of equipment or systems.

Training Travel – A seminar, workshop, or session conducted inside/outside Palm Beach County that is dedicated to providing desirable or essential knowledge to be utilized within the job classification. Seminars, workshops, or sessions offered as part of a conference or convention must be included in the Conference/Convention category.

Lobbying Travel – Travel in relation to State or Federal Legislation.

Vicinity Travel – Mileage incurred within the destination area.

Employee Recognition Events – If the department's annual employee recognition event is held during normal working hours, designated drivers may receive mileage reimbursement for transporting groups of employees to the event.

Conference/Convention Travel – A session dedicated to specialized topics or areas of common professional or technical interest for the purpose of exchanging views regarding common issues or areas of interest, or the discussion of related problems and solutions. CPE, CLE, or CEU credits may or may not be given. A conference/convention typically includes the following:

- a) Concurrent sessions, mobile workshops, educational tours, plant visits.
- b) Exhibits by vendors regarding goods and services related to the professional or technical interests.
- c) Breakfast/luncheon/dinner functions, which are scheduled to disseminate relevant information.
- d) Social and/or recreational functions offered for the well-being of the participants.

- e) Registration fees required for participation.

Travel to such meetings is to be classified as Conference/Convention on the Travel Request/Reimbursement Form (**See Attachment A**), unless it can be clearly defined and documented the travel meets the intent of one of the other travel categories as contained within this section.

Overnight Travel - (Class A or B travel as defined in Section 112.061, F.S.) – Travel that requires the traveler to be away from official headquarters for one or more nights.

- a) Class A Travel: Continuous travel of 24 hours or more away from official headquarters.
- b) Class B Travel: Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
- c) Class C Travel: Travel for short trips where the traveler is not away from his or her official headquarters overnight.

Travel Day: A period of 24 hours consisting of four quarters of six (6) h o u r s each.

After-hours: Travel that occurs outside an employee’s regular work schedule.

Per Diem: As an alternative to reimbursement for lodging and meals, a traveler may receive an amount of \$95 per day for lodging and meals. The day is divided into four quarters, six hours or fraction thereof, midnight to midnight. No receipts are required but per diem is limited to travel outside of Palm Beach County that requires an overnight stay.

Common Carrier: Includes train, bus, commercial airline operating scheduled flights, and rental car of established rental car firm.

Authorized Persons: A person other than a County officer or employee, whether elected or commissioned or not, who is authorized by the Board of County Commissioners, the County Administrator, Department Heads, or other approving authority (See AUTHORIZATIONS) to incur travel expenses in the performance of official duties, to contribute time and services as a consultant or advisor, or a person who is a candidate for an executive or professional position.

Traveler: A public officer, public employee, or authorized person when performing authorized travel.

Purchasing Card: A credit card account used for authorized travel-related purchases (registration fees, airfare, rail, and lodging) for authorized County employees.

Purchasing Card Account Holder: County employee authorized to make travel-related purchases using the County’s Purchasing Card Account.