HR-038:1 **TRAVEL POLICY AND PROCEDURE**

REVISED DATE: January 18, 2023

LAST REVISION: April 17, 2006

PURPOSE:

It is the policy of the City of Hollywood to provide a travel allowance for all employees traveling on City business.

POLICY:

The policy is designed to cover reasonable employee expenses while traveling on City business and to promote the prudent use of public funds. Employee reimbursements are not intended to be employee compensation or an employee benefit program. The policy is designed to cover all employee travel. A few situations require exceptions, due to their unusual nature. Any exceptions must have prior written approval of the City Manager unless they are an emergency. In such an emergency, an after-the-fact written explanation will be required from the traveler. Reimbursement will be contingent upon City Manager approval of the explanation.

PROCEDURE:

1. AIRFARES

   a. The City will reimburse the traveler for the cost of the "Lowest Airfare", using Fort Lauderdale/Hollywood, Miami or West Palm Beach airports as the local departure and return point and flying on any regularly scheduled airline allowing for intermediate stop(s) as long as those stops do not increase travel time by over 2 hours. The ticket should be issued at least one week in advance, or current airline policy.

   b. In the event the traveler cannot obtain the lowest airfare due to scheduling problems not within the traveler's control, or unavailability of seats, or any other reason approved by the Department Director, the City will reimburse the actual higher cost "Coach Airfare." However, first class travel and business class rates will not be reimbursed.

   c. If the traveler wishes to take a flight, or use a particular airline, for personal reasons, which costs more than the lowest airfare, and lowest is available, then he or she may do so, but will be reimbursed only for the lowest airfare.

   d. Lowest airfare will be used as the guideline in comparing costs of personal car vs. air travel, unless proper and timely planning of the trip would have allowed use of an even lower airfare.

   e. Use of lowest airfares, even when there are cancellation penalties, is required when the traveler is reasonably sure of being able to make the trip and scheduling allows such reservation.

f. If a reservation is made which has a cancellation penalty and the traveler cannot make the trip due to serious personal or work-related issues, and the traveler documents those issues, in writing, at the earliest possible time, the City will be responsible for any penalty.

g. The City will not require the traveler to use alternate airports. However, the City will encourage use of alternative airports if it reduces the net cost of travel, including parking or taxi costs.

2. PARKING REIMBURSEMENT

a. The City encourages travelers to obtain their own transportation or parking at Fort Lauderdale/Hollywood Airport. Travelers parking at the airport will be reimbursed at long-term rates with receipt.

b. For alternate Miami or Palm Beach airports, the traveler will be reimbursed, with receipt, for either parking at the current long-term rate or taxi service up to $50.00 each way up to $100.00 total. Those that qualify for mileage reimbursement for personal car use can charge the travel miles to and from the airport.

c. Any parking expense reimbursements covered by this administrative policy, including valet parking, will be limited to regular parking rates.

3. RENTAL CARS

The policy of the City of Hollywood is that no one is permitted to rent a car. Exceptions must be approved in advance by the Department Director.

4. PRIVATE VEHICLE/CARPOOLING FOR TRIPS

a. Personal reasons, such as combining vacation and official travel or spouse transportation, will not be considered adequate justification for not carpooling. While carpooling is not mandatory, it is strongly encouraged.

b. The use of a private car will be reimbursed at the Internal Revenue Service ("IRS") prevailing rate. Mileage will be reimbursed based upon the IRS federal mileage rate for the then-current year, but total cost should not exceed the lowest airfare, plus any normal taxi fares to and from airports. Parking at the meeting site will be reimbursed provided a receipt is submitted. If two or more employees carpool, which is highly recommended, and result in a net savings to the City, the City will reimburse the owner of the vehicle used to carpool for the trip at the current mileage reimbursement rate.

c. The mileage reimbursement rate includes factors for variable costs: gasoline, oil, lubrication, tires, battery, washing and fixed costs—depreciation, repairs, insurance and license fees. Those using personal vehicles are required to have the State required automobile insurance coverage of $100,000 for each person, $200,000 each accident and property damage of $25,000. The City will not assume responsibility for any damage to an employee's vehicle. The mileage reimbursement payment includes a factor for liability, collision, and comprehensive insurance coverage.

d. If a City vehicle is assigned to the traveler, or is available for the traveler's use, it should be used, and may be required. Toll, fuel, and other related expenses will be reimbursed, with receipts.

e. The City reserves the right to determine the mode of travel, i.e, which airline, and it may specify taxi or charter bus travel rather than City or personal vehicle.

5. HOTEL ROOM RATE POLICY

a. The City will reimburse the traveler with receipts which will be reviewed for reasonableness.

b. The City will reimburse for State sales tax, if applied by the hotel, and the City's tax-exempt letter is not honored (only applicable for states other than Florida). Any tips will be only at the GSA rate for incidental expenses, as set forth below.

6. TELEPHONE CALLS

a. Personal calls will not be reimbursed.

b. Business phone and FAX calls will be reimbursed with receipts and proper identification, including person called and purpose of call. Receipt and documentation must be presented with the Travel Expense Report, as required in Section 11 of this policy. Travelers cannot charge these calls on their home phone or credit card because cost documentation will not be available until a later date.

c. If the hotel adds a service charge for each telephone call, even when those calls are made on a credit card or are 800 number calls, the City will reimburse the traveler for the service charge(s) for business calls only.

7. MEAL REIMBURSEMENTS

a. The City will reimburse cost of meals up to the per diem rates for the traveler's destination as established by the Federal per diem rates set forth by the GSA for the destination city or the nearest available city for which the GSA sets rates, at https://www.gsa.gov/travel/plan-book/per-diem-rates. For example, the City of Hollywood does not have a rate set by the GSA but the City of Fort Lauderdale does, so that would be used as the closest available City. The webpage showing the Meals and Incidentals (M&IE) rates and breakdown for the destination city must be accompanied with the Travel Reimbursement Request Form and attached in the travel drop down tab found in the Expense page in Oracle. The M&IE rate includes taxes and tips, and therefore travelers will not be reimbursed separately for those items. A sample of the M&IE rate page from the GSA is attached to this Policy as Exhibit "A". Rates are also set forth for the first and last days of the travel for meal and incidental reimbursements. Incidental expenses are described as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

b. The traveler will not submit a claim for any meals which are included as a part of the airfare, registration fee, or are otherwise complimentary. If a continental breakfast or lunch is offered as a part of the hotel charge, seminar or meeting, no meal reimbursement will be given for that meal period.

c. The General Accounting Director will authorize meals and lodging based on actual air travel time/date in relation to convening hours of a conference, meeting, etc. Normally the following rules will apply:

   (1) Travel prior to beginning date of conference, meeting, etc., overnight lodging and evening meal will be allowed, depending upon the starting time of the conference or meeting.

   (2) Return - if the conference or meeting adjournment time or the availability of flights are such that it will not allow the traveler to return the next day, overnight lodging and breakfast may be allowed.

8. EXTENDED TRAVEL

Extended Travel may be requested by the traveler or dictated by significantly lower airfares.

a. If requested by the traveler, extended travel may be allowed at the beginning or end of the trip, to reduce costs to the City, as supported by proper documentation.

b. Extended travel will not occur during the traveler's normal work time, and the traveler will be reimbursed for per diem and lodging during the extended travel time, as long as the total net cost resulted in a cost reduction to the City.

c. If a traveler is combining City business and vacation, and part of the extended travel time consisted of a bridge between the two, no reimbursement for expenses incurred during that bridge time will be allowed.

9. TRAVEL AUTHORIZATION AND FUNDING

a. Department Directors or their designee shall have the authority to utilize their Department travel budget appropriation in a manner which they determine will further City and Departmental objectives. While individual trips are identified for budget justification, actual trips are to be taken at the discretion of the Department Director in accordance with this policy. Executive personnel planning to travel must submit a memo to the City Manager requesting permission for the trip and explaining its purpose and benefits.

b. Budgeted travel consists of those trips whose costs can be accommodated within the adopted travel appropriation for the particular Department. Travel Request Forms are to be approved by the Department Director and submitted to the Office of Budget and Performance Management for review and approval prior to initiating travel. In addition, Travel Request Forms for executive personnel must be accompanied by a copy of a memo already approved by the City Manager authorizing travel.

c. Non-budgeted travel is travel where the cost would cause the DHepartment's total travel appropriation to be exceeded. Travel Request Forms for these trips will be approved by the Department Director and submitted to the Office of Budget and Performance Management for review and approval. Prior to approval by the Department Director, the method of paying for the trip must be identified. Any flow of funds from another budget must accompany the advance forms.

d. It is the responsibility of the individual Departments to ensure that their travel accounts do not exceed budgeted amounts without approval of the Office of Budget and Performance Management.

10. TRAVEL ADVANCE PAYMENTS

a. Advances for conference registrations, airfares and hotel reservations will be processed upon submission of a Travel Request Form, except as otherwise noted in Section 13, Tri-County Travel, and Section 14, Local Travel.

b. Airfare and other expenses will be reimbursed when the supporting ticket stub or receipts are presented with the Travel Expense Report in Oracle.

11. TIMING AND SUBMISSION OF TRAVEL FORMS

a. The traveler shall submit a Travel Request Form at a minimum of four weeks prior to departure date. A copy of any available brochures and literature must be attached to the Travel Request Form, specifically showing lodging and registration rates and any expenses included in the registration rate (e.g., meals).

b. Close attention should be paid to critical dates within the brochures and literature for cut-off dates where savings to the City can be achieved, (i.e., early registration, bargain room rates, etc.) The completed Travel Request Form should be received in the General Accounting Division three weeks prior to the date the first check for any portion of the travel is to be issued.

c. Travel receipts, and related items are to be submitted to the General Accounting Division through the Expense tab and Travel drop down in Oracle, within ten working days after completion of the trip, or future travel advances will be denied until the outstanding report is submitted.

12. FISCAL YEAR OVERLAP

Travel which occurs in the next fiscal year will be approved out of current fiscal year funds only if the travel occurs within the first 30 days of the next fiscal year and the required prior payment is processed in September of the current fiscal year in accordance with the fiscal year-end closing procedures.

13. TRI-COUNTY TRAVEL (Ultimate destination in Broward, Miami-Dade, and Palm Beach counties).

Travel Request Forms are not required for one-day events in the Tri-County area. Instead, a Direct Payment Voucher ("DPV") form is to be used to request the conference or seminar registration fee.

If parking, mileage, tolls and meal reimbursements are allowed, as provided in other sections of this policy, a DPV form is to be completed upon return to the City and supported by a mileage summary, parking and toll receipts, or other applicable forms and receipts. (Meals will be reimbursed at per diem rates.)

For conferences or seminars lasting more than one day, the following procedures apply:

a. Tolls and Parking:

(1) If a City car is used, tolls and parking will be reimbursed on the Travel Expense Report Form in Oracle.

(2) If a personal car is used, mileage at the current rate, plus tolls and parking, will be reimbursed, except for those in management, executive, or senior executive level receiving a vehicle allowance who will be reimbursed only for tolls and parking. For reimbursement, use the Travel Expense Report Form in Oracle.

b. Meal Reimbursement:

(1) If a meal is part of the official program of the conference or is otherwise complimentary, no reimbursement will be provided.

(2) If the employee is required, as part of the reason for the travel, to be out of the City and to return home after 8:00 p.m. the cost of the evening meal, up to the current local per diem amount, will be allowed.

(3) All meal reimbursements will be submitted on a Travel Expense Report Form in Oracle.

c. Hotels:

Hotel costs are not authorized, except in special situations, which are approved by the Department and the General Accounting Director.

d. Advances:

Only conference registration advances will be issued for travel in the Tri-County area.

14. LOCAL TRAVEL (within Broward County)—REIMBURSEMENT FOR USE OF PERSONAL AUTOMOBILE

a. All City employees not receiving a monthly management vehicle allowance are eligible for reimbursement for mileage when using their personal vehicles for authorized City business. Mileage reimbursement for the first and last trip of a business day will be based on the distance between City Hall, rather than the place of residence, and the destination. For weekend travel and travel originating after 6:00 p.m. on business days, mileage will be measured from the employee's place of residence.

b. Reimbursement for mileage will be made at the rate authorized by IRS regulations at the time the travel took place. This mileage reimbursement rate includes factors for variable costs: gasoline, oil, lubrication, tires, battery, washing, and fixed costs: depreciation, repairs, insurance and license fees. Those using personal vehicles must have the State required automobile insurance coverage, plus minimum liability insurance coverage of $100,000 for each person, $200,000 each accident, and property damage of $25,000. The City will not assume responsibility for any damage to an employee's vehicle. The mileage reimbursement payment includes a factor for liability, collision and comprehensive insurance coverage.

c. For reimbursement, each employee must complete in detail a Monthly Mileage Reimbursement Summary Form with a DPV form and submit it to his/her supervisor and Department Director for approval.

d. In the event the total local travel mileage reimbursement plus parking expense is less than $15.00 for the month for non-routine travel to a conference, monthly meeting or other approved event or purpose, an employee may submit the Monthly Mileage Reimbursement Summary Form and parking receipt, along with a Petty Cash Reimbursement Request approved by the employee's Department Director, to the Cashier's Office, Room 103, City Hall for reimbursement. Such reimbursements are subject to review by the General Accounting Division and to subsequent adjustment, if necessary. The employee is responsible for reimbursing the City in the event of a subsequently identified discrepancy or error that resulted in an overpayment.

e. This provision excludes any travel originating with a Travel Request Form. Such travel, regardless of the amount of reimbursement, must be completed using the procedures specified in Section 11 of the "Travel Policy and Procedures".

f. Illegible or incomplete forms that lack authorized signatures, employee numbers, etc., will be returned to the Department for completion or correction before being processed.

Exhibit A

Example of printout from GSA site for Per Diem Rates for Meals & Incidental Expenses

GSA U.S. General Services Administration

FY 2023 Per Diem Rates for ZIP 33020

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Fort Lauderdale	Broward	$69	$16	$17	$31	$5	$51.75