



# CITY OF HOLLYWOOD ADMINISTRATIVE POLICY

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Responsible Department/Office: <b>FINANCIAL SERVICES</b> <b>Resolution #</b>		Original Effective Date: <b>04/17/2006</b>	
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### Purpose

The purpose of this policy is to describe the types of travel-related expenditures that are eligible for reimbursement by the City and the process necessary to obtain the travel advance and/or reimbursement. It is the policy of the City of Hollywood to provide a travel advance and/or reimbursement for all employees traveling on City business. This policy applies to all City employees whenever they are traveling on official City business including attending conferences in connection with their employment with the City.

### Explanation

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 eligible employee travel expenses related to official City business. A few situations may require exceptions, due to their unusual nature. Any exceptions to this policy must have prior written approval of the City Manager, or their designee, unless they are emergent events. In such an emergency, an after-the-fact written explanation will be required from the traveler as approved by their Department Director. Reimbursement will be contingent upon City Manager approval of the explanation. This policy is intended to ensure that City funds are being expended prudently and reasonably under legal requirements and enables the City to maintain internal controls and compliance with Internal Revenue Service (IRS) rules and regulations. It is the City policy if at any time a reimbursement is deemed taxable under the applicable IRS regulations, it will be added through the payroll process for proper tax withholding and/or reporting requirements. Employees shall exercise good judgment to mitigate costs to the City incurring the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety.

### Procedure

#### 1. AIRFARES

- a. The City will authorize reimbursing 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); however, it should not



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extend travel to require an overnight stay as the traveler will not be reimbursed for overnight meals and other related travel expenses. The ticket should be purchased at least 30 days in advance. Any exceptions require prior approval from the City Manager or designee.

- b. The traveler is expected to search and provide three airline fares from either travel or airline websites to verify the lowest costs.
- c. 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, or City Manager the City will reimburse the actual higher cost “Coach Airfare.” However, first and business class travel rates will not be reimbursed.
- d. 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.
- e. Lowest overall airfare costs, which would include main cabin, standard seat selection and one checked bag, will be used as the guideline in comparing costs of personal car, train, or air travel, unless proper and timely planning of the trip would have allowed use of an even lower airfare.
- f. 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 a reservation.
- g. If a reservation is made which has a cancellation penalty and the traveler cannot make the trip due to serious personal or work-related problems, and the traveler documented those problems, in writing, at the earliest possible time, the City will be responsible for any penalty.
- h. The City will not require the traveler to use alternate airports. The City will encourage use of alternative airports if it reduces the net cost of travel, including parking or taxi/rideshare 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.



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- 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/rideshare service up to \$50.00 each way up to \$100.00 total.
- 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 or other family transportation, will not be considered adequate justification for not using the most economic means of transportation or carpooling. While carpooling is not mandatory, it is strongly encouraged.
- b. The use of a personal vehicle will be reimbursed at the IRS prevailing rate. Those eligible for mileage reimbursement, , will be reimbursed based upon the IRS federal mileage rate for the then-current year, but total cost will not exceed the lowest airfare, plus any normal taxi/rideshare fares to and from airports. Parking at the meeting site will be reimbursed provided a receipt is submitted. If two or more employees car pool, which is highly recommended, and result in a net savings to the City, the City will reimburse the owner of the vehicle used to car pool for the trip at the current mileage reimbursement rate.
- c. Those that qualify for mileage reimbursement for personal vehicle use can request reimbursement for travel miles to and from the airport less commuter miles from official residence to normal work location.
- d. 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



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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.

- e. 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.
- f. The City reserves the right to determine the mode of travel, I.E., such as which airline, taxi/rideshare, train or charter bus travel rather than City or personal vehicle.

## 5. HOTEL ROOM RATE POLICY

- a. The City will reimburse the traveler with itemized receipts which will be reviewed for reasonableness and eligibility for reimbursement.
- 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 reimbursed 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 and attached in the travel drop down tab found on the Expense page in the Employee Expense module of the ERP system, 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.



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## 7. MEAL REIMBURSEMENTS

- a. The City will reimburse cost of meals up to the Federal GSA per diem rates for the traveler’s destination as established by Commission approval via Resolution 2023-012. The Federal per diem rates set forth by the GSA for the destination city or the nearest available city for which for 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. Rates are also set forth for the first and last days of the travel for meal and incidental reimbursements which are currently set at 75% of total per diem rate. Incidental expenses are described as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.
- b. The traveler must submit a detailed itinerary and/or agenda of the conference. 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 is offered as a part of the hotel charge, seminar or meeting, no meal reimbursement will be given for that meal period.
- c. Per diem reimbursement for eligible expenses will occur after the traveler has submitted a completed expense report as approved by the Department Director or designee.
- d. The General Accounting Director or designee will authorize meals and lodging based on actual air travel time/date in relation to convening hours of a conference, meeting, etc., in alignment with IRS guidelines. Normally the following rules will apply:



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- (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 within the day of the adjournment, overnight lodging and breakfast may be allowed.

## 8. EXTENDED TRAVEL

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

- a. If requested by the traveler, extended travel may be allowed at the beginning or end of the trip, in order 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

Department Directors 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.

- a. 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 or City Manager for Executive personnel and submitted to the Office of Budget and



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Performance Management (Budget Office) for review and approval prior to initiating travel.

- b. Non-budgeted travel is travel whose costs will cause the Department’s total travel appropriation to be exceeded. Travel Request Forms for these trips will be approved by the Department Director and submitted to the Budget Office 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 line item must accompany the Travel Request forms.
- c. It is the responsibility of the individual Departments to ensure that their travel accounts do not exceed budgeted amounts without approval of the Budget Office.

## 10. TRAVEL ADVANCE PAYMENTS

- a. Advances for conference registrations, airfares, or other mode of travel (i.e.; trains) 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 and attached in the travel drop down tab found on the Expense page in the Employee Expense module of the ERP system..

## 11. TIMING AND SUBMISSION OF TRAVEL FORMS

- a. The traveler shall submit a Travel Request Form (available in the Microsoft WORD application under templates) at a minimum of four weeks prior to departure date. A copy of available, itinerary, agendas, brochures, and any other supporting documentation 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 itinerary, agendas, brochures and any other supporting documentation for cut-off dates where savings to the City can be achieved, (i.e., early registration,



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bargain room rates, etc.) The completed Travel Request Form should be received in the General Accounting Division no later than 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 the Employee Expense module of the ERP system, 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 (This section is for those employees starting out at their normal worksite with work related travel to Broward, Miami-Dade and Palm Beach counties and returning the same day).

Travel Request Forms for one-day events in the Tri-County area are to be used to request the conference or seminar registration fee.

The City prefers employees to use a City vehicle if available.

If parking, mileage, tolls and meal reimbursements are allowed, as provided in other sections of this policy, the Travel Request form is to be revised and 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:





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a. Tolls and Parking:

- (1) If a City car is used, tolls and parking will be reimbursed in the Travel Expense module in the ERP system in the "Travel Template".
- (2) If a personal car is used, mileage at the current rate, plus tolls and parking, will be reimbursed, except for those in management receiving a vehicle allowance who will be reimbursed only for tolls and parking. For reimbursement, use a monthly mileage summary and a Travel Expense module in the ERP system in the "Travel Template".

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 module in ERP system in the "Travel Template".

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 (when a City vehicle is not available)**

- a. All City employees not receiving a monthly auto allowance are required to use a City Owned vehicle for travel within Broward County. If approved in



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advance by the Department Director or designee to use a personal vehicle, then the employee is eligible for reimbursement for mileage for authorized City business. Mileage reimbursement will be based on mileage less the normal commuter miles from traveler's place of residence to their normal worksite of a regular shift day. For the regular off days and travel originating after 6:00 p.m. on weekdays, mileage will be measured from the employee's place of residence to destination.

- b. Reimbursement for mileage will be made monthly 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 and submit through the Employee Expense module in the ERP system and route 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 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.



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- 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".

Illegible or incomplete forms that lack authorized signatures, employee numbers, etc., will be returned to the Department for completion or correction before being processed. Any exception to this policy requires the approval of the City Manager or designee PRIOR to any related expenditure obligation.

Noncompliance with this policy and related procedures may result in disciplinary actions.