



MANAGEMENT DIRECTED POLICY

POLICY #23-01md

TO: All Employees

FROM: Russ Blackburn, City Manager

EFFECTIVE DATE: February 1, 2023

INITIATED BY: City Manager's Office

POLICY TITLE: Travel Policy

PURPOSE STATEMENT

To govern expenses incurred by City employees who travel on authorized City business. This policy shall supersede all previously adopted or enacted Travel Policy for the City of Port St. Lucie.

DEFINITIONS

Backup documentation: All required documentation to support expenses incurred from travel such as receipts, agenda, map, etc. to be provided with the expense report after travel **only**.

Class A travel: Continuous travel of 24 hours or more away from official headquarters.

Class B travel: Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Class C travel: Travel for short or day trips where the traveler is not away from official headquarters overnight. This is only reimbursable for mileage and/or tolls, which is not considered a travel under this policy.

Event: For this policy, an event is defined as a conference, training, meeting, etc.

Expense report: Report detailing all actual expenses incurred from a travel.

Local Travel: See Class C travel.

Non-Employee: Employee's guest, City interviewee, or City volunteer.

Pre-authorization report: Report detailing all estimated expenses to be incurred from a travel.

POLICY

The below rules and requirements relate to Class A and B travel:

Employees traveling on behalf of the City are expected to utilize services and accommodations appropriate for the business to be conducted. Employees are expected to travel and conduct business in reasonable comfort, and to exercise good judgment in distinguishing between comfort and extravagance. This policy is not meant to dictate departure or return times preferred by the traveling employee; however any additional travel time should be at no extra cost to the City. Travel requires prior approval from the department head or designee before any charges or payments can be made.



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See the Travel Procedure for further details and requirements under this policy.

GENERAL GUIDELINES

Accountability

The traveling employee is responsible to obtain any and all appropriate backup documentation. Failure to do so will result in the expense being viewed as a personal expense to the traveler. The approved pre-authorization report should be submitted to Finance 2 weeks or more in advance of the first travel day. The approved expense report and backup documentation is required to be submitted to Finance within 30 calendar days of the last date of travel. Any items turned in by a traveling employee after Finance has reconciled the expense report will be considered a personal expense and not reimbursable. Failure to comply with this requirement may result in his/her future travel privileges being suspended and require a determination from the City Manager or his/her designee.

Responsible Agency: Department Heads/Directors are responsible for managing the travel budget for their department and ensuring travel expenditures are proper and in compliance with this policy. The Finance Department is responsible for auditing travel expenditures. This includes approving travel advance payments (pre-authorization for travel) and expense reports (after travel documentation and backup.)

Allowable Expenses

- Airfare/Train/Other Commercial Transport: the City will pay for “coach” transportation. Any upgrades for seats or other additional fees in excess of the standard cost will be considered personal expenses.
 - One checked bag and the associated fee (each way) are covered City expenses.
- Ground Transport.
- Hotel/Lodging.
- Mileage: The City will reimburse the current mileage rate authorized by the Internal Revenue Service’s Standard Mileage Rates applicable to the dates of travel.
- Parking.
- Per Diems: The source for per diem meal rates is the U.S. General Services Administration. Traveling employees will be reimbursed the Meals & Incidentals (M&IE) Daily Total for all dates applicable to the travel.
- Registration Fees.
- Rental Vehicle.
- Tips: Payment of tips, for services such as ride share drivers, luggage handlers, etc. shall not exceed 20% and will be reimbursed if an itemized receipt is provided as backup documentation. Any amount paid as a tip in excess of 20% is considered a personal expense.
- Tolls.



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Non-allowable Expenses

- Alcohol.
- Personal and entertainment expenses.
- Spouses and guests: see exception under Other Types of Travel.

Other Types of Travel

- Day: This would be considered a class C travel. This is only reimbursable for mileage and/or tolls. It is not considered a travel under this policy.
- Non-Employee: When a non-employee travels on City business. Examples of non-employee:
 - Employee's Guest: If an employee's guest is conducting business on behalf of the City, they should follow all rules and requirements of this policy. These special circumstances require prior approval by the City Manager.
 - Interviewee: Non-employee travels to City locations to participate in interview(s) for City positions would follow the same rules set forth in this policy for employees.
 - Volunteers: If a City volunteer is conducting business on behalf of the City, they should follow all rules and requirements of this policy.

Overpayment to Traveling Employee

- If an overpayment was made to the traveling employee, Finance will notify the travel preparer of the amount due after reconciliation is complete. From this point, the traveling employee has 10 working days to arrange payment back to the City.

Payment Schedule

Cash advance payments will be issued weekly through the accounts payable process, typically the Friday prior to travel. Reimbursements for travel will be paid every week through accounts payable after final reconciliation by Finance.

Previous Versions

Previous Policy: City Council Directed Policy #19-02, Approved by Council 4-8-19, Effective 4-8-19.