

RESOLUTION NO. 10-820

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA APPROVING AN ADMINISTRATIVE POLICY REGARDING TRAVEL AND RELATED REIMBURSEMENTS; AUTHORIZING THE TOWN MANAGER TO IMPLEMENT THE POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** Town Council members and employees are, by virtue of membership in professional organizations, attendance at meetings on behalf of the Town of Miami Lakes (the "Town"), enrollment in training sessions for the performance of their duties, and other representation of the Town, are required to travel to various locations to fulfill their duties and obligations as elected officials or Town employees conducting the official business of the Town; and

**WHEREAS,** the Town Council desires to provide standards, procedures and guidelines for payment of travel expenses for Town officials or employees while travelling on official Town business.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are true and correct and are incorporated herein by this reference.

**Section 2. Approval of Policy.** The Town Council approves the Travel Policy, attached hereto and incorporated herein as Exhibit "A."

**Section 3. Authorization of Town Manager.** The Town Manager is hereby authorized to implement the Policy and expend all funds as authorized pursuant to the Travel Policy and adopted Budget.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 8 day of June, 2010.

Motion to adopt by Simon, second by Collins.

FINAL VOTE AT ADOPTION

Mayor Michael Pizzi	<u>yes</u>
Vice-Mayor Nick Perdomo	<u>yes</u>
Councilmember Mary Collins	<u>yes</u>
Councilmember George Lopez	<u>yes</u>
Councilmember Robert Meador II	<u>yes</u>
Councilmember Richard Pulido	<u>yes</u>
Councilmember Nancy Simon	<u>yes</u>



MICHAEL PIZZI  
MAYOR

ATTEST:

Maria Tejada  
TOWN CLERK

APPROVED AS TO LEGAL SUFFICIENCY:

M. Serota  
TOWN ATTORNEY  
Weiss, Serota, Helfman, Pastoriza,  
Cole & Boniske, P.L.



# TOWN OF MIAMI LAKES

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**Administrative Order #:** 10-01

**Effective:** June 8, 2010

**Title:** Travel Expense Reimbursement

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## **Purpose:**

To provide standards, procedures and guidelines for payment of travel expenses for Town officials (elected and appointed) or employees while traveling on official Town business.

## **Eligibility for Travel Expenses**

All Town officials and employees by reason of membership in professional organizations, attendance at meetings, enrollment in training sessions or as otherwise required by their official duties to travel, are eligible for travel reimbursements as defined by this directive.

## **Standards for Travel**

Town officials and employees are authorized to attend a convention, conference or training program only if the trip was authorized in the approved budget or allowed under a grant that permits the funds to be used for travel and the required approval obtained as follows:

1. Employees shall complete and submit the Travel Request Form to the Department Director for approval no later than ten (10) days before the departure date. If travel is for a Department Director, then Form must be submitted to the Town Manager.
2. After the form is approved by the supervisor, it must be submitted to the Town Manager for final approval.
3. Town officials (elected and appointed) must submit a travel request through the Council assistant for confirmation by the Town Manager based on the availability of budgeted funds or other available funding sources. In those unexpected circumstances when the Mayor and/or Councilmember(s) is required to travel to fulfill his/her statutory duties under the charter he/she shall be permitted to make travel arrangements with a limit not-to-exceed \$2,000.00 provided that the Mayor and/or Councilmember(s) provides a report to the Town Council no later than seventy-two hours upon their return. In the circumstance that the travel budget is exceeded, the Town Manager will use his/her discretion to identify available funds.

## **Limitations**

1. Travel expenses will be reimbursed only when travel occurs within the continental United States, unless specifically approved by the Town Manager.
2. The Town will not reimburse expenses of a Town Official's or employee's spouse or guests.

3. The employee shall use the most economical and practical mode of travel both from the standpoint of time and cost.

## **Allowable Expenses**

The following expenses qualify for reimbursement as hereinafter defined:

### **A. Auto Travel - Personal Car**

When a personal car is used, reimbursement will be made for any tolls, parking fees and mileage. Employees required to use their private vehicles for Town business shall be compensated at the current IRS rate for mileage reimbursement as determined in January of the current year. All requests for reimbursements for the use of a personal vehicle for job-related travel shall be on the appropriate form to be supplied by the Finance Department. Employees receiving a vehicle allowance shall only be reimbursed for auto travel expenses for travel outside of Miami-Dade and Broward County.

#### **Insurance Coverage:**

Town officials and employees who drive private vehicles to conduct Town business shall ensure that they are properly licensed and that any private vehicle used for Town business is properly registered and insured.

### **B. Plane Fare**

Air travel will be reimbursed at the coach rate only. If the Town official or employee desires to arrange first-class travel, the employees will pay the difference between the coach rate and first-class travel. When making their own travel arrangements, travelers shall obtain the lowest discount coach air fare available.

## **Rental Cars**

1. Use of rental cars once arriving at the location of Town business will be permitted; however, in those cases where alternative services are available, i.e., taxi, buses, subways, such services with the lowest cost is encouraged. The rental of any car shall be approved by the respective department director or designee. Reimbursement of rental cars will only be granted for the rental of cars at the full size level or below. Full insurance coverage shall be obtained through the rental car company.

2. Rental cars are allowed in lieu of the use of personal cars only when the rental car option is still less expensive than air or rail transportation that may be available to the vicinity of the location of Town business and is less expensive in terms of travel costs and time required to be absent from duty in the Town.

3. Fuel reimbursement expense is limited to the use of the rental car for Town business only.

## **Hotel Expense**

1. Only hotel or motel expenses in the city where official Town business, convention, or conference is conducted is allowed. The Town will permit reasonable hotel room rates e.g. conference or government rate, or other best possible rates. Any exception to this must be approved by the respective department director.



2. Only the cost for the hotel room and applicable taxes will be permitted. See *Miscellaneous Expenses* for other allowable expenses.

3. Payment for hotels may be as follows:

(a) Town credit card may be used for pre-payment purposes only. If using the credit card, the traveler must obtain tax exempt certification from Finance to have hotel taxes waived; however, the exempt certification may not be honored/accepted out of state.

(b) The traveler may pay for the hotel using their personal funds to be reimbursed later.

(c) If sufficient time exists, and no other means for prepayment of hotel is available, the employee may request a check from Finance by completing and submitting a Check Request Form.

### **Meal Per Diem:**

The cost of meals, excluding alcohol, paid by an employee or Town official while on business-related travel will be reimbursed upon presentation of receipts for each meal. The maximum amount reimbursable will be \$36.00 per day according to F.S. 112.061. There shall be no reimbursement for any meal included in a convention or conference registration paid by the Town.

All travelers shall be allowed the following amounts for subsistence while traveling on official business:

Breakfast ..... \$6  
Lunch ..... \$11  
Dinner .....\$19

### **Registration Fees**

Registration fees, if approved by the Town, will be based on actual registration charge. When pre-registration is required, the fee may be charged using the Town credit card or via Town check with the submission of a Check Request Form.

### **Miscellaneous Expenses**

Miscellaneous expenses, including airport parking, taxi fares, hotel parking, gratuities, etc. may be claimed if circumstances indicate they are necessary for the traveler and approved by the Town Manager or designee.

Reimbursement will not be made for personal items, e.g. alcoholic beverages, in-room movies or side trips.

### **Reimbursement of Travel Expenses**

Travel expenses must be itemized and submitted through the Town's Travel Expense Report within ten (10) days after the return of the employee.

1. This reimbursement request will be submitted to the Town Manager or designee for approval and then submitted to the Department of Finance for auditing and payment.



2. All Receipts for the hotel bill, registration fee, meals, parking, and transportation expenses shall be submitted with the Form.

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David J. Ofstein  
Interim Town Manager

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Date

