

**RESOLUTION 2022- 13**

**A RESOLUTION OF THE COUNTY COUNCIL OF THE  
COUNTY OF VOLUSIA, FLORIDA, AMENDING AND  
RESTATING THE COUNTY OF VOLUSIA TRAVEL AND  
TRAINING POLICY AND PROVIDING FOR CONFLICTS  
AND AN EFFECTIVE DATE.**

**WHEREAS**, Ordinance 87-9 adopted county travel regulations and authorized amendment of such regulations by resolution;

**NOW THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF THE  
COUNTY OF VOLUSIA, FLORIDA, IN OPEN MEETING DULY ASSEMBLED IN THE  
THOMAS C. KELLY ADMINISTRATION CENTER, DELAND, FLORIDA, THIS 18th  
DAY OF JANUARY, 2022, AS FOLLOWS:**

**SECTION 1.** The foregoing recitals are reincorporated herein by reference.

**SECTION 2.** The County Council hereby adopts the amended and restated County of Volusia Travel and Training Policy, attached hereto and incorporated herein as **Exhibit A**.


**SECTION 3.** The amended and restated policy adopted by this resolution shall supersede and replace any policy previously adopted by the Council with regard to the subject matter contained herein. If a conflict arises between this Resolution and any other previous Resolution, this Resolution shall govern and control.

**SECTION 4.** This Resolution shall take effect immediately upon adoption and apply to travel occurring within the current and future fiscal years.

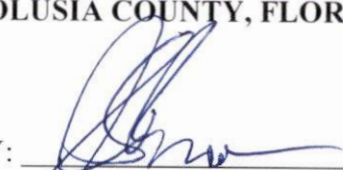
**DONE AND ORDERED IN OPEN MEETING.**

**COUNTY COUNCIL  
VOLUSIA COUNTY, FLORIDA**

ATTEST:

  
George Recktenwald  
County Manager

BY:

  
Jeffrey S. Brower  
County Chair



**EXHIBIT A**

**COUNTY OF VOLUSIA  
TRAVEL AND TRAINING POLICY**

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## EXHIBIT A

# COUNTY OF VOLUSIA TRAVEL AND TRAINING POLICY

### **PURPOSE:**

The purpose of this policy is to establish the requirements:

1. To pay and/or reimburse expenses incurred by individuals while traveling on official, County of Volusia business. It is intended that the policies set forth will effectively minimize the County's travel costs without unfairly burdening the individual traveler.
2. To establish the requirements to pay and/or reimburse authorized individuals for expenses associated with entertaining potential business clients.

## PART I - TRAVEL

### **Section 1. General Policies**

#### **1.1 Scope and Responsibility**

These regulations shall apply to all individuals who are authorized to travel on official County business. These individuals are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

All travel must be pre-approved by the applicable authorizing agent. The individuals who are authorized to approve travel expenses are responsible for ensuring that the regulations are followed. Department directors or their division directors (if designated) will approve travel for all employees within their departments and any other persons under their control. Either the Deputy County Manager or County Manager must approve department directors' travel. All foreign travel also must include approval by either the County Manager or Deputy County Manager. The Deputy County Manager's travel request will be referred to the County Manager for approval. The Deputy County Manager will approve the County Manager's travel. County Council members' travel requests will be approved as set forth in section 1.5 "Education, Training and Lobbying Policies for County Council Members" of this policy.

#### **1.2 Definitions**

**Foreign Travel:** Travel outside the United States.

**Official Headquarters:** The location(s) where the traveler is normally assigned to work except that:

- The official headquarters of a person located in the field shall be the location(s) nearest to the area where the majority of his work is performed, or such other location(s) as may be designated by the department/division director; provided that, in all cases, such destination must be in the best interests of the department/division and not for the convenience of the person. When appropriate, the department/division director may assign an employee to more than one official headquarters.
- When an employee is stationed at a location(s) for a period of over 30 continuous workdays, such location(s) shall be deemed his official headquarters. He shall not be allowed travel expenses after the said period of 30 continuous days has elapsed, unless this period of time is extended by the express approval of the department/division director.

**Traveler:** Elected official, employee, advisory board member, volunteer, and anyone else who is authorized to travel on official County business.

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**Vicinity Mileage:** Upon reaching destination, travel required to conduct official County business.

### **1.3 Fraudulent claims**

Florida Statutes, Chapter 112.061(10), states "...any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this section of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083". Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid."

### **1.4 Authorization to issue procedures**

The County Manager is authorized to issue procedures necessary to enforce the regulations created by this policy.

### **1.5 Education, Training and Lobbying Policies for County Council Members**

The County Chair and County Council Members are authorized to travel to various state and national conferences/workshops and/or to meet with legislators in Tallahassee and Washington D.C. The purpose of this travel is to stay abreast of current trends in local, state and national government so that the County Council will be aware of and able to take leadership positions on policy decisions that affect the County's economy and quality of life.

The goal of the County Council's travel policy is to make transparent to Volusia citizens the Council's attendance at events, travel plans, and cost and further the County's legislative and policy goals. Whenever possible, the Council Members will share information regarding the

event during Council time at the next regularly scheduled meeting following the event.

Unless otherwise set forth herein, all travel by Council Members on trips where overnight stay is anticipated shall be noticed to the County Council by communication in open meeting or published on Council Member's calendar (regardless of whether the County is to reimburse for accommodations). No notice shall be required for same-day trips or overnight travel undertaken for the purpose of attending events, seminars, or meetings hosted by an organization, association, or board of which the County is a member or sponsor.

When the state legislature is in session, Council Members must often travel on an as-needed basis to engage with legislators, lobbyists, and other persons involved in the legislative process for the purpose of furthering the policy goals of the County. Due to the fluid and inconstant nature of the state legislative process, obtaining timely pre-approval for overnight travel from the County Council in open meeting will often not be practical and, therefore is not required under such circumstances.

Notwithstanding anything set forth in this policy to the contrary, section 304 of the county charter prohibits reimbursement of council members for travel expenses incurred in connection with travel within the jurisdictional boundaries of the county.

The County Manager (or his/her designee) may sign off in an administrative capacity on forms requesting reimbursement for Council Member travel expenses for trips in conformance with Section 2 of this policy. Council Members may sign off physically or approve the travel forms by email.

## **Section 2. Out-of-County Travel**

### **2.1 Transportation**

#### **A. Routing of travel**

All travel must be by the most reasonable direct route. If a person travels by an indirect route for his own convenience, any extra cost shall be borne by the traveler. Reimbursement for expenses shall be based only on such charges as

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would have been incurred by a usually traveled route. If travel by the most direct route is not possible because of construction, detour, or other legitimate reasons, the claim for any additional costs will be reimbursed.

### **B. Mode of transportation**

The most economical and efficient mode of transportation shall be used. Both travel costs and time will be considered.

#### **1. Air travel**

a. Commercial air travel is permitted when it is advantageous to the County. When practical, travelers are encouraged to use the Daytona Beach International Airport for all air travel. All travelers shall purchase the least expensive, coach class ticket for the flight. The traveler shall always consider making airline reservations as far in advance as possible. Special conference fares shall be obtained whenever they provide the lowest fare. Discounted fares may often require the traveler to depart earlier or arrive later than would be required if normal fares were purchased. Early departures and late arrivals are allowable if approved by the traveler's authorizing agent, and if the traveler provides written justification that the extra costs incurred (i.e., meals and lodging) do not exceed the savings realized by purchasing the discount fare. In these circumstances, any meal and lodging costs and transportation expenses to and from the airport are reimbursable.

b. Individuals choosing to use first class air transportation when coach class is available will be reimbursed only for the coach class fare. The traveler shall pay the additional cost for first class. First class fares will be paid by the County only when the designated travel agent verifies that less expensive accommodations were not available and the individual authorizing the travel certifies that the traveler must travel at that particular time.

c. Baggage fees will be allowed for one checked bag per full leg of air travel. The County will not reimburse for overages due to weight restrictions or additional baggage unless circumstances dictate and approval is obtained from the traveler's authorizing agent.

d. Seat selection, leg room, or similar fees will be reimbursed if reasonable and within the lowest fare class, and approved by the traveler's authorizing agent.

#### **2. Transportation by privately owned vehicles**

##### **a. Privately owned vehicles**

The use of privately owned vehicles for official travel is permitted. The mileage reimbursement rate shall be equal to the current mileage rate established by the IRS for business travel in effect on the date of the travel. Employees receiving monthly automobile allowances are eligible for additional mileage reimbursements when the distance traveled between the point-of-origin and point-of-destination exceeds 100 miles (or 200 miles, roundtrip). The employee will be reimbursed for only those miles traveled in excess of 100 miles (or 200 miles, roundtrip).

##### **b. Computation of mileage reimbursement**

Mileage shall be reimbursed from point-of-origin to point-of-destination, less the traveler's normal daily commutes to their Official Headquarters.

##### **• Departing Trips**

For mileage reimbursements where the traveler reports to a destination (or airport) from home rather than their Official Headquarters on a regularly scheduled workday, the traveler shall only be entitled to reimbursement of incremental mileage, calculated as the mileage from their home to the destination less mileage from their home to their Official Headquarters.

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If the traveler travels from their Official Headquarters to a destination, the traveler is entitled to reimbursement based on the actual mileage from their Official Headquarters to the destination.

If the traveler travels on a day that is not a regularly scheduled workday, an overtime day (mandated or voluntary) or an on call day for the traveler, the traveler is entitled to reimbursement based on the actual mileage from their home to the destination.

### • Returning Trips

For mileage reimbursements where the traveler returns from a destination (or airport) to home rather than their Official Headquarters on a regularly scheduled workday, the traveler shall only be entitled to reimbursement of incremental mileage, calculated as the mileage from the destination to their home less mileage from their Official Headquarters to their home.

If the traveler returns from their destination to their Official Headquarters, the traveler is entitled to reimbursement based on the actual mileage from the destination to their Official Headquarters.

If the traveler returns from travel on a day that is not a normal workday, an overtime day (mandated or voluntary) or an on call day for the traveler, the traveler is entitled to reimbursement based on the actual mileage from their home to the destination.

### c. Vicinity mileage

Once the traveler has reached his destination, vicinity mileage necessary to conduct official business is allowable.

### d. Parking

Parking charges will be reimbursed, provided receipts substantiate such costs. Parking meter charges will be paid without receipts if reasonable and approved by the authorizing agent.

### e. Bridge, road, and tunnel tolls

Reimbursements for bridge, road and tunnel tolls will be reimbursed, provided receipts substantiate such costs.

### f. Gasoline and similar charges

Charges for gasoline, lubricants, repairs, towing, etc., will **not** be reimbursed when privately-owned vehicles are used.

### g. Parking and moving vehicle citations

Parking and moving vehicle citations are the responsibility of the traveler and will **not** be reimbursed.

## 3. Transportation by County-owned vehicles

County vehicles are available for use. When County vehicles are used for out-of-county transportation, charges for gasoline, lubricants, repairs, towing, etc., will be reimbursed, if supported by receipts. Other expenses incurred for parking, bridge, road, and tunnel tolls will be reimbursed in the same manner as for privately owned vehicles.

### C. Insurance

Additional accident or life insurance for persons traveling by common carrier will not be reimbursed.

### D. Gratuitous transportation

No traveler will be allowed either mileage or transportation expense reimbursement when they are gratuitously transported by another person or when transported by another traveler who is entitled to reimbursement.

## 2.2 Computation of travel time for reimbursement

Travel time begins when the traveler leaves from his Official Headquarters or home . Travel time ends when the traveler returns to his Official Headquarters or home . A reasonable check-in time at the airport will be allowed. Any excess time for personal reasons will not be reimbursed.

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### **2.3 Reimbursement for meals and incidentals, lodging, and miscellaneous expenses**

#### **A. General**

Each person traveling to attend a convention, conference, or meeting, or to conduct official County business will be reimbursed for meals and incidentals, lodging, and other miscellaneous expenses.

#### **B. Meals and incidentals allowance rates**

##### **1. Meal and incidentals allowance**

Travelers will receive a meals and incidentals allowance consistent with IRS regulations for accountable reimbursement plans. The term "incidentals" includes, but is not limited to, expenses for laundry, cleaning, and pressing of clothing, and fees and tips for services, such as porters and baggage carriers. The allowance will be used in lieu of reimbursement of actual expenses substantiated by receipts. The traveler will be paid an amount equal to the Federal meals and incidentals rate for the locality of travel.

##### **2. Convention/Conference meals**

Travelers shall not be reimbursed for meals included in a convention or conference registration fee paid by the County. If the traveler elects to eat elsewhere, the meal will be at his own expense. Exceptions may be made for those travelers with special dietary needs or other official duties that prevent them from eating a prepaid meal. Such cases must be substantiated and approved. If approved, the traveler will be reimbursed in the same manner as all other meals. Banquets not included in the registration fee will be paid at the stated rate provided the meal is an integral part of the convention or conference. In addition, the traveler will not be reimbursed for meals that are complimentary or provided by any other person or entity without charge. The meals and incidentals allowance shall be reduced by

an amount comparable to the allowance rate for such meals.

##### **3. Airline meals**

Meals or snacks served on airlines will not affect the daily meals and incidentals allowance.

#### **C. Lodging**

##### **1. General**

Actual expenses for lodging, substantiated by receipts, will be reimbursed at the single occupancy rate. A single room with private bath in a business class hotel/motel is the County standard. Additional cost for suite or luxury accommodations will not be reimbursed except in those situations where the lodging is occupied by more than one traveler resulting in a lower overall expense to the County.

##### **2. Convention/Conference**

Travelers will not be reimbursed for any lodgings included in a convention or conference registration fee paid by the County.

##### **3. Gratuitous lodging**

Travelers will not be reimbursed for lodgings paid for by another person or organization.

#### **D. Miscellaneous**

##### **1. Miscellaneous expenses - General**

Miscellaneous expenses shall be held to the minimum amount required for essential and efficient conduct of County business. By his or her certification, the authorizing agent approving the travel reimbursement will be held responsible for all items of expense as being necessary and correct.

##### **2. Local transportation**

Shuttle, taxi, and mass transit fares necessary for conducting official County business will be reimbursed when substantiated by receipts. The destination and purpose of the trip shall be noted on the receipt.

##### **3. Telephone**

Telephone charges are permitted when necessary for official County business.

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One personal telephone call per travel day is permitted if it does not exceed, on average, \$5.00 per day. The cost of all telephone calls, both business and personal, must be substantiated by receipts.

#### **4. Rental car**

The use of vehicles obtained from commercial vehicle rental firms shall be limited to those instances when County, privately owned vehicles, or reasonable public transportation is unavailable. The cost of vehicle rental versus public transportation shall always be considered. Maximum reimbursement for rental cars will be limited to the mid-size sedan rate. Rental cars may be used only for conducting official County business.

#### **5. Sales and resort taxes**

##### **a. In-state travel**

The County of Volusia is exempt from the Florida sales tax and local resort taxes. When feasible, travelers shall request prepayment of lodging expenses or issuance of a County check to give to the hotel at the time of check-in to ensure exemption from state sales and resort taxes. Those travelers with County purchasing cards designated for travel use shall use the card when possible. Every effort shall be made by the traveler to obtain an exemption from these taxes. However, if unable to do so, a written explanation of that fact shall be noted on the lodging bill.

##### **b. Out-of state travel**

Out-of-state taxes will be reimbursed to the traveler.

#### **6. Transportation between home and airport**

Transportation to and from the traveler's home and the airport is an eligible expense. Reimbursement may be based on two round trips if the traveler prefers not to leave his vehicle at the airport, but this amount may not exceed the cost of one round trip to the airport and associated parking fees.

#### **2.4 Discounts on hotel, airline, and rental car rates**

The County may benefit from contracts entered into by the State of Florida. The State of Florida contracts with hotel/motel chains, airline, and rental car agencies to provide transportation and lodging at discounted rates. All travelers shall use the discounted fares/rates whenever possible.

#### **2.5 Foreign travel**

##### **A. Exchange Rates**

To simplify currency conversion, a County purchasing card designated for travel use shall be used during foreign travel, when possible. All cash expenditures shall be made in the currency of the foreign country. For reimbursement, conversion to U.S. dollars shall be made using the exchange rates in effect at the time of travel.

##### **B. Travel Expenses**

Foreign travel reimbursements will be made in the same manner as U.S. travel. Meal expenses will be reimbursed at the applicable federal meals and incidentals rate for each foreign city.

### **Section 3. Intra-County Travel**

#### **3.1 General policy**

Persons traveling within the boundaries of Volusia County on official County business will be reimbursed for qualified expenses.

#### **3.2 Transportation**

##### **A. Routing of travel**

All travel must be by the most reasonable direct route. If a person travels by an indirect route for his own convenience, any extra costs shall be borne by the traveler.

##### **B. Mode of Transportation**

The most economical and efficient mode of transportation shall be used. Both travel costs and time will be considered. County vehicles are available for use.



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### 1. Transportation by privately owned vehicles

The authorizing agent must approve the use of privately owned vehicles for intra-County travel.

#### a. Mileage rate

The use of privately owned vehicles for official travel is permitted. The mileage reimbursement rate shall be equal to the current mileage rate established by the IRS for business travel in effect on the date of the travel. Employees receiving monthly automobile allowances are **not** eligible for additional mileage reimbursement.

#### b. Computation of mileage reimbursement

Mileage shall be reimbursed from point-of-origin to point-of-destination, less the traveler's normal daily commutes to their Official Headquarters.

##### • Departing Trips

For mileage reimbursements where the traveler reports to a destination (or airport) from home rather than their Official Headquarters on a regularly scheduled workday, the traveler shall only be entitled to reimbursement of incremental mileage, calculated as the mileage from their home to the destination less mileage from their home to their Official Headquarters.

If the traveler travels from their Official Headquarters to a destination, the traveler is entitled to reimbursement based on the actual mileage from their Official Headquarters to the destination.

If the traveler travels on a day that is not a regularly scheduled workday, an overtime day (mandated or voluntary) or an on call day for the traveler, the traveler is entitled to reimbursement based on the actual mileage from their home to the destination.

##### • Returning Trips

For mileage reimbursements where the traveler returns from a destination (or airport) to home rather than their Official Headquarters on a regularly scheduled

workday, the traveler shall only be entitled to reimbursement of incremental mileage, calculated as the mileage from the destination to their home less mileage from their Official Headquarters to their home.

If the traveler returns from their destination to their Official Headquarters, the traveler is entitled to reimbursement based on the actual mileage from the destination to their Official Headquarters.

If the traveler returns from travel on a day that is not a normal workday, an overtime day (mandated or voluntary) or an on call day for the traveler, the traveler is entitled to reimbursement based on the actual mileage from their home to the destination.

#### c. Gasoline and similar charges

Charges for gasoline, lubricants, repairs, towing, etc., will **not** be reimbursed when privately owned vehicles are used.

#### d. Parking and moving vehicle citations

Parking and moving vehicle citations are the responsibility of the traveler and will **not** be reimbursed.

### 2. Transportation by County-owned vehicles

When County vehicles are used for transportation within the County, charges for gasoline, lubricants, repairs, towing, etc. not provided by Fleet Management, shall be reimbursed, if supported by receipts.

### C. Gratuitous transportation

No traveler will be allowed a mileage allowance when another person gratuitously transports him or when transported by another traveler who is entitled to the mileage allowance.

### 3.3 Business Meeting Meals

Reimbursement for meals will be provided only when the meal is an integral part of an official County business meeting, not simply a meal break, and is substantiated by receipt(s). The

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meeting must have a direct relationship to the traveler's job and the traveler must be required to attend to represent the County. In no instance shall the amount reimbursed exceed \$35.00 per

day. Alcoholic beverages shall not be considered a reimbursable expense. Tips are limited to 15% of the meal price, excluding alcohol.

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### PART II- ENTERTAINMENT

#### Section 1. Authorization

There are occasions when entertaining is appropriate and material to the economic development activities of the County. Business development, airline and aviation development, and convention recruitment are the focal points of these activities. As a result, the County Manager is authorized to designate those positions permitted to expend public funds for that purpose. In addition, the County Manager is authorized to issue procedures necessary to enforce the regulations created by this policy.

#### Section 2. Allowable Expenses

Expenses for entertainment must be directly related to, or associated with, the active conduct of official County business. When an authorized County employee acts as an official host, the occasion must, in his/her best judgement, serve a clear business purpose, with no personal benefit derived by the official host or other County employees. To determine if an entertainment expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and the alternatives, if any, equally effective in accomplishing the desired objectives.

In order for cost of the entertainment not to be taxed as income to the authorized employee, the expense must not be considered lavish or extravagant under the circumstances, the official host (employee) must be present when the event takes place, and the expense must be substantiated with supporting documentation.

Allowable expenses may include, but not limited to, the cost of transportation, lodging, and meals of potential clients; meals or light refreshments included in a business meeting; rental of facilities or hospitality rooms to hold meetings/receptions;

promotional gifts for potential clients; tickets or tournament fees for sporting/social events; equipment rental and/or supplies for presentations; or other related and necessary expenses for the purpose described above. In general, the following guidelines shall be followed:

- Costs for a lunch meeting shall be reasonable. The cost for food, beverage, taxes (if applicable), gratuities, and other related costs (e.g. room set up charges, wait staff, etc.) is allowable.
- Costs for an evening's entertainment shall be reasonable. The cost for food, beverage, taxes (if applicable), gratuities, and other related costs (e.g. room set up charges, wait staff, etc.) is allowable.
- Gratuities up to 15% of food and beverage is allowable unless custom dictates 20% or calculated as part of the bill in which case a maximum tip of 20% is allowable.
- For entertainment events, the number of County employees accompanying guests of the County shall be appropriate for the purpose of the entertainment. Prior approval from the County Manager shall be obtained prior to allowing County employees, other than those already authorized to entertain, to attend an event.
- Normally, if the authorized employee acts as an official host, his/her spouse or guest may share in an evening's entertainment, when appropriate and at the County's expense, if the entertainment occurs within the Central Florida area. Otherwise, the costs incurred by the spouse or guest will be the responsibility of the host and not paid for by the County.
- Sponsorships or purchases of a corporate table are allowable provided they meet the

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intended purpose as described above. The County Council shall prepare a tentative list of events requiring the purchase of corporate tables for Council Member attendance and shall submit the list for approval at a regularly scheduled council meeting. The County Manager is authorized to approve the purchase of corporate tables on an as-needed basis for events requiring staff attendance.

- When entertainment expenses are incurred while an employee is traveling outside the county on official, County business, the costs associated with the entertainment shall be reported with the travel expenses. Costs associated with the travel itself shall be incurred in accordance with the County's travel policy.

### **Section 3. Reporting Entertainment Expenses**

Entertainment expenses shall be reported in a timely manner and in accordance with the procedures set forth by the County Manager.