

RESOLUTION NO. 19-2620

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, ADOPTING A TRAVEL, TRANSPORTATION AND MEAL POLICY FOR TOWN OFFICIALS AND EMPLOYEES; PROVIDING FOR AUTHORIZATION AND IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Resolution No. 1690, adopted on March 8, 2005, the Town of Surfside (“Town”) Commission adopted a per diem and travel expense policy for Town officers and employees, which simply provided that the Town would pay U.S. General Services Administration’s adopted per diem rates and the IRS adopted mileage reimbursement rates in effect each year; and

WHEREAS, the Town wishes to adopt a comprehensive Travel, Transportation and Meal Policy for Town officials and employees, which provides specific guidance to officials and employees, as well as the Town Manager and Department Directors, regarding the policies and procedures to be used when seeking payment or reimbursement by the Town for travel, transportation and meals incurred during official Town business or duties; and

WHEREAS, the adoption of the Travel, Transportation and Meal Policy, in substantially the form attached hereto as Exhibit “A” (“Policy”), is authorized under the Municipal Home Rule Powers Act (Section 166.021, Florida Statutes) and Section 2(b), Article VIII, of the State Constitution, and is consistent with the policy and practice of many municipalities who adopt such policies; and

WHEREAS, the Town Commission finds that it is in the Town’s best interests and its officials and employees to adopt the attached Policy, substantially in the form attached hereto as Exhibit “A.”

NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA:

Section 1. Recitals Adopted. The foregoing whereas clauses are true and correct and are incorporated herein by this reference.

Section 2. Approval and Adoption of Policy. The Policy, in substantially the form attached hereto as Exhibit “A”, is approved, subject to such changes as may be acceptable to the Town Manager and the Town Attorney as to form and legality.

Section 3. Authorization and Implementation. The Town Manager and/or designee are authorized to take any and all action necessary to implement the purposes of this Resolution and the Policy.

Section 4. Repeal of Conflicting Resolutions and Policies. Resolution No. 1690, and any resolutions and policies or parts thereof in conflict herewith, are hereby repealed.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption.


PASSED AND ADOPTED this 10th day of September, 2019.

Motion by Commissioner Karukin

Second by Vice Mayor Gielchinsky

FINAL VOTE ON ADOPTION

Commissioner Barry Cohen	<u>Absent</u>
Commissioner Michael Karukin	<u>Yes</u>
Commissioner Tina Paul	<u>Yes</u>
Vice Mayor Daniel Gielchinsky	<u>Yes</u>
Mayor Daniel Dietch	<u>Yes</u>



Daniel Dietch, Mayor

ATTEST:



Sandra Novoa, MMC
Town Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**



Weiss Serota Helfman Cole & Bierman, P.L.
Town Attorney

Town of Surfside
Travel, Transportation, and Meal Policy

1-1. POLICY.

It is the policy of the Town of Surfside to pay for all reasonable and necessary expenses associated with travel, transportation, and meals resulting from an employee's, elected official's, or other Town Manager authorized person's attendance at any meeting, seminar, conference, or convention which has been properly approved as having a demonstrated public purpose, benefit to the Town or in the course of official Town business. Excepted from this policy are expenses deemed necessary by the Police Chief for undercover police work. The Town Manager may make reasonable exceptions to this Policy when it is deemed in the Town's best interests to do so.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Surfside (Town) as well as all elected and appointed officials or other Town Manager authorized person.

1-3. PROCEDURE.

1. **Types of Authorized Travel**

- a. Class A Travel - Continuous travel of twenty-four (24) hours or more away from Town Hall. The travel day for Class A travel shall be a calendar day (midnight to midnight). Class A travel shall include any assignments on official business outside of the routine regular office hours of the employee or official and away from the regular place of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved as provided within this Policy.
- b. Class B Travel - Continuous travel of less than twenty-four (24) hours which involves overnight absences from Town Hall. The travel day for Class B travel shall begin at the same time as the travel period and shall include any assignments on official business outside of the routine regular office hours of the employee or official. Class B travel shall include any assignments on official business outside of the regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved as provided within this policy.
- c. Class C Travel - Travel for short or day trips where the traveler is not away from the Town Hall overnight. Class C travel may receive allowance for meals as provided in this policy.

2. Travel Authorization

- a. Travel will be authorized for official Town of Surfside business purposes only.
- b. All travel subject to reimbursement must be approved **in advance** by the Department Director of the department to which the travel is to be charged and the Town Manager or designee.
- c. Authorization for Class A and B travel for Department Directors must be approved by the Town Manager or designee in advance.
- d. Class A and Class B travel overnight within the State of Florida will not normally be authorized for locations less than sixty (60) miles (based on the State of Florida Official Highway Mileage map, Google Maps, or similar system) from Town Hall. Under special circumstances (e.g., events/activities after 5 p.m., required preparation work after 5 p.m.) when through reasonable travel employees cannot return to Town Hall or their home by 7:00 p.m., or other similar extenuating circumstances, Department Directors may request overnight travel by advance written authorization through the Town Manager or designee. The request must be made on the "Town of Surfside Request for Travel and Final Cost of Travel Form" found in Appendix A of this Policy. The request must include the name of employee to travel (one form is to be used for each employee), purpose of the travel, period of travel, costs of travel, necessity of travel, distance from Town Hall, and the reason the employee needs to stay overnight.

3. Reimbursement of Travel Expenses

- a. Reimbursement of travel expenses will be made in accordance with all Town of Surfside policies, Florida Statutes, and the Internal Revenue Code of the United States of America. Travel expenses of travelers will be limited to those expenses necessarily incurred by them in the performance of the authorized public purpose or official Town business. Reimbursement of travel expenses must be requested on the "Town of Surfside Request for Travel and Final Cost of Travel Form" (Appendix A).

4. Seminars and Conferences

- a. Seminars, conferences, and other events must be authorized by the Department Director (or Town Manager, where appropriate). Seminars and conferences to be attended must be directly related to the training and development of the employee, public official or for the Town's benefit.
- b. The Mayor and Town Commissioners shall be reimbursed for their attendance at the following conferences or events which shall be pre-approved:
 1. National League of Cities Conference
 2. Florida League of Cities Conference
 3. Annual Dade Days
 4. Miami-Dade League of Cities Meetings (Mayor and Town Commission Designee)

5. Annual National Association of Latino Elected and Appointed Officials (NALEO) Conference
6. Tallahassee, State of Florida's capital, for lobbying on behalf of the Town

All other conferences or seminars require approval of the Town Commission. Further, all conferences or seminars where more than three (3) members desire to attend require Commission approval.

- c. Expenditures for seminar and conference registration fees may be made by a Town of Surfside purchasing card or may be requested through the Finance Department in advance and after proper authorization. Payment of required expenses must be made payable directly to the vendor. Per Diem amounts will be paid directly to the employee.
- d. The Town of Surfside recognizes that there are times when seminar and conference fees cannot be paid in advance. When fees are paid at registration by the employee, expenditures can be reimbursed with proper approval. An explanation of why fees could not be or were not paid in advance must accompany the request for reimbursement.

5. Lodging

- a. Expenditures for accommodations/lodging may be made by a Town purchasing card, requested, after proper authorization, through the Finance Department in advance, or reimbursed based on actual cost after the travel period. Use of a Town purchasing card is the preferred method.
- b. Accommodations/lodging will be paid at lowest rate possible and must be substantiated by paid bills. The actual receipt or bill must be attached to the final Travel Form. Employees may choose to upgrade their lodging from basic occupancy, but must pay for upgrades themselves. Employees will not be required to share rooms.
- c. When seminars or conferences provide a variety of lodging that can be used, employees should first choose the lodging at or closest to the event. This Policy recognizes the qualitative value of staying close to the source of the event and its participants. If lodging isn't available at the same location as the event, lodging will be booked at the most economical hotel nearest the event. Any deviation will require prior approval by the Town Manager. Employees may choose to upgrade their lodging to more expensive accommodation, but must pay for upgrades themselves.
- d. The Town is generally exempt from taxes and the employee should request a copy of the Town's tax-exempt certificate from the Finance Department before departure. Taxes which are charged to the employee because they do not present a copy of the Town's tax-exempt certificate will not be reimbursed. Exception: When an employee travels outside the State of Florida, taxes charged may be reimbursable. To be exempt from taxes, the payment must be by a Town-issued purchasing card or check, accompanied by the Town's tax exemption certificate.

6. Meals

- a. Meals and tips for other than local travel are limited to a per diem payment equivalent to the prevailing per diem established by the Internal Revenue Code Continental U.S. (CONUS) rate, (website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>) for meals and incidental expenses, (which may be reduced proportionately for partial days or meals otherwise provided during the travel.) The per diem amount is inclusive of all meals, drinks, tips, and any other miscellaneous daily expenses that will be incurred by the traveler. Employees are not required to submit meal receipts when being reimbursed on a per diem basis.
- b. Per diem will be reduced by one-third each if the employee begins travel status after 8:00 a.m. and/or ends travel before 7:00 p.m. Additionally, all meals otherwise provided for, excluding “continental” breakfasts, will reduce per diem payments by one-third. The Town recognizes that “continental” breakfasts are generally snacks items occasionally provided during events.
- c. No allowance will be made for meals when travel is confined to the Town of Surfside, or immediate vicinity (a 60-mile radius from Town Hall) except when specifically authorized by the Town Manager upon finding that the meal facilitates Town business. Meals reimbursed under this Policy must be accompanied by the itemized receipt (which identifies each item purchased and the record of payment, whether by cash or credit card) and a Meal Reimbursement Form (Exhibit B).
- d. This Policy prohibits reimbursement for meals that are included or provided at a convention, conference, or seminar registration, where the fees have been paid by the Town of Surfside or any other organization. An allowance may be made due to dietary issues.
- e. This Policy prohibits reimbursement for any meal that is included or provided in the fees or expenses for transportation paid by the Town of Surfside or any other organization, (e.g., airline meals, meals on trains, etc.).
- f. This Policy prohibits use of a Town purchasing card to purchase meals where travel money, that may include per diem advances, has been made.

7. Transportation

- a. All travel must be by the most economical route. When determining transportation, employees or officials will not be unduly inconvenienced to reduce costs. Employees must choose the basic coach fare, but may pay for upgrades themselves.
- b. When planning travel, the Department Director should designate the most economical method of travel as noted above. The following considerations should be given for all trips or travel:
 1. The nature of the official business.
 2. The most efficient and economical means of travel (considering time of the traveler,

cost of the transportation, and per diem or subsistence required).

3. The number of persons making the trip and the amount of equipment or material to be transported.
- c. Commercial vehicle or air carrier for travel must be approved in advance and payment made payable to the vendor or reimbursed after the travel period. Use of a Town purchasing card is the preferred method.
- d. When traveling by vehicle, publicly-owned vehicles should be used in lieu of the use of a privately-owned vehicle whenever possible. When travel is authorized for a privately-owned vehicle, the employee will be entitled to a mileage allowance which will be made at the amounts and limits set by the Internal Revenue Code of the United States of America. The mileage rate is set by the IRS each January 1st. For example, the 2019 rate is \$0.58 per allowed mile. All expenses (including repairs, maintenance, etc.) pertaining to the usage of a privately-owned vehicle, other than tolls and parking, are included in the mileage reimbursement rate. Employees who are provided a car allowance or similar stipend will not be reimbursed for travel within 60 miles of Town Hall. Travel exceeding this distance will be eligible for mileage rate reimbursement.
- e. Vehicles may be rented for remote or emergency travel, subject to the following:
 1. The location of the meeting, seminar, conference, or convention is different than that of the lodging accommodations; or
 2. The rental of the automobile is less expensive than other forms of transportation to or from the lodging or meeting.
 3. Mileage will be reimbursable from the Town Hall to the point of destination unless the point of origin is closer. Mileage will be determined using any commonly available mapping tool, but the Finance Department retains the authority to determine the appropriate distance for reimbursement purposes.
 4. Whenever possible, carpooling should be utilized to minimize the cost of travel. When more than one Town of Surfside employee is traveling to a conference, meeting, or any official business, transportation should be shared and the Town's cost minimized.

8. Parking and Tolls

Payments will be allowed for parking and tolls provided that the costs are documented and reasonable. Parking at departing airports will be reimbursed only to the extent of the cost of taxi/rideshare fare from the Surfside Town Hall to the Airport and back to Surfside Town Hall. Transfers from the airport to the destination hotel may be advanced if properly documented.

9. Insurance

No insurance will be allowed as a reimbursable travel or transportation expense. Employees or

officers who choose to use their personal vehicle must carry adequate insurance coverages. The Town will also maintain hired and non-owned automobile coverages for employees driving vehicles while performing Town-related activities. Persons driving any car while conducting Town business should carry with them the Town's insurance card.

10. Other Expenses

- a. Incidental travel expenses may be reimbursed, with proper receipts and documentation. These include, but are not limited to:
 1. Taxi/Rideshare fare
 2. Official Town of Surfside business communication, e.g. telephone or fax expenses
 3. Convention/conference fees for attending events that are not included in the basic registration fee that directly enhance the public purpose and official Town of Surfside business of the attendee (e.g. additional educational classes/sessions, conference meals.). It will be the responsibility of the attendee to substantiate that the charges were proper and necessary.
 4. The Town will reimburse airline fees for one (1) checked bag only for Town business travel occurring for a week or less. For Town business travel occurring for more than seven (7) days, the Town will reimburse fees for two (2) checked bags. The Town will reimburse the cost of bags needed to transport official Town business materials, (e.g., exhibitor materials). Reimbursement for the bag(s) is limited to the airline's standard checked baggage fee and the Town will not pay additional fees for oversize or overweight bags, except if assessed on any of the actual Town owned materials (e.g., exhibitor materials).

- b. Expenses that are not reimbursable include, but are not limited to:
 5. Tips, Bellhop assistance (tips are included in the per diem payment amounts).
 6. Movie rentals in hotel/motel rooms
 7. Parking tickets or traffic fines
 8. Communication/telephone charges that are not official Town of Surfside business
 9. Alcohol

11. Compensable Travel Time.

- a. Travel time will be considered as compensable hours worked for non-exempt employees as outlined in the Town's personnel policies.

EXHIBIT A

Town of Surfside Request For Travel Advance and Final Cost of Travel Form

Department _____ Employee Name _____

Travel Destination (City and State) _____

Begin Travel _____ End Travel _____
Time Date Time Date

Describe below the nature of the meeting, seminar, conference or convention and justification for attending
(attach any brochure or printed media)

PLEASE ATTACH ALL TRAVEL DOCUMENTATION AND RECEIPTS (EXCEPT MEALS)

Calculation of Costs:	Procurement Card	Payee Name / Vendor #	Advance Request	Final Cost
Registration Fees : # of meals included: Early Registration Date for Discount	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$0.00	\$0.00
Transportation: Auto Rental <input type="checkbox"/> Airfare <input type="checkbox"/> Personal Auto <input type="checkbox"/> Town Auto <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$0.00	\$0.00
Per Diem: # of meals x \$ per day			\$0.00	\$0.00
Lodging: # days x \$ per day	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$0.00	\$0.00
Subtotal of Expenses:			\$0.00	\$0.00
Total Paid by Purchasing Card			\$0.00	\$0.00
Total Paid by Checks	Account # _____		\$0.00	\$0.00
Total Reimbursable Expense:			\$0.00	\$0.00
Other Charges Incurred During Travel:				
1. Tolls		Attach Toll Receipt		\$0.00
2. Parking		Attach Parking Receipt		\$0.00
3. Taxi/Ride Share		Attach Receipt		\$0.00
4. Personal Auto # of Miles: _____		IRS Reimbursement Rate: \$ 0.58		\$0.00
5. Town Auto (Fuel Only)		Attach Receipt		\$0.00
Grand Total Reimbursable Expense:				\$0.00

** Please Indicate Organization Name receiving payment if paid by procurement card. When requesting a check, state payee name and vendor number (verify address attached to vendor # is correct)*

	Advance Request	Final Cost
Employee's Signature _____	Date _____	Date _____
Department Director _____	Date _____	Date _____
Reviewer _____	Date _____	Date _____
Town Manager _____	Date _____	

Exhibit B

**Town of Surfside Meal Reimbursement Form
Required for Meals Not Paid from Per Diem Amounts**

Business-Related Meal Reimbursement Form

Name of Employee Paying:

Name of Restaurant:

Date of Meal:

Names of People At Meal:

Business Purpose Advanced At Meal:

This form must accompany the charge receipt and the detail bill which itemizes each item of the meal. Alcoholic beverages cannot be reimbursed if they will ultimately be paid from Federal or State funds. Failure to provide this form with the required documentation will result in the cost of the entire meal being added to you gross income. You will be responsible for the income tax, the employer's share of payroll taxes, as well as your share of payroll taxes.

Employee Signature: _____

Department Head Signature (if different) _____