

CHILDREN'S TRUST OF ALACHUA COUNTY
CHANGES TO THE EMPLOYEE HANDBOOK

8.110 Travel Policy

This policy will be used to authorize and obtain reimbursement of travel expenses for employees of the Trust, potential employees traveling to interview with the Trust, hired consultants, other authorized persons, or board members traveling on behalf of the Trust. It is the policy of the Children's Trust of Alachua County to ensure equitable standards, effective controls, uniform procedures, proper accounting, and compliance with state and federal law for CT AC travelers. Employee travel-related expenses will be authorized only if the purpose of the travel is clearly consistent with the mission of the Trust. In the event of a conflict between the terms of this document and the terms of § 112.061, F.S. 2020, the latter shall prevail.

The traveler must choose the most economical method of travel for each trip, keeping in mind the nature of the business, efficiency (time, impact on productivity, cost of transportation, and per diem), the number of people making the trip, and the amount of CTAC equipment or material to be transported.

The Trust's policy is to reimburse for reasonable and necessary business expenses incurred in the course of business activities performed on behalf of the Trust. All travel must be booked at the lowest price, flights must be booked in economy class, hotels must be reserved at the lowest single room rate, and rental cars must be booked in the compact class. An upgrade is permitted when it is offered at no additional cost, it makes the overall costs of travel lower, or if the basic option is not available. All these exceptions must be explained and approved in writing by the Executive Director or their designee. Optional upgrades must be purchased at the traveler's personal expense.

A. Definitions

1. Assigned headquarters means the employee's permanent job location.
2. Class A travel means continuous travel of 24 hours or more away from official headquarters.
3. Class B travel means continuous travel of less than 24 hours which involves overnight absence from official headquarters.
4. Class C travel means travel for short or day trips where the traveler is not away from their assigned headquarters overnight, which includes commuting to an alternate work site.
5. Official headquarters is the city or town in which an office is located specified by §112.061 (4), F.S. 2020.

6. Travel Authorization Form means the standard form to be completed by the traveler before departure. This form includes the purpose, destination, dates, and estimated costs associated with the requested travel.
7. Travel Reimbursement Form means the form submitted by the traveler for reimbursement of eligible expenses.
8. Traveler means any individual authorized to receive travel reimbursement.

B. Travel Authorization Form

All travel outside of Alachua County requires a Travel Authorization Form signed by an immediate supervisor and the Executive Director or their designee. A copy must then be given to the Finance Department.

C. Lodging

Travelers may stay in hotels recommended by the event they are attending, or in competitively priced lodging for a particular geographic location. Travelers should request government rates (may be called GOV, CONUS, or per diem rates). Travelers who share a room and split the cost must claim actual expenses not to exceed the maximum provided: <https://www.flsenate.gov/Laws/Statutes/2020/12.061>. Supervisors cannot require travelers to share accommodations. Reservations may be held by either a CTAC purchasing card or a personal credit card.

D. Cancellations/Changes

In the case of a need to change or cancel a reservation, it is the employee's responsibility to do so as soon as possible in order to avoid any fees, to request and record change/cancellation numbers, and to request refunds or credits if at all possible.

E. Meals

Per diem or actual costs for meals will only be paid during the period of time spent outside of Alachua County on Trust business. You may find the requisite hours of travel that correspond to each per diem meal at § 12.061(5)(b), F.S. 2020: <https://www.flsenate.gov/Laws/Statutes/2020/12.061>. Meals are not reimbursable if the traveler is lodging in a personal residence with meals provided at no cost, or if the costs of meals are included in the total cost of a conference or meeting registration.

F. Mileage

Mileage is reimbursable for business use of an employee's personal vehicle; however, standard commuting costs must be deducted from their mileage reimbursement calculation. Standard commuting costs are the excess cost associated with miles traveled (round-trip) between the employee's primary residence (i.e., address on record) and the employee's assigned headquarters. Online mapping between locations may be required to substantiate mileage to/from the approved destination(s). Mileage will be reimbursed at the rate at the time the expense was incurred. You may find the approved mileage reimbursement rate at: <https://www.flsenate.gov/Laws/Statutes/2020/12.061>.

G. Other Reimbursable Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. These include parking fees, tolls, taxi fares, and communication expenses, etc.

H. Sales Tax

The Trust is registered in the State of Florida as exempt from Florida tax; all travelers should have a copy of the CTAC Tax Exempt Certificate to present when making reimbursable purchases. The employee should pay with their CTAC purchasing card, if assigned, to ensure there is no sales tax included. If the traveling employee does not have an assigned purchasing card, hotels and other applicable advance purchases should be booked with the assistance of the CTAC administrative staff.

I. Tips

All customary tips are at the discretion of the traveler and not eligible for reimbursement.

J. Travel Paid by Other Entity

Any eligible CTAC travel expenses that are paid for or reimbursed directly to the traveler by another entity or agency are not eligible expenses for reimbursement by the CTAC.

K. Vacation Combined with CTAC Travel

When a traveler combines CTAC travel with a personal vacation, they must clearly segregate expenses and time associated with each. Travelers may only request reimbursement for business expenses.

L. Travel Reimbursement Form

Original receipts are required for all expenses, except for per diem meal allowances and mileage reimbursement. Expenses not substantiated by the required receipts and/or documentation will not be reimbursed and will be considered as a personal expense. In the event a receipt is lost, a written statement explaining why the original receipt is not available and that reimbursement has not been previously received must be attached to the form.

The policy as outlined is not expected to address every issue, exception, or contingency that may arise in the course of the Trust's business. The prevailing standard dealing with exceptions is the exercise of good and reasonable judgment in the use and stewardship of the Trust's resources.