

**CHILDREN'S TRUST OF ALACHUA
COUNTY RESOLUTION 2023-20**

ADOPTION OF CHANGES TO THE EMPLOYEE HANDBOOK

WHEREAS, the Children's Trust of Alachua County adopted an Employee Handbook through Resolution 2020-08; and,

WHEREAS, the Children's Trust of Alachua County desires to make changes to the Employee Handbook;

NOW THEREFORE, be it ordained by the Board of Children's Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: **ADOPTION** "8.110 Employee Travel and Conference Attendance Policy" of the Children's Trust of Alachua County Employee Handbook is hereby *adopted* as follows:

ADOPTION

8.110 Employee Travel and Conference Attendance 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, other authorized persons, or board members traveling on behalf of the Trust. The Children's Trust strives to be a learning organization, seeking the most effective and efficient ways to build staff capacity, knowledge, and support to move the organization forward in delivering high quality operations and customer service. On occasion, staff travel is required to accomplish this goal. The Trust desires to maintain a critical balance between an employee's need for quality services and cost effectiveness so employee travel should be via the lowest cost alternative that is consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodation should be used. Employee travel and travel-related expenses will be authorized only if the purpose of the travel is clearly consistent with the mission of the Trust.

Employees are encouraged to build conference attendance into their learning goals for review with their supervisor prior to confirming registration. At CTAC, we support and invest in employee professional development. We encourage those who plan to travel for training purposes to share their learning experiences and information with other CTAC team members. This can be accomplished in many different ways such as informal sharing at a department meeting.

Travel Expense & Reimbursement Forms should be filled out pre-travel showing approval signatures and sent to the Finance Department for processing and awaiting final itemized expense receipts.

AMENDMENT

8.110 ~~Travel Policy~~

- ~~A) 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 CTAC 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.~~
- ~~B) 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.~~
- ~~C) 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 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. 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 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.
- 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.

AMENDMENT

C) Lodging

- 1) ~~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.~~
- 2) Travelers may stay in hotels recommended by the event they are attending, or in competitively priced lodging for a particular geographic location.
- 3) If the travel is within Florida and includes an overnight stay, you will need to pick up a tax-exempt certificate prior to your departure. It is necessary for you to present the tax-exempt certificate to the hotel upon check-in (only in Florida). (Note: upon check out please check the bill to ensure that no taxes have been applied – in Florida only.)
- 4) The Trust will not cover expenses outside of room rate. This includes but is not limited to early check-in, late check-out, movies, room service, and laundry services. If early check-in or late check-out are necessary for purposes related to the business of the Trust, this must be documented on your travel reimbursement request in order to be reimbursed.

AMENDMENT

D) Cancellations/Changes

- 1) 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.
- 2) If there's a significant, compelling business-related justification for changes to/cancelation of trip OR if there's a significant personal reason such as a medical emergency and no other employee can go for you, then, if either is the case, CTAC will absorb the penalties/fees at no cost to the employee. The Employee should make cancellations themselves.
- 3) If there is no medical emergency (just a personal preference of schedule change/cancelation for traveler convenience), the employee should make their own changes and assume cost of penalties/rebooking fees.

E) Meals

- 1) 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 §112.061(5)(b), F.S. 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.~~

- 2) Subsistence allowance (meals) is reimbursed as follows:
 - a) Breakfast.....\$6
 - b) Lunch.....\$11
 - c) Dinner.....\$19
 - d) For a total of \$36 per day.
 - e) Please note that this amount is a meal “allowance” and is not meant to cover every penny of your nutritional requirements while you are away. CTAC will not pay your actual meal cost. Therefore, receipts for meals are not required. Do not include any meals that are covered in the registration fee. The above meal schedule also applies to Class C travel. Please see Class Definitions in Section C.
- 3) Per Diem - Employees will be allowed \$80 per day for each day requiring an out-of-county overnight stay when reimbursement for lodging and meals is not requested. The “per diem” covers a 24-hour period, you cannot claim per diem for one night and individual meals for the following day unless it is the beginning or end of a trip. For example, for Class A & B travel, employees will be allowed \$20 per quarter of the day (\$80.00 per day) when CTAC does not pay for your stay.
 - a) 1st Quarter is from 12:00 midnight to 6:00 am.
 - b) 2nd Quarter is from 6:00 am to 12:00 noon.
 - c) 3rd Quarter is from 12:00 noon to 6:00 pm.
 - d) 4th Quarter is from 6:00 pm to 12:00 midnight.

AMENDMENT

F) Mileage

- 1) 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. ~~The mileage rate used will be consistent with the IRS standard mileage rate.~~
- 2) CTAC employees will be reimbursed for mileage when using their personal vehicle at the current rate established by the Internal Revenue Service of \$0.65, subject to the following provisions: a) in the event that the Internal Revenue Service (IRS) establishes lowered or increased rates during the fiscal year, the rates established will be reviewed by the Executive Director to consider either following the lowered or increased rate or to maintain the current rate.
- 3) Employees should consider if renting a vehicle is cheaper than the mileage rate.
- 4) CTAC will pay mileage to and from the airport on any singular trip.

ADOPTION

G) Airline

- 1) Airline travel arrangements must be booked in advance to obtain the lowest possible non-stop airfare, and must be made by the most economical class (economy, tourist, or coach class), unless: When Economy class would otherwise be permitted, but is not offered or available on the flight; If a traveler wishes to upgrade and an exception does not exist, then the excess cost over the economy or coach fare must be paid by the traveler as a personal expense.
- 2) Additional Airline Fees - The Trust will reimburse the cost for reasonable checked and carry-on baggage. Overweight and/or over-limit baggage is allowed if the overage is due to carrying Trust materials or equipment required for business.
- 3) A printed copy of the flight itinerary you desire, with price outlined, should be saved with your travel information back-up.
- 4) The Trust will not cover flight insurance, flight lounge membership or entrance, and on board services such as Wi-Fi, drinks, or snacks.

H) Car Rental

- 1) Employees may rent a car at their destination when it is less expensive than other transportation alternatives such as taxis, airport limousines, and airport shuttles. Whenever multiple employees are traveling together, every effort to rideshare or carpool must be made.
- 2) Employees must reserve a car in the compact category unless there is proper justification for an upgrade (e.g., rental car will be used for ridesharing).
- 3) When picking up a rental car, check with the rental car agent for any promotional rates, last-minute specials, or free upgrades. At the time of rental, inspect the car for any damage, and note on the contract before the vehicle is accepted. Employees may book a car that is one level higher than compact class when:
 - a) The traveler can be upgraded at no extra cost.
 - b) Two or more company employees or businesspersons are traveling together.
 - c) Cars in the authorized category are not available.
 - d) The traveler is carrying excess baggage such as booth displays or other set-ups.
- 4) The employee should purchase rental car insurance with a Trust credit card so that the Trust is included in the rental agreement. The rental coverage should include collision damage, theft insurance and personal accident insurance. In the event that the employee/individual does not have a Trust credit card, collision damage, theft insurance or personal accident insurance may be purchased; however, the rental car should be rented under The Children's Trust's name.
- 5) When using a rental car for Trust business, if an accident occurs or the traveler is hurt, the traveler is to call 911 if necessary, and notify the Trust's Human Resources Department as soon as possible for further instruction.
- 6) When using a personal vehicle for Trust business, if an accident occurs or the traveler is hurt, the traveler should call 911 if necessary, and notify their personal insurance company as soon as possible for further instruction. The traveler must also notify the Trust's Human Resources Department. All Trust employees occupying the vehicle must complete an accident report within 24 hours of the incident. (Insert link to accident form)

A traveler may also refer to the Trust's worker's compensation policy for further information. Should plans change, employees are responsible to cancel rental car reservations.

- 7) CTAC will pay for the gasoline purchase. The traveler is responsible for ensuring the rental has the required amount of fuel and is in the same condition as at the time of rental upon returning the rental. Please turn in all receipts for fuel and/or tolls with your return travel form.
- 8) Employees cannot retain the car rental beyond the preapproved normal business window and reimburse CTAC after the fact. Travelers who wish to continue the use of the rental car for personal use must first check the vehicle in, close out the business cost, and update the rental agreement using a personal credit card.

AMENDMENT

I) 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, communication expenses, etc. **Itemized receipts are required for reimbursement.**

J) Sales Tax

The Trust is registered in the State of Florida as exempt from Florida sales 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. 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 as early as possible.

K) Tips

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

L) 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.

ADOPTION

M) Travel Expense Request – For Outside Consultants

Consultants and paid professionals are considered as vendors NOT CTAC employees. They should provide travel expenses in their scope of services. An invoice with appropriate documentation must be submitted and approved. Payment will be issued in accordance with CTAC's purchasing policies.

N) 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.

O) Travel Reimbursement Form

Original itemized receipts are required for all expenses, except for per diem meal allowances and mileage reimbursement. Expenses not substantiated by the required itemized 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.

EFFECTIVE DATE This Resolution shall be in full force and effect from 11.13.2023 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 13th day of November 2023.

	AYE	NAY	ABSENT	NOT VOTING
Tina Certain	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Shane Andrew	_____	_____	_____	_____
Mary Chance	_____	_____	_____	_____
Hon. Denise R. Ferrero	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____

Tina Certain, Chair
Children's Trust of Alachua County

Marsha Kiner, Secretary
Children's Trust of Alachua County