

**CITY OF MARCO ISLAND  
ORDINANCE NO. 98-8**

**AN ORDINANCE ESTABLISHING AND ADOPTING  
UNIFORM TRAVEL POLICIES AND PROCEDURES.**

**WHEREAS**, Article VIII of the State Constitution and Chapter 166 of the Florida Statutes provide that municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

**WHEREAS**, the City of Marco Island desires to regulate travel policies and procedures for the City of Marco Island in order to effectively allocate limited funds available for business related expenses, including training and professional development of elected and appointed officials and employees; and

**WHEREAS**, travel policies and procedures provide for the reasonable and prudent payment for and reimbursement of allowable expenditures.

**NOW, THEREFORE**, be it ordained by the City Council of the City of Marco Island, Florida, that the document entitled Travel Policies and Procedures as described in the attached Exhibit "A", attached hereto and incorporated herein, is hereby adopted.

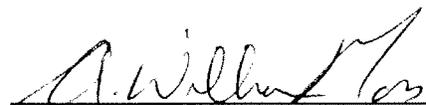
**BE IT FURTHER ORDAINED** that the City Council may amend, by resolution, the subsistence allowance, as provided in Section 7 of this Ordinance, provided such subsistence allowance is appropriated in the annual budget adopted by City Council.

This Ordinance shall become effective immediately upon adoption.

Passed in open and regular session through roll call vote by the City Council of the City Marco Island, Florida, this 20th day of July, 1998.

ATTEST:

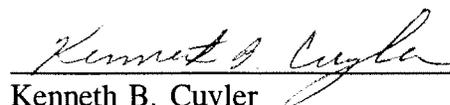
CITY OF MARCO ISLAND, FLORIDA



A. William Moss  
Clerk Manager/City Clerk

By:   
Harry J. Cowin, Chairman

Approved as to form and  
legal sufficiency:



Kenneth B. Cuyler  
City Attorney

## EXHIBIT "A"

### CITY OF MARCO ISLAND TRAVEL POLICIES AND PROCEDURES

#### **Uniform Travel Policy and Procedures.**

##### **Section 1. Purpose**

The purpose of the City of Marco Island Travel Policy (hereinafter "Travel Policy") is to effectively allocate limited funds available for business related expenses, including training and professional development of elected and appointed officials and employees. This Travel Policy is established to pay for and reimburse all allowable expenditures, while reducing required paperwork to a minimum. Business and travel expenditures, as with other purchases, represent an expenditure of City funds. Each employee is responsible for assuring that expenditures are prudent and necessary.

##### **Section 2. Definitions**

For the purposes of this Travel Policy, the following words shall have the meanings indicated in this Section:

- (1) *Authorized Individual* shall mean a public officer or employee, whether elected or not, who is authorized by the City Manager to incur travel expenses in the performance of his or her duties, including but not limited to board and committee members performing services on behalf of the City and persons who are candidates for executive or professional positions.
- (2) *Common Carrier* shall mean a train, bus, commercial airline operating scheduled flights or rental cars of an established rental car firm.
- (3) *Public Employee* shall mean an individual, either elected or appointed, who in the performance of his or her official duties is vested by law with powers of government.

##### **Section 3. Authority to Incur Travel and Business Expenses.**

If a member of the City Council or the City Manager finds it necessary to incur travel and business expenses, and when the expenses are within the intent of the adopted budget, the expenditures are authorized. All travel and business expenses by public employees must be authorized by the City Manager.

- a. Traveling expenses shall be limited to those expenses necessarily incurred by the traveler in the performance of duties related to the functions and responsibilities of the City.
- b. Traveling expenses of prospective employees for the sole purpose of taking merit system or other job placement examinations, interviews, etc. may be authorized by City Council or the City Manager.
- c. Business expenses shall apply to those expenditures which are incurred in the performance of a public purpose, including meetings with governmental officials, seminars and training programs, pickup and delivery of parts and equipment, recruitment of personnel, community promotion, and any other related activities.

**Section 4. Funding.**

- a. All travel must have prior authorization through the completion of a travel authorization form showing the itinerary, the source of funding and whether or not a travel advance is needed.
- b. Travel advances may be issued to authorized persons or individuals prior to departure on an authorized trip. The cash amount will be based on a schedule commensurate with the known expenses as stated in the travel authorization. All travel reservations for a common carrier must be made by the City Manager or his authorized representative, with the exception of emergencies that occur after 5:00 p.m. and on weekends, or if the return flight has to be changed or cannot be scheduled. If common carrier tickets are necessary, issuance of such tickets shall be made only upon receipt of a travel authorization with proper approval signatures. The authorized traveler receiving a travel advance must keep a record of all travel expenses and report the same. If an authorized travel advance is less than the approved actual expenses, the difference will be paid to the traveler. If the travel advance is greater than the actual or allowed travel expenses, then the difference shall be reimbursed to the City within 30 days after return of traveler. Payment shall be made to the Finance Department and all receipts forwarded to the Finance Director or designee.

**Section 5. Expense Forms and Regulations.**

The City Manager shall provide forms for travel requests, expenses and reimbursements, and mileage allowances, where applicable, and prescribe such regulations as are reasonable and necessary to effectuate the purpose of this policy. The Finance Director, or person otherwise designated, shall cause requests for travel expenses and reimbursements to be verified before payment is made.

**Section 6. Schedule for Meal Allowance and Accommodations.**

For the purpose of reimbursements, the allowance for meals will be based on the following schedule where each period covered must be of three (3) hours duration or longer to be valid:

- (1) Breakfast allowance will be made when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
- (2) Lunch allowance will be made when travel begins before 12:00 noon and extends beyond 2:00 p.m.
- (3) Dinner allowance will be made when travel begins before 6:00 p.m. and extends beyond 7:00 p.m., or when travel occurs during night time hours due to special assignment.
- (4) Hotel or accommodations allowances will be made when travel extends overnight and requires lodging not within Collier County at the single occupancy rate. An employee taking a guest will pay any cost differences for double occupancy. Only business phone calls will be paid by the City. Room service expenses will not be reimbursed by the City.
- (5) No expenses incurred by employees in Collier County shall be reimbursed unless approved by the City Manager.

**Section 7. Subsistence.**

- a. When the period of travel conforms to the schedule of allowances in Section 6, all authorized travelers may be allowed subsistence when traveling to a convention, conference, seminar, activity or on City-related business which serves a direct public purpose.
- b. Subsistence will consist of the basic travel allowance for meals as listed below and actual hotel or accommodation charges when the period of travel extends overnight:

<u>MEAL</u>	<u>ALLOWANCE</u>
Breakfast	\$ 5.00
Lunch	\$ 7.00
Dinner	\$ 15.00

Actual meal charges may be reimbursed if accompanied by a receipt and justification for incurring the additional cost. Approval to submit receipts in lieu of the above subsistence rates must be approved by the City Manager in advance

of the required travel. Hotel or accommodation charges must be single-occupancy rate and substantiated by receipt. Basic travel allowance for meals shall exclude meals which have been prepaid as a part of registration fees.

- c. Tips and gratuities are included in the basic travel allowance for meals. When actual meal charges are reimbursed, approximately 15% may be added to the meal charges provided the cost is stated on the receipt.

**Section 8. Transportation.**

- a. All travel must be on a convenient and mainly traveled route. Air travel shall be at the coach fare. If a person travels by an indirect route for his convenience, any extra costs shall be borne by the traveler. Reimbursement for expenses shall be made accordingly upon the presentation of receipts.
- b. If a privately owned vehicle is used for travel, the vehicle owner shall be entitled to a mileage reimbursement at a cents per mile rate equal to the IRS allowable rate then in effect.
- c. Transportation by a common carrier which has not been prepaid and for which the authorized traveler seeks reimbursement, must be substantiated by an official receipt from the common carrier.
- d. Transportation by charter vehicles may be authorized when it is determined to be the most economical method of travel when considering the nature of the business, the number of people making the trip and the most efficient and economical means of travel (considering the time of the traveler, cost of transportation and subsistence required.)

**Section 9. Authorized Travel.**

- a. Travelers shall not be allowed either mileage or transportation expenses when they are transported gratuitously by another person or when they are transported by another authorized traveler who is entitled to mileage or transportation expense.
- b. Reimbursement for expenditures related to the operation, maintenance, depreciation and ownership of a vehicle shall not be allowed when a privately owned vehicle is used on public business or mileage allowance is paid.
- c. The City Manager may permit an authorized traveler to regularly, on a monthly basis, use a privately owned vehicle on City business. In these instances, the traveler must submit a monthly log of the actual miles traveled and a monthly request for reimbursement. Travel occurring outside the county or travel in

conjunction with the authorized traveler receiving reimbursement for meals and lodging expense or for travel to and from home shall not be included in the log.

**Section 10. Reimbursable Incidental Expenses.**

An authorized traveler may be reimbursed for incidental travel expenses incurred during the course of travel. These incidental travel expenses include but are not limited to the following:

1. Taxi, ferry and airport limousine fares.
2. Bridge, road and tunnel tolls.
3. Storage and parking fees.
4. Telephone and facsimile charges relating to City business.
5. Registration, convention, conference, seminars, or training.

**Section 11. Auditing.**

A travel expense report of vouchers as developed by the City Manager shall be submitted to the Finance Director within 30 days after the travel expense. Each approved travel expense report will be audited by the Finance Director or his designee, when received.

**Section 12. Fraudulent Claims.**

Claims submitted pursuant to this policy shall be signed by the authorized traveler and shall be verified by written declaration that it is true and correct as to every material matter. Any individual who makes or aids in the making of a false or fraudulent claim shall be guilty of a violation against the City, and upon conviction thereof, shall be punished as provided in the City's personnel rules and regulations. In addition, any person who receives a travel allowance, advance or reimbursement by means of a false claim, shall be civilly liable for the repayment of the amount into the public fund from which the claim as paid.

Naples Daily News  
Naples, FL 33940

Affidavit of Publication  
Naples Daily News

###CITY OF MARCO ISLAND  
950 N COLLIER BLVD #308  
MARCO ISLAND FL 34145

REFERENCE: 053955  
57719772 PUBLIC HEARING, 2ND

State of Florida  
County of Collier

Before the undersigned authority, personally appeared B. Lamb, who on oath says that she serves as the Assistant Corporate Secretary of the Naples Daily News, a daily newspaper published at Naples, in Collier County, Florida: that the attached copy of advertising was published in said newspaper on dates listed.

Affiant further says that the said Naples Daily News is a newspaper published at Naples, in said Collier County, Florida, and that the said newspaper has heretofore been continuously published in said Collier County, Florida, each day and has been entered as second class mail matter at the post office in Naples, in said Collier County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or coporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

PUBLISHED ON: 07/13

AD SPACE: 25.000 INCH  
FILED ON: 07/13/98

PUBLIC HEARING,  
2ND READING  
ORDINANCE #98-8  
CITY OF  
MARCO ISLAND  
The City Council of Marco  
Island, meeting in regular  
session at 6:00 p.m., on  
July 20th, 1998, at the  
Marco Island YMCA, 101  
Sandhill Road, Marco Is-  
land, Florida, will hear on  
2nd reading Ordinance  
#98-8, the title of which  
reads as follows:  
AN ORDINANCE ES-  
TABLISHING AND  
ADOPTING UNIFORM  
TRAVEL POLICIES  
AND PROCEDURES.  
Members of the Public  
are invited to make oral  
or written comments in  
regard to this Ordinance.  
July 13 No. 1239772

Signature of Affiant B. Lamb

Sworn to and Subscribed before me this 14 day of July 1998

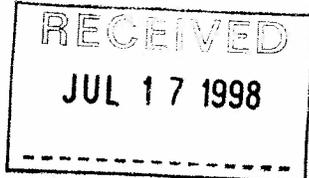
Personally known by me Judith A. Flanigan



Judith A. Flanigan  
MY COMMISSION # 00508787 EXPIRES  
February 19, 2000  
BONDED THRU TROY FAIR INSURANCE, INC.

**Marco Island Eagle**

Published Weekly  
Marco Island, Florida



**Affidavit of Publication**

State of Florida  
County of Collier

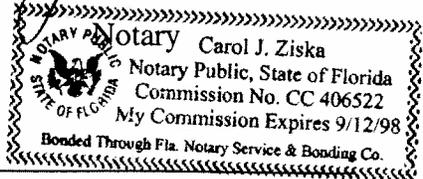
Before the undersigned authority, personally appeared Cheryl Ferrara, who on oath says that he is the Publisher of Marco Island Eagle, a weekly newspaper, published at Marco Island, Collier County, Florida, that the attached copy of advertising, being a Legal Notice - City of Marco Island in matter of 2nd Reading Ordinance #98-8 in the \_\_\_\_\_ Court was published in said newspaper in the issues of July 15, 1998

Affidavit further says that the said Marco Island Eagle is a newspaper published at Marco Island, in said Collier County, Florida and that said newspaper has heretofore been continuously published in said Collier County, Florida, each week, and has been entered as second class mail matter at the post office in Marco, in said Collier County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Cheryl S. Ferrara

Sworn to and subscribed before this 15th day of July, A.D. 1998.

Carol J. Ziska



My Commission Expires \_\_\_\_\_

111 LEGAL NOTICES  
**PUBLIC HEARING**  
2<sup>ND</sup> READING  
ORDINANCE #98-8  
CITY OF MARCO ISLAND  
The City Council of Marco Island, meeting in regular session at 6:00 p.m., on July 20th, 1998, at the Marco Island YMCA, 101 Sand Hill Street, Marco Island, Florida, will hear on 2nd reading Ordinance #98-8, the title of which reads as follows:  
  
AN ORDINANCE ESTABLISHING AND ADOPTING UNIFORM TRAVEL POLICIES AND PROCEDURES.  
  
Members of the Public are invited to make oral or written comments in regards to this Ordinance.