

EXHIBIT "A"

VILLAGE OF ESTERO, FLORIDA TRAVEL POLICIES AND PROCEDURES

Uniform Travel Policy and Procedures.

Section 1. Purpose

The purpose of the Village of Estero 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 Village 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 Village 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 Village 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 Village Council or the Village 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 Village 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 Village.
- 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 Village Council or the Village 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 Village 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 Village 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 Village 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. Lunch allowance will be made when travel begins before 12:00 noon and extends beyond 2:00 p.m.
- (2) 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.
- (3) Hotel or accommodations allowances will be made when travel extends overnight and requires lodging not within Lee 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 Village. Room service expenses will not be reimbursed by the Village.
- (4) No expenses incurred by employees in ~~Lee and Collier Counties~~ Estero shall be reimbursed unless approved by the Village 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 Village-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:

MEAL	ALLOWANCE
Breakfast	\$ 8.00
Lunch	\$ 11.00
Dinner	\$ 25.00

Actual meal charges may be reimbursed if accompanied by a receipt and justification for incurring the additional cost. Alcoholic beverages are not eligible for reimbursement. Approval to submit receipts in lieu of the above subsistence rates must be approved by the Village 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 Village Manager may permit an authorized traveler to regularly, on a monthly basis, use a privately owned vehicle on Village 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 Village business.
5. Registration, convention, conference, seminars, or training.

Section 11. Auditing.

A travel expense report of vouchers as developed by the Village 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 Village, and upon conviction thereof, shall be punished as provided in the Village'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.