

RESOLUTION 15-04

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE IMMOKALEE WATER AND SEWER DISTRICT ADOPTING A TRAVEL POLICY FOR EMPLOYEES AND BOARD OF COMMISSIONERS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the IMMOKALEE WATER AND SEWER DISTRICT (hereinafter referred to as the "Board") is empowered to construct, operate and maintain a Water and Sewer System (the "System") as described in Florida Statute Chapter 78-494, Laws of Florida, which was amended by chapters 93-366, 94-489, and 95-492, Laws of Florida, was codified, reenacted, amended, and repealed as Chapter No. 98-495, and was amended as Chapter 2005-298.

WHEREAS, the Board is authorized and empowered to make rules and regulations for its own government and proceedings; and

WHEREAS, the Board wishes to adopt a Travel Policy, in order to set forth duties, responsibilities and procedures;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE IMMOKALEE WATER AND SEWER DISTRICT, in public meeting assembled that the following Travel Policy be implemented.

IMMOKALEE WATER & SEWER DISTRICT TRAVEL AND TRAINING EXPENSE POLICY

PURPOSE

The purpose of this policy is to set forth the policy and procedures for travel and training advances and expense reconciliation for the Board of Commissioners and all District staff.

POLICY

This policy establishes guidelines for allowable expenses and the procedure for accurate and timely reconciliation of travel and training expenses.

PROCEDURES

General guidelines for travel and training expenses:

Classes of Travel:

- (a) Class A travel—Continuous travel of 24 hours or more away from official headquarters.
- (b) Class B travel—Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
- (c) Class C travel—Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.
- (d) A traveler shall not be reimbursed on a per diem basis for Class C travel, but shall receive subsistence as provided in this section, which allowance for meals shall be based on the following schedule:
 - 1. Breakfast—When travel begins before 6 a.m. and extends beyond 8 a.m. - \$6
 - 2. Lunch—When travel begins before 12 noon and extends beyond 2 p.m. - \$11
 - 3. Dinner—When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment. -\$19

The travel day for Class A travel shall be a calendar day (midnight to midnight). The travel day for Class B travel shall begin at the same time as the travel period. Class A and Class B travel shall include any assignment 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. The traveler will be eligible for eighty (\$80) dollars per diem; or if actual expenses exceed \$80, the amounts permitted in paragraph (d) for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid invoices.

1. Travel and training expenses shall reflect correct and complete estimated expenditures (registration fees, lodging, transportation, etc.) that are expected to be incurred by the requesting party and shall be reported to the Accounts Payable Clerk using the “School/Training Registration Form ,” with documentation attached. The travel form will need to be updated when there is a difference between the advance and actual expenses.
2. No advance shall be allowed where those costs are incurred and accounted by another person (*i.e.*, two persons traveling in one vehicle cannot claim duplicate mileage/travel costs).
3. Subsistence shall be reduced for any meals or lodging included in the conference, seminar or meeting registration.
4. No advance shall be allowed for the spouse or any other traveling companion of a Supervisor or District employee.
5. All travel expenses incurred by a Commissioner must be approved in advance by the Board of Commissioners. The Executive Director’s travel expenses must be approved by the Chairman of the Board of Commissioners.
6. No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity. The conference or seminar must be at least fifty (50) miles from the District headquarters in order to qualify for hotel expenses, unless previously approved by the Executive Director.

PREPARATION OF “SCHOOL/TRAINING REGISTRATION FORM”

1. All columns of the “School/Training Registration Form” must be completed. If an advance was received, a copy of the check request and back up must be attached and agreed to the amounts reflected as prepaid.
Note: Vendor name must be included on the “School/ Advance/Expense Reconciliation Form” for registration fees, lodging and commercial fare transportation.
2. Original receipts must be attached to the “School/Training Registration Form.”
3. A photocopy of the program or agenda of the conference, seminar or meeting itemizing meals, lodging or fees must be attached to the “School/Training Registration Form” when available.
4. The traveler must submit an expense reconciliation within a reasonable time of return, generally seven (7) working days. If a refund is due to the District, a check should be attached to the “School/Training Registration Form.” This will be processed through the current billing program as a miscellaneous payment. The travel form will need to be revised and completed with necessary signatures.
5. The Accounts Payable Clerk will verify receipts and expenses to District guidelines and

will file the form with the original travel request in the Accounts Payable files.

6. The Board allocates a specific amount in the Fiscal Year Budget for each employee for travel and training. If an employee goes over the amount budgeted for that year, they can use money from another employee in their Department, if that employee agrees, and if they have money available. It requires approval from both employees, the Department Supervisor on the Purchase Order, and the Executive Director on the travel form.

TRAVEL ADVANCE CHECK

1. A check request must be submitted at least 3-4 weeks prior to the date required. Support for estimated expenses must be provided to substantiate the request.
2. A separate request must be used for each traveler, even though the traveler may be joined by one or more District personnel. A Purchase Order may include more than one traveler.
3. The Accounts Payable Clerk shall issue a check to the traveler and retain a copy of the check request and supporting documentation in order to compare to actual expenditures. If a change is made, for example, a traveler doesn't go, or goes for less days than originally scheduled, they will need to reconcile with the Accounts Payable Clerk, and issue a check for the difference.

GUIDELINES FOR REASONABLE EXPENSES

1. When possible, the District should be billed directly for travel expenses (i.e., lodging, registration). A copy of the "Certificate of Tax Exemption" should be submitted with the reservation, thus entitling the District to sales tax exemption. Actual hotel invoices must be submitted (not credit card slips). Advances for payments made directly by a Commissioner or employee disallow the sales tax exemption. Department Supervisors should process requests for payment early enough to obtain available discounts, generally 3-4 weeks before the seminar.

Note: The District's "Certificate of Tax Exemption" is only applicable in the State of Florida.

2. No entertainment or alcoholic beverage expenses shall be reimbursed.
3. The traveler will be eligible for the map mileage determined by the provided google or yahoo maps, as well as vicinity mileage of 5 miles per day for lunch and/or dinner, in the event that they are not staying at the hotel where the conference or seminar is held.

TRANSPORTATION

1. **Mileage** - The rate of advance for the use of a personal car will be that allowed by Florida Statute 112.061 for the most current year. (Currently 44.5 cents per mile.)
2. **District Vehicle** - Receipts for gasoline purchases must be provided and attached to the Purchase Order.

3. **Rental Car** - A copy of the lease agreement must be provided and attached to the Purchase Order.
4. **Tolls/Parking Facilities** - Receipts must be provided for attachment to the Purchase Order.

This resolution shall become effective on May 20, 2015.

PASSED AND DULY ADOPTED by the Board of Commissioners of the IMMOKALEE WATER AND SEWER DISTRICT, this 20th day of May 2015.

BOARD OF COMMISSIONERS
IMMOKALEE WATER AND SEWER
DISTRICT

BY: _____
Anne Goodnight
Chairman

BY: _____
Bonnie Keen
Secretary

Immokalee Water & Sewer District

School / Training Registration Form

Employee Name:	_____	Date:	_____
Department # :	_____	Purchase Order #	_____
Email Address	_____	Documents:	Printed <input type="checkbox"/> Email <input type="checkbox"/>
Course Name	_____	Training Provider	_____
Address	_____	Course Amount	\$ _____
Hotel	_____	Nightly Rate	\$ _____
Address	_____	Hotel Phone #	() _____

*If you are attending a short school, ask the school/registrant for hotel information. Must turn in all documents(hotel name, address, phone #)

Indicate if using personal vehicle or company vehicle

Date	Time of departure and return	Mileages		*(Indicate if hotel provides continental breakfast/lunch/dinner)		
		To	From	Breakfast	Lunch	Dinner
Day 1 _____						
Day 2 _____						
Day 3 _____						
Day 4 _____						
Day 5 _____						
Day 6 _____						
Day 7 _____						

(*)If taking online course please indicate USER NAME and PASSWORD if a login is required for payment.

USER NAME:* _____
 PASSWORD:* _____

Tolls (if any): \$ _____
 Parking fees (if any): \$ _____

*For degree, cert., online continues courses, etc. please provide grades for class previously taken in order to register for new class.

Must provide receipts in order to be reimbursed

Attach original registration form to purchase order with required documents & return to Accounts Payables
 Please make sure form is completely fill out and packets are sorted correctly

Please make sure you have all your documents on the following checklist!

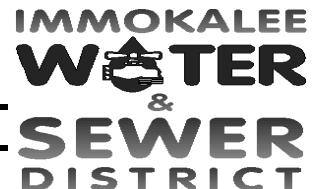
- | | | | | | |
|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| School Registration Form: | <input type="checkbox"/> | Hotel Information: | <input type="checkbox"/> | Maps that show mileage(3maps) | <input type="checkbox"/> |
| Agenda/Schedule if available: | <input type="checkbox"/> | Hotel Registration form: | <input type="checkbox"/> | (1) Home/Base to hotel | <input type="checkbox"/> |
| Registration Confirmation | <input type="checkbox"/> | School Registration Form: | <input type="checkbox"/> | (2) Hotel to school | <input type="checkbox"/> |
| <u>P.O</u> (approved by supervisor) | <input type="checkbox"/> | <u>P.O</u> (approved by supervisor) | <input type="checkbox"/> | (3) School to Home/Base | <input type="checkbox"/> |
| | | | | School Registration Form: | <input type="checkbox"/> |
| | | | | <u>P.O</u> (approved by supervisor) | <input type="checkbox"/> |

If your not staying at a hotel, only one map/mileage for a round trip home to school is required

Maps are required whether you are driving personal or company vehicle

I here by certify or affirm and declare that this claim for advance/reimbursement is true and correct in every material matter: That the travel expenses were actually incurred by me as necessary in the performance of official duties: that per diem claimed has been appropriately reduced by any meal or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes

Employee Signature: _____ Date _____
 Supervisor Signature: _____ Date _____



Please be aware your required documents & completed P.O. must be turned in 3-4 weeks before the course date!