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Series 1000: Funding and Fiscal Management

Policy Name: Travel

Policy Number: 1007

Origination Date: November 1, 2013

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Regulation

CFOP 40-1 Official Travel of DCF Employees and non-employees

FS 112.061, Florida Statutes Per diem and travel expenses of public officers, employees, and other authorized personnel.

Chapter 69I-42, FAC Travel Expenses

Attachments:

Exhibit A – Employee Mileage Worksheet
Exhibit B – Extended Travel Expense Report
Exhibit C – Travel Authorization Form

Policy

It is the policy of Communities Connected for Kids (CCKids) to regulate travel for business purposes and to reimburse appropriate staff and board members for travel expenses. This policy is consistent with the regulations set forth above for obtaining reimbursement for official travel to ensure maximum reimburse ability.

Scope

CCKidswill reimburse employees and Board Members for all approved, reasonable business expenses incurred in carrying out work assignments. Employees and board members should use the utmost discretion when incurring expenses on the behalf of CCKids, keeping in mind the importance and necessity of the expense to ensure the organization's continued financial viability.

Expenditures properly chargeable to travel include reimbursements of mileage for use of a privately owned vehicle, per diem and subsistence allowance, common carrier transportation and other expenses incidental to travel which are authorized by law. Travel expenses are ultimately governed by 112.061 Florida Statute, Chapter 69I-42 Florida Administrative Code (FAC), to ensure maximum reimbursement.

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Definitions

1. Commuting Expenses:

Commuting expenses are not reimbursable. Commuting expenses include the costs of taking a bus, taxi, or driving a car between your home and your main or regular place of work (designated headquarters). Reimbursement of any travel expense incurred in traveling from home to work or work to home is unauthorized. Commuting miles will not be reimbursed regardless of the day of the week a person commutes. For example, travel to your regular place of business on a non-regular business day is considered commuting expenses and is not reimbursed.

2. Point of Origin. The geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination.

The traveler must start on the actual trip to claim mileage from his home. If the traveler has to go by the office then the trip will begin from the office. The term "going by the office" means having to go inside the office for official business. In the event that the mileage from home to any work-site (home-visits, etc), training site, or work location is less than the regular mileage that would be traveled from a person's home to their regular work-site, such mileage will be considered commuting and will not be reimbursed. If the mileage from home to any temporary work site, training, or work location is more than the regular mileage that would be traveled from a person's home to their regular work-site, reimbursement will be made for only those miles in excess of the mileage that would have normally been driven had the employee come to his or her regular work-site.

3. Usually traveled route:

All travel must be by a usually traveled route. In the case where a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.

4. Official Work-Site. The official work-site is normally the same city or town as that of the office to which the employee is assigned.

- (1) For an employee whose job responsibilities require activities to be completed predominantly in the field, their work-site will be the office in the city or town nearest to the area where the majority of the employee's work is performed, or such other city, town, or other area as may be designated by the agency head. In all cases of such designations, the location must be in the best interest of the agency and not for the convenience of the employee. The employee will only be compensated for actual travel over and above commute miles. The employee should document odometer miles to

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capture those trips outside of travel to and from a service center. These employees should log odometer reading at beginning of their travel destination and once again at the end of their destination. Employees should only choose the vicinity miles as calculated below when travel is strictly between service centers.

- (2) For employees whose job responsibilities require coverage in more than one official location whether in a permanent or temporary capacity, an official work-site will be designated and travel to and from the second location will be reimbursed as follows when travel is actually incurred. The requirement for odometer readings is N/A in these circumstances and the employee should use the vicinity mileage from their official headquarters to second service center location.

5. Map Mileage: Current official highway miles as published by the Florida Department of Transportation (FDOT). See <http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>

6. Vicinity miles: Miles incurred on official state business when travel is within the vicinity of official headquarters, the city limits of the city traveled to, or other areas traveled where map miles have not been identified, including miles incurred by travelers in excess of the FDOT published mileage charts.

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1. Local Travel

a. Local Travel includes:

- (1) Visiting clients or customers
- (2) Going to a business meeting away from your regular workplace
- (3) Getting from one CCKidsworkplace to another in the course of business or profession when you are traveling within the Circuit. The Service to Service Center Matrix (Exhibit D) may be used for this form of local travel.

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Vicinity

(1)

- b. Local Travel reimbursement must be made on the approved CCKIDS Mileage Worksheet (Exhibit A). The Mileage Worksheet must be completed in its entirety, must be accurate, signed and dated by the traveler and the supervisor of the traveler. Documents may be scanned for ease in processing.
- c. Reimbursement for travel performed will be at a mileage allowance of 44.5 cents per mile. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle will not be allowed when privately owned vehicles are used on public business. When a private vehicle is used and an accident occurs, the individual's insurance will be responsible for all damages.
- d. All mileage must specify the physical address for point of origin to point of destination on single lines and should not be combined into round trip. Destinations that do not qualify for usage of map mileage must log mileage from Point of Origin to destination, and shall include beginning and ending odometer readings. Mileage Worksheet (Exhibit A) and Extended Travel Expense Report (Exhibit C) should at least include the FSFN Case number with the purpose of travel (if applicable) and include the employee's full name, home address and position.
- e. Mileage worksheets must be submitted for reimbursement within 10 days of the following month. In instances where the request is less than \$25 it may be held for additional anticipated expenses and may be submitted quarterly. If submissions exceed 2 months from month of travel, ascending supervisor must approve.

2. Out of area and Conference travel

Foreign and out-of-state travel, and out of circuit or conference travel requiring the use of rental car and/or hotel accommodations must be authorized in advance in writing by using the Training and Travel Authorization Form (Exhibit C). All other travel may be authorized verbally.

a. Guidelines for completing the Travel Authorization Form (Exhibit C)

- (1) Travel Authorization Form should include the staff name and title. Date of birth of the traveler is required if traveler is requesting air plane transportation.



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- (2) The purpose of trip shall be descriptive to determine eligibility for Title IV-E Training dollars. FSFN Case ID number should be included if the purpose of the trip is for visitation or transportation of a case participant
 - (3) In the case of a conference or convention, the business purpose of each trip must be adequately explained on each report, and include the submission of the agenda or other documentation that itemizes times and the registration cost. A statement of the benefits accruing to the State of Florida (not to the traveler) by virtue of such travel must be included in the travel authorization form. The traveler must also specify how attendance at the convention or conference will help the traveler improve performance of his/her job responsibilities.
 - (4) Dates, specific destination, costs for hotel, car rental and meals shall be included to estimate the total cost of travel. Supervisor can approve travel up to their signature authority limit. Ascending supervisor will authorize travel if signature authority limit was exceeded.
 - (5) Form should be submitted to the Devereux Florida Purchasing Department
- b. Traveler will ensure the Extended Travel Expense Report (Exhibit B) is completed and submitted within five days of completing travel. Rules/criteria for claiming reimbursement of overnight travel expenses are as follows:
- (1) The travel expense form must be submitted for each trip. Expense forms submitted must be completely filled-out, supported with original receipts, and signed by the authorized supervisor. Incomplete forms will be returned for correction before payment can be made
 - (2) With the exception of tips, mileage, and meal allowances, all business expenses must be supported with invoices/receipts,
 - (3) Credit card charge slips do not represent adequate supporting documentation: the detailed receipt is necessary
 - (4) Applicable incidental receipts taped to an 8 ½ x 11 sheet of paper with a description of the purpose of purchase included.
 - (5) Tax Exempt Certificate should be presented to vendors for all travel expenses. If tax is charged, Finance Department will request the employee to contact the vendor to provide a new invoice with the taxes removed.
 - (6) Transportation receipts for common carrier travel;
 - a. Ferry fare and Taxi fare – from point of arrival to hotel or conference when hotel transportation is unavailable. Common carrier travel fare incurred for other reasons not necessary for conference/meeting will not be reimbursed
 - b. Gasoline charges (for rental cars only)

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d. Meal allowance rates

- (1) The traveler will receive reimbursement of meals based on the departure and return time of a travel event, for overnight travel only. Such time criteria and meals allowances are identified below:

Meal:	Traveler must depart before	AND return after	To Claim Meal allowance of
To claim Breakfast	6 am	8 am	\$ 6.00
To claim lunch	Noon	2 pm	\$11.00
To claim dinner	6 pm	8 pm	\$19.00
To claim all meals for one day of a travel event	6 am.	8 pm	\$36.00

- (2) Total meal reimbursement for the day will not exceed \$36. It is not necessary for travelers to submit meal receipts in order to claim reimbursement for meals. Any expenditure for wine, liquor, or alcoholic beverages will be considered an unallowable expense and will not be reimbursed.
- (3) When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides for personal reasons not to eat the meal.

3. Rental Cars.

- a. In circumstances where it is more cost effective to allow staff to rent a vehicle; the employee's supervisor or designee may authorize rental vehicles as a necessary business expense. Staff will share rental cars whenever possible. Use of rental vehicles are encouraged for trips out of Circuit and round trips that exceed more than 100 miles. Standing monthly rentals should always be utilized prior to individual rentals, if available.
- b. Arrangements for rental cars must be made in advance by the traveler by completing the Travel Authorization Form (Exhibit C). Rental cars are to be used only for official agency business. The traveler must use his/her business address (not personal address) on the rental car agreement when the agency assumes direct payment liability (corporate credit card).



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- c. The original copy of the rental car agreement plus the rental receipt must be attached to the Extended Travel and Expense Report (Exhibit B).
 - d. Tolls shall be paid directly during travel and should not be charged to the rental company's convenience account. SunPass, cash or check is an acceptable payment method on the Florida Interstates. Convenience fee for tolls charged by the car rental company will not be reimbursed to the employee.
4. Tips and Gratuities.
Reasonable tips and gratuities may be reimbursed as follows:
- a. Actual money paid for mandatory valet parking in the performance of public business not to exceed \$1 per occasion.
 - b. Actual portage charges paid shall not exceed \$1 per bag, and shall not exceed a total of \$5 per instance. Portage charges exceeding \$5 per incident will require additional justification.
5. Actual Lodging Expenses.
- a. A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his/her official headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the CEO, CFO, COO, or appropriate senior manager. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time due to traffic conditions (691-42.006 (7), F.S.).
 - b. Lodging expenses will be calculated on a travel day basis beginning on the day of departure, regardless of when such expenses are actually paid. No one will be reimbursed for more than one lodging expense during any travel day.
 - c. Reimbursements for actual lodging expenses are limited to \$150 occupancy rate excluding tax unless duly authorized in writing prior to the stay
 - d. Lodging expenses shall qualify for reimbursement only if they are incurred at a duly established commercial lodging facility and are substantiated by itemized paid receipts.
 - e. Miscellaneous expenditures (meals or movies charged to the hotel room, etc.) will not be reimbursed.
 - f. Hotel rooms shared by multiple travelers must be justified. The travelers who shared the room are only entitled to meals. When multiple travelers have separate rooms and one traveler pays the hotel bill for all, then the traveler paying the hotel bill shall request reimbursement for the total amount on his/her travel reimbursement request. The traveler whose hotel bill is being paid by another traveler must file an Extended Travel and Expense Report (Exhibit B) and state on the voucher "hotel room compliments of John Doe." If two travelers share a hotel room and split the bill, then each traveler may claim one-half of the hotel bill on their respective Travel and Expense Report (Exhibit B). In each of the above situations, each traveler shall provide an explanation of the circumstances of the situation and submit their Travel and Expense Report (Exhibit B) forms together or provide copies of the Travel and Expense Report (Exhibit B) of the

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other travelers. The original copies of hotel receipts for lodging are a necessary attachment to Travel and Expense Report (Exhibit B) in order to receive travel expense reimbursement.

6. Commercial Air Travel.
 - a. For airfare, airline-issued receipts and/or boarding passes must be obtained.
 - b. Travelers whose transportation is provided by scheduled aircraft shall purchase the airline tickets from the carrier offering the lowest fare respective to meeting / conference times.
 - c. All unused portions of airline tickets must be returned by the traveler, to the original purchase location for issuance of a credit card or cash refund as appropriate.
 - d. No group tickets or group charges are to be made. Each traveler must have an individual ticket.
 - e. All original receipts (to include e-mail confirmation) for employees, Board Members or approved volunteers must be attached to the appropriate Travel and Expense Report (Exhibit B).
 - f. An employee using CCKidscredit cards or resources to purchase airline tickets, rental cars, or any other form of transportation for personal use will be subject to disciplinary action.
 - g. An employee traveling on official business, and wishing to alter travel plans for personal business or pleasure, must pay any additional cost of transportation directly to the commercial carrier at the time of purchase, and will not charge such additional transportation to the department. Time taken for personal business or pleasure must be requested as TOB prior to the trip.
 - h. Penalties for cancellation of discounted airline tickets generally referred to as "nonrefundable" may be paid from agency funds only if the cause of cancellation is in the best interest of the agency / state. The circumstances for cancellation of discounted airline tickets must be included in detail in the voucher. If a ticket is cancelled for the convenience of the traveler the cancellation penalty may not be reimbursed from agency / state funds. Travelers should carefully evaluate the circumstances and risk of cancellation prior to purchase of discounted tickets.
 - i. The cost of unused nonrefundable tickets or cancellation penalties incurred is allowable only if the cause of the cancellation is in the best interest of the agency / state. Costs are also allowable if the traveler has to cancel a trip due to illness of the traveler or the death of a member of the traveler's immediate family, for which an employee is authorized to use sick or administrative leave. For non-employees, the cost of nonrefundable tickets or cancellation penalties may be paid in circumstances which the traveler would have been authorized to use sick or administrative leave.

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7. Special Conditions of Travel

a. Assignment Away from Official Headquarters.

(1) When an agency employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town will be deemed to be his/her official headquarters. If a traveler is receiving per diem or actual expenses plus meals, he/she is considered to be away from his/her official headquarters. If a traveler returns home at night he/she is not considered to be away from official headquarters. However, with the approval of the agency head, the period during which an employee may still be considered headquartered at his/her permanent location may be extended. Requests for extension of the 30-day period must be in writing and contain a statement of circumstances and complete justification for the extension. The original of the approval should be placed in the traveler's personnel file; a copy must be submitted with each travel voucher.

(2) A traveler may leave their assigned post to return home overnight, over the weekend, or during a holiday. However, any time lost from regular duties must be taken as Time off Benefit hours and authorized in the usual manner. The employees will not be reimbursed for travel expenses in excess of the established rate for per diem allowable had the employee remained at the assigned post.

b. Travel of Persons with Disabilities.

(1) When a physically handicapped traveler incurs travel expenses in excess of those ordinarily authorized pursuant to the travel law and these procedures, and such excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All such claims for reimbursement of excess travel expenses shall be submitted in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990 (A3-42.012).

c. Emergency Situations will be addressed at the direction of the CEO.

Approved: Carol Deloach

Carol Deloach, CEO

June 10, 2019

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