

**Children's Services Council of Leon County (CSC Leon)  
Executive Committee Meeting**

Monday, May 8, 2023 | 5:00 p.m.

CSC Leon Office, 2002 Old St. Augustine Road, Suite A-50, Tallahassee, FL 32301

*Members of the public can view the meeting via live stream, when available, on this YouTube channel:*

<https://www.youtube.com/channel/UCc74A9evhLxbHlrH63-clbQ>.

**AGENDA**

*(revised)*

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. General Public Comment
- V. Policies
  - a. Travel Policy
    - 1. Policy Review (page 2)
    - 2. Public Comment
    - 3. Formulation of Recommendation to Full Council to Approve Travel Policy
  - b. Purchasing Card Policy
    - 1. Policy Review (page 7)
    - 2. Public Comment
    - 3. Formulation of Recommendation to Full Council to Approve Amended Purchasing Card Policy
- VI. Foundation/Direct Service Organization (DSO) for CSC Leon Discussion
- VII. Next Meeting Date
  - a. TBD
- VIII. Next Meeting Agenda
- IX. Committee Member Comments
- X. Adjournment

**CSC Leon**  
**DRAFT Travel Policy – April 4May 5, 2023**

This policy will be used to authorize and obtain reimbursement of travel expenses for employees of CSC Leon, potential employees traveling to interview with CSC Leon, hired consultants, other authorized persons, or board members traveling on behalf of CSC Leon. It is the policy of the CSC Leon to ensure equitable standards, effective controls, uniform procedures, proper accounting, and compliance with state and federal law for CSC Leon travelers. Employee travel-related expenses will be authorized only if the purpose of the travel is clearly consistent with the mission of CSC Leon. In the event of a conflict between the terms of this document and the terms of ~~§112.061~~[Section 112.061](#), Florida Statutes, the latter shall prevail.

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 CSC Leon equipment or material to be transported.

CSC Leon's policy is to reimburse for reasonable and necessary business expenses incurred in the course of business activities performed on behalf of CSC Leon. 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 the 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 Chair. 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.
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 CSC Leon office located at 2002 Old St Augustine Rd Building A, Suite A-50, Tallahassee, FL 32301.
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 Leon County requires a Travel Authorization Form signed by the Executive Director and the Chair.

C. Lodging

Travelers may stay in hotels recommended by the event they are attending, or in competitively priced lodging for a particular geographic location. In the event that the lodging rate offered by the hotel where the event is being hosted exceeds the rate authorized by Section 112.061, Florida Statutes, then other accommodations consistent with Section 112.061 shall be secured as long as such other accommodations are not, in the discretion of the Chair, an excessive distance from the location of the event. In the event such other accommodations are not available, approval in advance by the Chair is required before placing a reservation or incurring charges for lodging. Travelers should request government ~~rates (may be called GOV, CONUS, or per diem rates):~~ <https://www.gsa.gov/travel/plan-book/per-diem> rates. If personal charges will be incurred while at the hotel, the cardholder should have a separate account opened with a personal credit card. Placing personal charges on the CSC Leon purchasing card and then later having the amount deducted from the travel reimbursement form is not allowed. If personal charges are inadvertently charged to the card and cannot be corrected with a credit, the cardholder will be responsible for reimbursing CSC Leon. ~~Travelers who share a room and split the cost must claim actual expenses rather than per diem.~~ Reservations may be held by either a CSC Leon purchasing card or a personal credit card.

D. Cancellations/Changes

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.

E. Meals

Per diem or actual costs for meals will only be paid during the period of time spent outside of Leon County on CSC Leon business. You may find the requisite hours of travel that correspond to each per diem meal at ~~§112.061(5)(b),~~ [Section 112.061\(5\)\(b\),](#) Florida Statutes. 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.

F. Mileage

Mileage is reimbursable for business use of an employee's personal vehicle; however, standard commuting costs must be deducted from their mileage reimbursement calculation. ~~Reimbursement is not allowed for mileage reimbursement is not available for rental vehicles);~~ 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. ~~You may find the~~ [The approved mileage reimbursement rate at: https://www.gsa.gov/mileagefor-the-state-of-florida](https://www.gsa.gov/mileagefor-the-state-of-florida) (as set forth in Section 112.061(7)(d), Florida Statutes, or any successor statute) shall apply. Mileage on rental cars is not reimbursable.

G. 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, and communication expenses, etc.

H. Sales Tax

CSC Leon is registered in the State of Florida as exempt from Florida tax; all travelers should have a copy of the CSC Leon Tax Exempt Certificate to present when making reimbursable purchases. The employee should pay with a CSC Leon purchasing card, if assigned, to ensure there is no sales tax included. 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 CSC Leon Executive Director.

I. Tips

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

J. Travel Paid by Other Entity

Any eligible CSC Leon 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 CSC Leon.

K. Vacation Combined with CSC Leon Travel

When a traveler combines CSC Leon travel with a personal vacation, they must clearly segregate expenses and time associated with each. Travelers may only request reimbursement for business expenses.

L. Registration Fees

Fees for registration, including meals and other programmed events sponsored by the conference or convention organization, must be approved in advance by the Chair. Any such fees approved by the Chair should be prepaid wherever possible by use of a CSC Leon purchasing card. Optional fees for recreation and/or entertainment activities associated with a conference or convention are not reimbursable.

M. Travel Reimbursement Form

Original receipts are required for all expenses, except for per diem meal allowances and mileage reimbursement. Expenses not substantiated by the required 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 policies outlined above are not expected to address every issue, exception, or contingency that may arise in the course of CSC Leon's business. The prevailing standard dealing with exceptions is the exercise of good and reasonable judgment in the use and stewardship of CSC Leon's resources.



## TRAVEL REQUEST AUTHORIZATION FORM

Individuals traveling on behalf of the Children's Services Council of Leon County (CSC Leon) are required to seek and obtain authorization to travel at CSC Leon's expense in advance of departure. This process includes the completion and signature approval of a Travel Request Authorization (TRA) form. This form should be completed and approved in adequate time to obtain applicable early discounts. A completed and approved TRA form **must** be submitted with the Travel Reimbursement Form.

### Preparer's Name and Email:

Personal Information		
Traveler Name and Employee #	Name:	Employee #:
Travel Purpose and Destination		
Travel Destination (Address)		
Purpose of Trip		
Program or Objective Supported		
Is travel/attendance required by a grant?	Yes <input type="checkbox"/> If Yes, List Grant:	
Travel Details		
Date and Time of Departure	Date:	Time:
Date and Time of Return	Date:	Time:
Transportation Mode		
Cost Estimate		
NO EXPENSE TO BE REIMBURSED	Yes <input type="checkbox"/>	
Are expenses being reimbursed by a third party?	Yes <input type="checkbox"/> If Yes, Name of Third Party:	
Lodging	Cost per night \$ _____ x #of nights _____ <input type="checkbox"/> Approved ED's Initial _____ <input type="checkbox"/> Disapproved	Subtotals: A.
Transportation	<input type="checkbox"/> Auto Rental (Cost per day \$ _____ x #of days _____) <input type="checkbox"/> Private Auto (#of miles _____ x Cost/mileage _____) <input type="checkbox"/> Airplane (Cost of ticket \$ _____)	B.
Registration Fee (Exclude meals covered in registration fee)		C.
Meals (Include per diem for meals excluded from the registration fee)	Per diem \$ _____ x #of days _____	D.
Other Estimated Costs		E.
<b>TOTAL ESTIMATED COST</b> (sum of A. – E.)		
Signature Approval		
Traveler's Signature and Date		
Executive Director's Signature and Date		
CSC Leon Chair's Signature and Date		

A TRAVELER ON OFFICIAL BUSINESS WILL EXERCISE THE SAME CARE IN INCURRING EXPENSES AND ACCOMPLISHING AN ASSIGNMENT THAT A PRUDENT PERSON WOULD EXERCISE IF TRAVELING ON PERSONAL BUSINESS.



## Travel Expense Report

Traveler's Name	<input type="text"/>	Date Submitted	<input type="text" value="5/8/2023"/>	Per Mile Reimbursement	<input type="text" value="\$0.44"/>
Purpose of Travel	<input type="text"/>	Authorized by	<input type="text"/>	Total Reimbursement Due	<input type="text" value="\$866.00"/>
Travel Period	<input type="text"/>	Approval Signature	<input type="text"/>	Traveler's Signature	<input type="text"/>

Date	Description of Expense	Airfare (total cost)	Lodging (per night)	Ground Transportation (gas, rental car, taxi/ride-share)	Meals & Tips	Conferences and Seminars (paid on-site, ONLY)	Miles (if using personal car)	Mileage Reimbursement	Miscellaneous	Miscellaneous Explanation	Total
Wednesday, April 5, 2023	Travel to Miami, hotel, Uber, Conf Registration	350.00	150.00	12.00	12.00	100.00					\$624.00
Thursday, April 6, 2023	Hotel, Uber, Dinner (Breakfast/Lunch provided)		150.00	10.00	35.00						\$195.00
Friday, April 7, 2023	Travel to Tallahassee, Uber, Dinner (breakfast/Lunch provided)			12.00	35.00						\$47.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
Subtotal		350.00	300.00	34.00	82.00	100.00	0.00	0.00	0.00	TOTAL EXPENSE (REIMBURSEMENT)	\$866.00

\*Original receipts must be attached to Expense Form.

\*\*Use mileage reimbursement current as of travel period.

**RESOLUTION NO. 2023-\_\_**

**A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY AMENDING THE P-CARD POLICY ADOPTED BY RESOLUTION NO. 2022-04; AUTHORIZING, RATIFYING AND CONFIRMING THE ISSUANCE OF A P-CARD TO, AND THE USE OF SUCH P-CARD BY, THE DIRECTOR OF FINANCE AND OPERATIONS; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY AS FOLLOWS:**

**SECTION 1. AUTHORITY.** This Resolution of the Children's Services Council of Leon County ("CSC Leon") is adopted pursuant to Ordinance No. 2018-13 adopted by the Board of County Commissioners of Leon County, Florida on June 19, 2018, as approved by the electorate of Leon County at the general election conducted on November 3, 2020, section 125.901, Florida Statutes, chapter 189, Florida Statutes, and other applicable provisions of law.

**SECTION 2. FINDINGS.** It is hereby ascertained, determined and declared as follows:

(A) The Governing Council of CSC Leon (the "Governing Council") adopted Resolution No. 2022-04 to approve a policy for the procurement and use of P-Cards by CSC Leon staff.

(B) In accordance therein, CSC Leon staff obtained P-Cards from Prime Meridian Bank.

(C) The Governing Council desires to amend the P-Card policy approved by Resolution No. 2022-04 as provided herein, based on recommendations of the Executive Committee.

**SECTION 3. AMENDED P-CARD POLICY.** The amended P-Card policy attached hereto as Appendix A is hereby adopted and approved. Additional text therein is indicated by underline and deleted text is indicated by ~~strike through~~.

**SECTION 4. P-CARD FOR DIRECTOR OF FINANCE AND OPERATIONS.** The Issuance of a P-Card to, and the use of such P-Card by, the Director of Finance and Operations of CSC Leon is hereby authorized, ratified and confirmed.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED** this \_\_\_\_ day of May, 2023.

**CHILDREN'S SERVICES COUNCIL  
OF LEON COUNTY**

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Chair

ATTEST:

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Executive Director

[SEAL]



## **APPENDIX A**

### **CSC LEON P-CARD POLICY**

(Revised May 2023)

#### **1. SCOPE:**

These procedures apply to all transactions made with a CSC Leon P-Card.

#### **2. GENERAL:**

The use of a P-Card by CSC Leon and certain members of its staff is designed to improve efficiency in processing small dollar purchases from any vendor that accepts credit cards.

This program will allow the cardholder to purchase approved commodities and services directly from CSC Leon's vendors. Each P-Card is issued to a named employee, and CSC Leon is clearly shown on the card as the governmental buyer of the goods or services.

The Executive Director is responsible for the implementation, execution and performance of this policy. Every purchase made with a P-Card shall be subject to the purchasing policy approved for CSC Leon by the Governing Council pursuant to Resolution No. 2021-01, as may be amended from time to time.

#### **3. OBJECTIVES:**

- A. To provide CSC Leon staff with an efficient method of purchasing and paying for goods or services not exceeding \$10,000 per purchase/transaction/job/project.
- B. To reduce the use of petty cash and blanket purchase orders.
- C. To ensure P-Card purchases are in accordance with CSC Leon's policies and procedures and with the Florida Statutes.
- D. To reduce the time spent by personnel processing small dollar transactions.
- E. To ensure that CSC Leon bears no legal liability from inappropriate use of P-Cards.

#### **4. AUTHORIZATION:**

When the purchase authorization is requested by the supplier at the point of sale, the P-Card system may validate the transaction against preset limits established by the financial institution which provides the P-Cards (the "Bank"). Transactions may be approved or declined (electronically) based on the established purchase card authorization criteria. The authorization criteria may be adjusted periodically as needed and may include but are not limited to the following:

- A. Number of transactions allowed per day.

- B. Number of transactions allowed per month.
- C. Single purchase limit.
- D. Monthly spending limit.
- E. Approved merchant category codes.

The authorization process occurs through the electronic system that supports the P-Card processing services under the agreement established between the CSC Leon and the Bank.

## 5. RESPONSIBILITIES:

The following is a summation of the responsibilities of all CSC Leon staff members authorized to use a P-Card hereunder:

- A. The P-Card shall be used only in strict conformity with the terms and conditions of the cardholder agreement entered into between CSC Leon and the Bank and with CSC Leon purchasing policy.
- B. Hold and secure P-Cards
- C. Order materials and services.
- D. Inform vendor of tax-exempt status prior to processing sale transaction. It is the responsibility of the cardholder to ensure that sales tax is not charged. Failure to ensure that sales tax is removed will result in disciplinary measures.
- E. Obtain all sales receipts and forward to the Executive Director or Finance Director (if applicable) for authorizing approval.
- F. Log phone orders and request receipts.
- G. Identify disputed charges.
- H. Verify any applicable discount has been deducted by vendor.
- I. Upon termination or transfer of employment, return the P-Card to the Executive Director or Governing Council as applicable.

The Executive Director shall be responsible for the following:

- A. Coordinate program policy issues including revisions to the program.
- B. Participate in resolving billing disputes.
- C. Coordinate and maintain internal controls.
- D. Receive all charge receipts, invoice batches and necessary documentation from all cardholders.
- E. Receive approved charge receipts from all cardholders.
- F. Confirm that all charges are authorized and all purchases are in conformance with CSC Leon's purchasing policy.
- G. File and store statements, receipts, etc.
- ~~H. Provide weekly or monthly statements to the Governing Council concerning purchases made with the P-Card.~~

## 6. PROCEDURES:

### A. Assignment and Control of the P-Card

1. The P-Card will have the employee's name, CSC Leon's name, CSC Leon's tax exemption number and the expiration date. The P-Card issuing company will not have individual cardholder information other than the cardholder's work address. No credit records, social security numbers, etc., of the cardholder will be maintained.
2. Lost or Stolen P-Cards
  - a. If a P-Card is lost or stolen, the cardholder must immediately notify the Bank.
  - b. The cardholder will be responsible for reporting all information necessary to the Bank and law enforcement (in the case of a stolen card) to reduce the liability to CSC Leon for a lost or stolen card.
  - c. Lost or stolen cards may result in progressive disciplinary measures.

### B. Limitation on Use of P-Cards

1. Cardholder Use Only. The P-Card may be used only by the employee whose name is embossed on the card. No other person is authorized to use the card.
2. CSC Leon Purchase Only. The P-Card is to be used for CSC Leon-authorized purchases only. The P-Card cannot be used for any personal use. Any such use will require immediate reimbursement and will result in disciplinary action which may include dismissal.
3. Dollar Limitations.
  - a. For the Executive Director: single purchase limit of \$10,000 and a 30-day limit of \$15,000.
  - b. For the Administrative Services Director and the Director of Finance and Operation: single purchase limit of \$5,000 and a 30-day limit of \$7,500. Notwithstanding anything herein to the contrary, single purchases by the Administrative Services Director or the Director of Finance and Operation in excess of \$300 shall require pre-approval, in writing, by the Executive Director. Such written pre-approval may be effectuated by email or other electronic means and shall constitute a public record of CSC Leon.
  - c. Expenditures shall also be subject to any additional dollar or frequency limitations set forth in the authorization criteria established by the Bank as described in Section 4.
  - d. A purchase may be made of multiple items, but the invoice cannot exceed \$10,000 without a purchase order issued prior to purchase, or the cardholder's limit if less

than such amount. Payment for purchases can not be split to stay within the single purchase limit or to avoid the procurement threshold set forth in CSC Leon purchasing policy.

#### 4. Other Conditions

- a. Sales tax may not be charged by the vendor. If necessary, provide the vendor with a sales tax exemption certificate.
- b. All items purchased over-the-counter must be immediately available. No back ordering is allowed.
- c. All items purchased during one telephone transaction must be delivered in a single delivery. If an item is not immediately available, no back ordering is allowed.
- d. All items purchased by telephone must be delivered by the vendor within the 30-day billing cycle. The order should not be placed without this assurance.
- e. No purchases shall be made from a foreign supplier requiring foreign currency.

#### 5. Prohibited Uses of P-Cards

- a. Cash advances
- b. Capital items\*
- c. ~~Any additional goods/services~~ Goods or services specifically restricted by CSC Leon purchasing policy, if any.
- d. Any purchases from a foreign supplier requiring foreign currency
- e. Telephone calls
- f. Personal, Family or Household items
- g. Purchases from vendors which create a conflict of interest

\* For purposes of this policy, the term "capital items" means capital assets that have initial useful lives extending beyond a single fiscal year such as real property, vehicles, buildings, equipment, and of which the cost is normally depreciated over more than one fiscal year according to generally accepted accounting principles applicable to local governments.

#### C. Disputes

1. If items purchased with the P-Card are defective, the cardholder must return the item(s) to the vendor for replacement or credit. If the service paid for with a P-Card is faulty, the vendor must be notified and asked to correct the situation or provide a credit. If the vendor refuses to replace or correct the faulty item or service, the purchase will be considered in dispute.

2. If the P-Card has been charged for an item not received, then a Cardholder dispute form must be completed by the cardholder and sent or faxed to the Bank.

#### D. Abuse/Violations

1. Participation in the CSC Leon P-Card Program is a convenience that carries responsibilities along with it. Although the card is issued in a cardholder's name, it is CSC Leon property and should be used with good judgement. Improper use of the card can be considered misappropriation of CSC Leon funds which may result in disciplinary action, up to and including termination. Cardholders are expected to comply with internal control procedures in order to protect CSC Leon assets. This includes keeping receipts, resolving discrepancies and following proper card security measures.
2. Misuse of the P-Card may result in disciplinary or other appropriate action up to and including dismissal. Misuse and violations will result in revocation of P-Card privileges and may result in termination of employment for cause.
3. Abuse, misuse, and violations include, but are not necessarily limited to the following:
  - a. Purchase over \$10,000 without obtaining a purchase order.
  - b. Purchase of unauthorized or prohibited items/services
  - c. Multiple transactions to circumvent purchasing procedures.
  - d. Failure to provide proper documentation, receipts invoices etc.
  - e. Purchase of capital outlay items.
  - f. Purchase from vendors, which create a conflict of interest.
  - g. Personal, family or household charges.
  - h. Allowing another person, other than the cardholder, to use the card.
  - i. Failure to report a lost or stolen card in a timely manner.