

**RESOLUTION NO. 2023-03**

**A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY ESTABLISHING A POLICY FOR THE APPROVAL, PAYMENT AND REIMBURSEMENT OF EXPENSES INCURRED WHILE COUNCIL OFFICIALS AND STAFF ARE TRAVELING ON CSC LEON BUSINESS; APPROVING TRAVEL RELATED FORMS; 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) Section 112.061, Florida Statutes, sets forth standardized travel reimbursement rates, procedures and limitations applicable to all public officers, employees and authorized persons whose travel is authorized and paid for by a public agency.

(B) On occasion, CSC Leon officials and staff may travel on CSC Leon business for purposes in furtherance of its core mission.

(C) It is the desire of the Governing Council of CSC Leon (the "Governing Council") to adopt a policy providing for approval, payment and reimbursement of expenses incurred by CSC Leon officials and staff related to such travel, in accordance with Section 112.061, Florida Statutes.

**SECTION 3. TRAVEL POLICY.** The CSC Leon travel policy attached hereto as Appendix A is hereby approved and adopted.

**SECTION 4. APPROVAL OF TRAVEL RELATED FORMS.** All travel outside of Leon County, for which the traveler will seek payment or reimbursement of expenses from CSC Leon, requires a Travel Request Authorization Form signed by the Executive Director and the Chair, in substantially the form attached hereto as Appendix B, with such changes as may be approved by the Chair. Travelers seeking reimbursement for travel expenses shall submit a Travel Expense Report in substantially the form attached hereto as Appendix C, with such changes as may be approved by the Chair.

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

**DULY ADOPTED** this 26 day of June, 2023.

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

By: \_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Executive Director

## APPENDIX A

### CSC LEON TRAVEL POLICY

May 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 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 Request 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 Expense Report 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 Request 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 for State of Florida employees, then other accommodations consistent therewith 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. 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 Expense Report 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. 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 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. 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. The approved mileage reimbursement rate for 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 Expense Report

Original receipts are required for all expenses, except for per diem meal allowances and mileage reimbursement, and shall be submitted along with the Travel Expense Report in order to qualify for 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.

**APPENDIX B**

**TRAVEL REQUEST AUTHORIZATION FORM**

**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 <small>(Exclude meals covered in registration fee)</small>		C.
Meals <small>(Include per diem for meals excluded from the registration fee)</small>	Per diem \$ _____ x #of days _____	D.
Other Estimated Costs		E.
<b>TOTAL ESTIMATED COST</b> <i>(sum of A. – E.)</i>		→
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.

## APPENDIX C

### TRAVEL EXPENSE REPORT



## Travel Expense Report

Traveler's Name	<input type="text"/>	Date Submitted	<input type="text"/>	Per Mile Reimbursement	\$0.00
Purpose of Travel	<input type="text"/>	Authorized by	<input type="text"/>	Total Reimbursement Due	\$0.00
Travel Period	<input type="text"/>	Approval Signature	<input type="text"/>	Traveler's Signature	<input type="text"/>

Date	Description of Expense	Airfare <small>(total cost)</small>	Lodging <small>(per night)</small>	Ground Transportation <small>(gas, rental car, taxi/ride-share)</small>	Meals & Tips	Conferences and Seminars <small>(paid on site, ONLY)</small>	Miles <small>(if using personal car)</small>	Mileage Reimbursement	Miscellaneous	Miscellaneous Explanation	Total
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
Subtotal		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TOTAL EXPENSE (REIMBURSEMENT)	\$0.00

\*Original receipts must be attached to Expense Form.  
 \*\*Use mileage reimbursement current as of travel period.