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RESOLUTION NO. 91-M-09

AMENDING ADMINISTRATIVE REGULATION 7.12 AS
SUCH RELATES TO MILEAGE RATES AND MAKING
SUCH AMENDMENT EFFECTIVE UPON ADOPTION.

WHEREAS, the Charter of Orange County provides for the adoption of Orange County Administrative Regulations by the Board of County Commissioners whereby provision is made for the rules and procedures of the operation and administration of County government, and for the amendment of such County Administrative Regulations when necessary; and

WHEREAS, Orange County Administrative Regulation 7.12 presently provides for mileage reimbursements to be made to those County officers and employees who use their private motor vehicles for approved travel in the conduct of public business, and that such reimbursements be paid at a rate of 20 cents per mile; and

WHEREAS, the present said rate of reimbursement for mileage established by the state government of the State of Florida is unrealistically low in view of continued economic inflation and the recent increase in the federal fuel tax and the Orange County Government now wishes, in order to insure fair economic treatment of County officers and employees, to adopt an amended rate of mileage reimbursement higher than that provided by the State, namely a rate of 26 cents per mile;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY, FLORIDA:

Section 1. The Board of County Commissioners does hereby adopt the amended language of County Administrative Regulation 7.12 attached hereto, which language states that the rate of mileage reimbursement paid by the County for approved private motor vehicle use by County officers and employees for the conduct of public business shall be and is 26 cents per mile, all until further amendment of the aforementioned County Administrative Regulation.

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Section 2. This Resolution shall take effect upon enactment.

ADOPTED THIS 19th DAY OF March, 1991.


ORANGE COUNTY, FLORIDA

BY: Linda W. Chapin
County Chairman

DATE: 3/26/91

ATTEST: Martha O. Haynie, Comptroller
as Clerk to the Board
of County Commissioners

BY: Lois M. Haynie
Deputy Clerk

	ORANGE COUNTY ADMINISTRATIVE REGULATIONS	No: 7.12
		Date:
Title:		Approved By:
TRAVEL		Page 1 of 6

I. POLICY:

Appropriations for travel represent a significant percentage of the County's annual budget. Therefore, it is necessary that appropriate regulations be instituted to ensure adequate review, approval, and control of these expenditures. The travel procedures set forth in this Regulation apply to all employees under the administrative direction of the Board of County Commissioners and to any member of any advisory body to the Board of County Commissioners.

II. PROCEDURES:

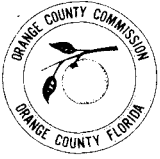
- A. It is the responsibility of each Division Director and Department Manager to ensure compliance with the regulations. Exceptions and/or variations from the regulations require prior approval of the Orange County Administrator (or his designee).

The Office of Management and Budget is responsible for monitoring compliance with these procedures. Any deviations are to be reported to the Office of the County Administrator for appropriate corrective action. The Office of Management and Budget is responsible for developing and revising any necessary travel forms (requests and reimbursements) and for coordination with the Finance Department of the Comptroller's Office to resolve any issues relative to the payment of travel expenditures. The Office of Management and Budget is also responsible for periodic reporting of travel expenditures in accordance with instructions from the County Administrator's Office and for monitoring and coordinating with any travel agency(ies) under contract to the County.

- B. All official travel outside the geographical boundaries of Orange County must be approved by the appropriate Department Manager, Division Director, and the County Administrator or his designee.

FOR MORE INFORMATION CONTACT: Office of Management and Budget

REFERENCE: Florida Statutes, Chapter 112.061(6)

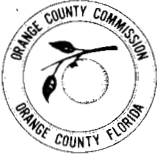


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1. Prior to travel, the traveler must submit a completed Travel Request Form (available from OMB) with signature approval of the Department Manager and Division Director to OMB ten (10) days in advance of the scheduled departure date for regular travel and thirty (30) days in advance of the scheduled departure date for conferences, conventions or seminars.
2. If travel involves the need for a common carrier, accommodations, rental car, etc., the traveler shall make tentative arrangements with the County's authorized travel agency. The traveler shall attach a copy of the tentative arrangements to the travel request form.
3. OMB will review the travel request in accordance with established policies and procedures. The travel request will be forwarded to the County Administrator (or his designee) for final review and approval. After final approval is given by the County Administrator or his designee, OMB will forward the first sheet of the three-part approved Travel Request and Reimbursement Form to the Finance Department, will authorize the travel agency to confirm travel arrangements with the traveler and the selected vendors and will return the remaining two sheets of the three-part Travel Request and Reimbursement Form to the requesting department.
4. The following shall apply when travel involves attendance at a conference, convention, or seminar:
 - a. The conference, convention, or seminar must be in connection with the official business of the County, or the activity must provide a direct, job-related educational benefit for the employee, or the employee must have been requested by a sponsoring organization to participate in the official program. In the case of a request to participate in an official program, the travel must be approved through the normal approval process outlined in this Regulation before the employee agrees to participate.
 - b. Travel requests for a conference, convention, or seminar must be accompanied by a copy of the program or agenda of the activity indicating the nature of the activity, the registration fees and any meals or lodging included in the registration fee.



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- c. The County Administrator or his designee may determine the maximum number of conferences, conventions, or seminars that may be attended by an employee. To provide departments with a benchmark for decision-making, the following general guidelines will apply unless specific circumstances dictate otherwise:
- (1) Employees shall attend no more than three out-of-county conferences, conventions, or seminars per fiscal year.
 - (2) No more than four (4) individuals from one department shall attend the same out-of-county conference, convention, or seminar.
 - (3) These guidelines apply regardless of whether or not County funds are to be expended. The guidelines apply to any travel which would cause the traveler to be away from his/her assigned work place.
5. Transportation:
- a. The most economical and direct method of travel (county vehicle, private vehicle or common carrier) shall be utilized for out-of-county travel.
 - b. All travel must be by a usually traveled route. If a traveler requests travel by an indirect route for his/her own convenience any extra cost shall be borne by the traveler. Reimbursement for expenses shall be based on such charges as would have been incurred by a usually traveled route.
 - c. Only tourist or coach class rates are allowable for reimbursement if travel is by common carrier. To ensure reimbursement in the event only first class rates are available, a statement to that effect must be attached by the traveler to the Travel Request and Reimbursement Form certifying that tourist or coach class was unavailable.



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6. Reimbursement of traveling expenses:

- a. All claims for reimbursement of travel expenses shall be submitted on the second sheet of the three-part Travel Request and Reimbursement Form (Form 8-1). The form shall show the signature approval of the appropriate Department Manager and Division Director. The form shall be forwarded to OMB for review. If the actual amount of travel expenses exceeds the amount as approved on the original Travel Request and Reimbursement Form by more than 10%, OMB will forward the form to the County Administrator (or his designee) for approval.
- b. Per diem and subsistence allowance rates shall be governed by the provisions of Florida Statutes, Chapter 112.061(6), as amended. Reimbursement for local and out-of-county mileage shall be at the rate of \$.26 per mile. OMB shall be responsible for obtaining the most recently enacted mileage allowance published by the Internal Revenue Service for computation of the business mileage income tax deduction. Accordingly, OMB will periodically examine the need to increase the reimbursement rate.
- c. Departments which incur mileage expenses paid for through grants-in-aid should request in writing that the grantor allow local travel at the adopted county rate. That portion of the adopted rate which the grantor will not allow should be charged to county funds as shown on the Travel and Request Form (Form 8-1).
- d. If travel was approved on a Travel Request and Reimbursement Form, reimbursement must be filed regardless of whether any expense was involved, trip was canceled, etc. Reimbursement forms should be sent directly to OMB and are due within 10 days of completing travel. Failure to file in a timely manner may result in suspension of future traveling privileges.
- e. The requesting department shall retain the third sheet of the three-part Travel Request and Reimbursement Form with completed request and reimbursement information.



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7. One Day Out-of-County Travel

Non-exempt employees traveling on single-day assignments for County business purposes shall have the time counted as hours worked for the purpose of determining premium overtime eligibility. If a public conveyance such as train or airplane is used, the travel time to the station or airport is not considered time worked.

8. Overnight Travel

- a. Non-exempt employees traveling overnight for County business purposes shall have the time counted as hours worked for the purpose of determining premium overtime eligibility if the travel occurs during normal work hours, even if the travel is not on a normal work day.
- b. Hours not counted as time worked include the time outside normal work hours and meal periods.
- c. If the non-exempt employee is the driver or passenger using an automobile for County business travel, these hours are counted as time worked.
- d. The non-exempt employee must maintain a written record of travel time, meal periods, and time spent actually working when engaged in overnight travel on County business.

9. Local travel expenses:

- a. A Travel Request and Reimbursement Form is required to attend meetings, conferences, conventions, seminars, etc., which occur within the geographical boundaries of Orange County. The request and reimbursement procedures shall be followed as explained for out-of-county travel (see above).
- b. The use of privately-owned vehicles for official travel within the County in lieu of publicly-owned vehicles may be authorized by a Department Manager. Reimbursement for local mileage shall be at a rate established--by-state-law the County's adopted mileage rate. Claims for local mileage in connection with official business after normal working hours may use the traveler's residence as point of origin for payment



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purposes. Claims for local mileage shall be submitted to the Finance Department on a Statement for Local Traveling Expenses Form, with appropriate signature authorizations completed.

- c. The Board of County Commissioners may grant monthly allowances in fixed amounts for the use of privately-owned automobiles for official business in lieu of the County's adopted mileage rate. This allowance will be provided to the departmental head level (and above) personnel upon the approval of the County Administrator or his designee. Other personnel may receive auto allowance upon the recommendation of the appropriate department/division head and the approval of the County Administrator or his designee, if the allowance would provide a neutral or net savings to the County based upon the estimated (County) business mileage the employee would incur.
10. Special procedures apply to the Cooperative Extension Service due to the nature of their multi-county responsibilities and reporting relationship to the University of Florida. These procedures are outlined in a January 30, 1987 listing approved by the County Administrator.
11. Travel outside the continental United States, on County time or at the County's expense, is prohibited without specific prior approval of the County Administrator.