

**AGREEMENT BETWEEN THE CITY OF GAINESVILLE and
THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES FOR EMS MEDICAL
DIRECTOR SERVICES (Fire Rescue)**

THIS AGREEMENT, effective as of the first (1) day of July, 2017, by and between the CITY OF GAINESVILLE (CITY), and THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES (UNIVERSITY), FOR THE BENEFIT OF THE DEPARTMENT OF EMERGENCY MEDICINE (DEPARTMENT), COLLEGE OF MEDICINE, UNIVERSITY OF FLORIDA.

WITNESSETH:

WHEREAS, CITY has been granted a Certificate of Public Convenience and Necessity by Alachua County (County) to provide advanced life support services on behalf of the City of Gainesville, Florida, and to coordinate the advanced life support services that CITY provides with County's ongoing provision of emergency medical services (EMS), CITY contracts for medical direction of CITY EMS services (Fire Rescue Medical Director); and

WHEREAS, UNIVERSITY, existing pursuant to Section 7, Article IX of the Constitution of the State of Florida, is charged with a tripartite mission of service, education and research; and in support of its educational programs and its service mission, UNIVERSITY enters into agreements pursuant to which it provides administrative and clinical health care services, through its UNIVERSITY-employed health care professionals; and

WHEREAS, UNIVERSITY has among its UNIVERSITY-employed faculty in the Department of Emergency Medicine those physicians who are licensed and qualified by having substantial expertise and experience in the field of emergency medicine (Faculty Physician(s)); thus, in furtherance of UNIVERSITY's mission, UNIVERSITY is willing and able to provide Fire Rescue Medical Director services, through its hereunder assigned Faculty Physician, to CITY; and

WHEREAS, UNIVERSITY, in its educational programs for the development of medical professionals, has responsibility for the training of students, resident physicians (resident physician), and medical fellows (Fellows).

WHEREAS, the educational programs of UNIVERSITY will be enhanced because of opportunities for students, resident physicians, fellows, and faculty to participate in health care responsibilities through the cooperative efforts of CITY and UNIVERSITY;

WHEREAS, UNIVERSITY, pursuant to Regulation 9.017 of the State University System of Florida Board of Governor, and in furtherance of its education, training, and service responsibilities, authorizes its professional faculty and staff, as an integral part of their academic activities and their employment as faculty and staff, to provide health, medical, and dental care and treatment to patients, including patients at independent hospitals, other institutions, and various other clinical sites; the College of Medicine is authorized, pursuant to said Regulation 9.017, to develop and maintain a faculty practice plan for the orderly collection and distribution

of fees and income generated from such faculty practice activities; the College of Medicine has established and maintains such a faculty practice plan, known as the "College of Medicine Faculty Practice Plan"; and

NOW, THEREFORE, in consideration of the terms and covenants hereinafter set forth, and the mutual benefits each unto the other flowing, the parties heretofore named hereby agree as follows:

Section 1. UNIVERSITY's Mission and Purpose of Agreement. Under Article IX, S7 (a) of the Florida Constitution, UNIVERSITY's purpose or "mission" is to achieve excellence through: 1) teaching students, 2) advancing research, and 3) providing public service for the benefit of the state's citizens. UNIVERSITY's provision of administrative medical director services within the scope of this contractual arrangement operates to further these UNIVERSITY's mission of education, research and public service by providing UNIVERSITY a unique educational setting in this specific medical area, support of the Department's current EMS educational opportunities (e.g. EMS residency elective, Medical Director Fellowship) as well as potential research. Furthermore, enhanced opportunities are likely to develop from this Agreement for the educational, research and services programs of the UNIVERSITY.

Section 2. Assignment of Faculty Physicians for Medical Director. UNIVERSITY shall make available to CITY the services of UNIVERSITY Faculty Physicians who are licensed and experienced in their fields to act as CITY's Fire Rescue Medical Director, who meet requirements provided by Chapter 401, Florida Statutes, and Chapter 64J-1, Florida Administrative Code; and Associate Medical Directors. Subject to approval by CITY, UNIVERSITY shall assign qualified faculty physicians to serve as Medical Director and Associate Medical Director(s) for Special Operations teams/programs. The parties agree that as of September 1, 2017:

a. *David A. Meurer*, M.D. has been the faculty physician assigned by UNIVERSITY to render services, on behalf of UNIVERSITY, as CITY's Fire Rescue Medical Director hereinafter (Medical Director) pursuant to this Agreement.

b. *Lisa Chacko*, M.D. has been the faculty physician assigned by UNIVERSITY to render services, on behalf of UNIVERSITY, as CITY's Fire Rescue Associate Medical Director hereinafter (Associate Medical Director) of the Community Resource Paramedic Program pursuant to this Agreement.

c. *David A. Meurer*, M.D. has been the faculty physician assigned by UNIVERSITY to render services, on behalf of UNIVERSITY, as CITY's Fire Rescue Associate Medical Director hereinafter (Associate Medical Director) of the Hazardous Materials Response Team pursuant to this Agreement.

d. *John Slish*, M.D. has been the faculty physician assigned by UNIVERSITY to render services, on behalf of UNIVERSITY, as CITY's Fire Rescue Associate Medical Director

hereinafter (Associate Medical Director) of the Tactical Medical Support Team (SWAT medics) pursuant to this Agreement.

e. *Ben Abo*, M.D. has been the faculty physician assigned by UNIVERSITY to render services, on behalf of UNIVERSITY, as CITY's Fire Rescue Associate Medical Director hereinafter (Associate Medical Director) of the Light Technical Rescue Team (LTRT) pursuant to this Agreement.

As mutually agreed upon by the parties, UNIVERSITY may assign physician(s), fellow(s), resident(s), and staff to assist the Medical Director in the provision of services specified herein. Furthermore, in the event the Medical Director or Associate Medical Director becomes unavailable, UNIVERSITY and CITY agree to confer for the purpose of attempting to identify alternate qualified UNIVERSITY personnel to be assigned by UNIVERSITY to provide these services, as set forth herein. If UNIVERSITY assigns such additional and/or alternate personnel to CITY, UNIVERSITY and CITY agree that the terms of this Agreement shall remain in full force and effect, shall continue to govern the relationship between the parties, and written notice to CITY of such assignments shall constitute an amendment to this Agreement.

The parties agree that the Medical Directors, and any other assigned University physicians, as employees/agents of UNIVERSITY, shall provide all services required pursuant to the terms of this Agreement under UNIVERSITY's exclusive supervision and control.

Section 3. UNIVERSITY Services. The parties agree that UNIVERSITY shall direct the faculty physicians assigned by UNIVERSITY pursuant to this Agreement to provide:

Sub-section I, Medical Director: Twelve (12) hours per month of the Medical Director services set forth below:

- a. Medical supervision of CITY's paramedics and emergency medicine technicians to ensure paramedics and emergency medicine technicians become familiar with and maintain compliance with applicable statutes, rules, standing operating procedures, standing medical orders, and the application of emergency medical procedures.
- b. Permit or prohibit paramedics and emergency medicine technicians from performing basic and/or advanced life support techniques and make recommendations regarding the competency of all paramedics and emergency medicine technicians that perform under the Medical Director's license.
- c. Respond to medically related injuries arising from on-the-job activities of paramedics and emergency medicine technicians.
- d. Assist with development and ongoing review of a patient quality assurance program.
- e. Supervise or assist paramedics and emergency medicine technicians by responding to emergency medical calls, subject to the availability of the Medical Director's time.

- f. Assist with and/or provide monthly training sessions with qualified instructors of paramedics and emergency medicine technicians.
- g. Assist CITY with advice as to questions arising from Occupational Health and Infection Control issues; however, the Medical Director does not replace the current Occupational Health services provided to CITY.
- h. Serve as CITY's liaison to the Alachua County Medical Society (Society) for the purpose of advising and keeping the Society informed as to current standing medical orders and patient transport protocols of CITY.
- i. Attend the State of Florida EMS Medical Directors quarterly meetings and attend the Florida Fire Chief's Firefighter Health and Safety Conference. CITY shall provide to UNIVERSITY, at no cost to UNIVERSITY, all membership fees and travel expenses related to the foregoing associations and meetings, which shall be reimbursed in accordance with the CITY's travel policy, being attached to and incorporated in this Agreement as Exhibit A.
- j. Meet regularly with the Fire Chief, Special Operations Chief (EMS Program Manager), and EMS Training Captain.
- k. On an as-needed basis, and upon request by County, serve as the Assistant System Medical Director of the Alachua County Fire Rescue Services, and if the Alachua County System Medical Director is unavailable, to assume the role of Acting System Medical Director of the Alachua County Fire Rescue Services, with the duties and responsibilities of that role. The responsibilities set forth in this paragraph are opportunities for CITY and County Medical Directors to work together on an as-needed basis to support the provision of EMS to the Gainesville/Alachua County area. These responsibilities do not connote any reporting or hierarchical relationship between CITY and COUNTY or between their Medical Directors.
- l. On an as-needed basis, coordinate an Associate Medical Director to serve as CITY's Fire Rescue Medical Director pro tem, if CITY's Fire Rescue Medical Director is unavailable. In the event of such requests, the duties and responsibilities set forth herein shall apply.

Sub-section II, Associate Medical Director:

- a. Participate in the supervision of and medical education/training for paramedics involved in special programs including: CRP, HazMat, TMST, and LTRT.
- b. Supervise or assist paramedics and emergency medicine technicians by responding to emergency medical calls, subject to the availability of the Associate Medical Director's time.
- c. Assist with and/or provide monthly training sessions with qualified instructors of paramedics and emergency medicine technician team members.

All services to be provided by UNIVERSITY, through its assigned Faculty Physicians, shall be rendered at times mutually agreed to by UNIVERSITY, through the Department, and

CITY, dependent upon the needs of the parties and the availability of the Faculty Physician.

Section 4. Compensation for Services. For UNIVERSITY fiscal reasons, the annual period from July 1 of any calendar year through June 30 of the next consecutive calendar year shall be referred to hereinafter as an "Agreement Year". Each of the quarterly periods from July through September, October through December, January through March and April through June of each Agreement Year shall be referred to hereinafter as an "Agreement Quarter." For each Agreement Year, CITY shall pay to UNIVERSITY an annual amount of Nineteen Thousand Five Hundred Dollars (\$19,500.00) for the Medical Direction services rendered pursuant to this Agreement.

In order to facilitate payment proration and fiscal adjustments necessary between the prior agreement and this Agreement, UNIVERSITY will bill CITY for any periods from September 1, 2016-June 30, 2017 that were not already paid to UNIVERSITY prior to the execution of this Agreement, and going forward starting July 1, 2017 UNIVERSITY, through the Department of Emergency Medicine, will bill CITY quarterly in September, December, March and June. Thereafter, UNIVERSITY shall invoice CITY in the amount of Four Thousand Eight Hundred Seventy Five Dollars (\$4,875.00) per Agreement Quarter, on or about the last working day of each quarterly period for services provided during the just-concluded quarter, and payments shall be made by CITY within thirty (30) calendar days of the date of the invoice submitted to CITY by UNIVERSITY, UNIVERSITY shall forward invoices to:

City of Gainesville Fire Rescue
1025 NE 13th Street
Gainesville, Florida 32601

Payment to UNIVERSITY for the membership fees and travel expenses related to Section 3 hereinabove shall be reimbursed in accordance with Exhibit A, the CITY's travel policy.

CITY's payments to UNIVERSITY hereunder shall be made payable to UNIVERSITY's billing entity, Florida Clinical Practice Association, Inc., Remittances by CITY to UNIVERSITY shall be made by Electronic Funds Transfers (EFT) to the UNIVERSITY's billing entity, Florida Clinical Practice Association, Inc. ("FCPA"). UNIVERSITY shall provide CITY with the information necessary for EFT payment processing. UNIVERSITY shall assure that funds received pursuant to this Agreement will be deposited in such a way as to reimburse the sources which made the original expenditures for the provision of services. In the event there is a disruption in the EFT payment processing, the FCPA payment may be forwarded to:

Department of Emergency Medicine
P. O. Box 100186
Gainesville, Florida 32610-0186

The parties acknowledge and agree that the compensation set forth herein represents the

fair market value of the Medical Director services provided by UNIVERSITY to CITY, which have been negotiated in an arms-length transaction and has not been determined in a manner which takes into account the volume or value of any referrals or business that otherwise may be generated between CITY and UNIVERSITY. The parties further agree that this Agreement does not involve the counseling or promotion of a business arrangement that violates state or federal law. Nothing contained in this Agreement shall be construed in any manner as an obligation or inducement for either party to refer patients, if any, to the other party, or any organizations affiliated with that party.

Section 5. Term of Agreement, Renewal, and Amendment. This Agreement shall commence on July 1, 2017 and remain in effect through June 30, 2020. This Agreement shall automatically renew for one (1) additional three (3) year period (Renewal Term) unless either party notifies the other party at least thirty (30) days prior to the expiration of the initial three (3) year period (Initial Term) of its desire that the renewal option not take effect. Further, excepting the notice of assignment referenced in Section 2 of this Agreement, CITY and UNIVERSITY agree that the terms of this Agreement may be revised at any time only by formal written amendment to this Agreement executed by both parties hereto.

Section 6. Termination. This Agreement may be terminated as follows:

- a. In as much as UNIVERSITY's performance and obligation under this Agreement are contingent upon an annual appropriation by the Florida Legislature, notice of lack of funding for the provision of these services shall serve as an immediate termination of this Agreement,
- b. In the event CITY is no longer licensed by the State of Florida as a provider of advanced life support services, this Agreement shall terminate immediately,
- c. With or without cause by either party upon thirty (30) calendar days prior written notice to the other party.
- d. Either party shall have the right to immediately terminate this Agreement for failure of the other party to comply with the public records law of the State of Florida as set forth in Chapter 119, Florida Statutes.

The failure of any party to comply with any provision of this Agreement shall place that party in default. Prior to terminating this Agreement for default, a non-defaulting party shall notify the defaulting party in writing. This notification shall make specific reference to the provision which gave rise to the default and shall provide the defaulting party with a reasonable period of time in which to cure the default. In the event said default is not cured within the reasonable time period provided, this Agreement may be terminated. The failure of any party to exercise this right shall not be considered a waiver of such right in the event of any further default or noncompliance.

. At any time during the Initial Term or any Renewal Term of this Agreement any party

may notify the other party to this Agreement that such party is of the view that the then current legal environment affecting the Medical Director services provided to CITY has changed, such that the continued operations under the Agreement are no longer in the best interest of the parties. Thereafter, the parties shall promptly terminate the Agreement.

Section 7. Effect of Termination.

- a. In the event of termination of this Agreement, CITY will compensate UNIVERSITY for all services satisfactorily rendered prior to the termination date.
- b. The parties acknowledge and agree that if this Agreement is terminated prior to its yearly renewal date, another Agreement may not be executed between the parties within the succeeding year for the same Medical Director's services specified herein, except for the sole purpose of adopting modifications as required by law or recommended by counsel to further legal compliance.
- c. Upon termination of this Agreement, as herein provided, neither party shall have any further obligation hereunder except for (i) obligations accruing prior to the date of termination, and (ii) obligations, promises, or covenants contained herein which are expressly made to extend beyond the term of this Agreement.

Section 8. Independent Contractor Status. All parties expressly intend that with regard to the provisions of this Agreement said parties are independent contractors and no party hereto shall receive any other benefits besides those expressly provided for herein. Further, it is the express intent of the parties hereto that no agent, servant, contractor, or employee of one party be deemed an agent, servant, contractor, or employee of the other party. All personnel of UNIVERSITY rendering services pursuant to this Agreement shall be employees/agents of the University of Florida. Regardless of anything else contained in or implied from this Agreement any employee of UNIVERSITY who may be performing the services herein described shall remain an employee of UNIVERSITY subject at all times to UNIVERSITY's policies and procedures, and in no way shall such employee be deemed an employee of CITY. All UNIVERSITY employees shall wear pictured nametags identifying their status with the University of Florida while performing services pursuant to this Agreement,

Section 9. UNIVERSITY Liability Protection. To the extent that the State of Florida, on behalf of the Board of Governors and UNIVERSITY, has partially waived its immunity to tort claims and is vicariously responsible for the negligent acts and omissions of its employees and agents as prescribed by Section 768.28, Florida Statutes, UNIVERSITY is protected for a claim or judgment by any one person in a sum not exceeding Two Hundred Thousand Dollars (\$200,000.00) and for total claims or judgments arising out of the same incident or occurrence in a total amount not exceeding Three Hundred Thousand Dollars (\$300,000.00), such protection being provided by the University of Florida J. Hillis Miller Health Center Self-Insurance Program, a self-insurance program created pursuant to the authority of Section 1004.24, Florida

Statutes. The sole remedy available to a claimant to collect damages allocated to University is as prescribed by Section 768.28, Florida Statutes. All liability protection described in this Section is on an "occurrence" basis, The University of Florida, J. Hillis Miller Health Center Self Insurance Program provides ongoing protection with no expiration.

Section 10. Notices. All notices by either party required or permitted by this Agreement shall be in writing and delivered by registered or certified mail with the United States Postal Service, postage prepaid, return receipt requested, by overnight delivery (for which evidence of delivery is obtained by the sender), or by hand delivery to the representatives specified herein,

If to UNIVERSITY:

Dean, of College of Medicine
C/o Jeremy W. Sibiski, Executive Director, Administrative Affairs
P.O. BOX 103450
Gainesville, Florida 32610-3450

With copy to:

J. Adrian Tyndall, M.D, MPH
Chair, Department of Emergency Medicine
P.O. Box 100186
Gainesville, Florida 32610-0186

And:

OGC, Contracts Unit
University of Florida
P.O. Box 12737 Gainesville, FL 32611-2737

If to CITY:

Anthony Lyons, City Manager
Mail Station 6
P.O. Box 490
Gainesville, Florida 32627

In the event that representatives change due to a change in personnel after execution of this Agreement, notice of the name and address of the new representative shall be furnished in writing to the other party and a copy of said notification on attached to the originals of this Agreement.

Section 11. Confidentiality and Safekeeping of Health Information. The parties shall instruct their employees to hold as confidential any patient information acquired as a result of this Agreement except for use by the City and/or University for the purpose of preventing or controlling disease, injury, or disability; See 45 CFR 164.512(b)(1)(i). Otherwise, before any

release or disclosure of medical records occurs, consent and authorization to release shall be obtained from the legal representative of the patient, in accordance with applicable state and federal laws pertaining to the confidentiality of medical records. Any and all use or disclosure of patient information must be made in accordance with Sections 501.171, 394.4615, 395.3025 and 456.057, Florida Statutes, as applicable, and in accordance with any other applicable state and federal law, including the Health Insurance and Portability and Accountability Act of 1996 ("HIPAA"), and the Health Information Technology for Economic and Clinical Health Act ("HITECH) and any and all implementing regulations. During the term of this Agreement, except as otherwise required by state and/or federal law, each party agrees (1) to maintain all protected health information (PHI) and Personally Identifiable Information (PII) in a secure and confidential fashion, (2) to ensure that its directors, officers, employees and agents will maintain all PHI/PII in a secure and confidential fashion, and (3) not to disclose such information to any third party, except as set forth herein.

Section 12. Proprietary Use. CITY shall not use the name, logo, or likeness of UNIVERSITY, or any of UNIVERSITY's staff, in any signage, advertising, or promotional material (Proprietary Use), without the prior written consent of UNIVERSITY. All requests for Proprietary Use must be presented to the Chief Communications Officer and Associate Vice President for Health Affairs, UF Health Communications, P. O. Box 100253, University of Florida, Gainesville, FL 32610-0253, telephone (352) 273-5810, fax (352) 392-9220. Each request for Proprietary Use may be granted or withheld in the sole discretion of University of Florida. In the event consent has not been granted within 30 days of the request's receipt, the request is considered to be denied.

Section 13. Assignment. This Agreement is personal to each of the parties, and neither party may assign or delegate any rights or obligations under this Agreement to another entity, without first obtaining the written consent of the non-assigning party. Any purported assignment or delegation shall be a default and shall be void.

Section 14. No Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon any person, firm or corporation other than the parties hereto and their respective Successors or assigns, any remedy or claim under or by reason of this Agreement or any term, covenant or condition hereof, as third party beneficiaries or otherwise, and all of the terms, covenants and conditions hereof shall be for the sole and exclusive benefit of the parties hereto and their permitted successors and assigns.

Section 15. Severability. If any provision of this Agreement is held to be invalid or unenforceable, the validity and enforceability of any other provision of this Agreement shall not be affected.

Section 16. Governing Law. This Agreement shall be governed by, enforced, and interpreted in accordance with the laws of the State of Florida,

Section 17. Authorized Signature Required. This Agreement is not binding until it has been executed by the duly authorized representatives of UNIVERSITY and CITY.

Section. 18. Entirety of Agreement. This Agreement, inclusive of the attached Exhibit A, constitutes all of the terms and conditions to which the parties have agreed, with respect to the subject matter hereof, and supersedes any prior agreements, oral or written, and all other communications between the parties relating to Such subject matter, No other terms or conditions in the future shall be valid or binding on either party unless reduced to writing, executed by both parties, and attached to this Agreement as an amendment, All continuing covenants, duties, and obligations herein shall survive the expiration or earlier termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Medical Director Services to be executed for the uses and purposes herein expressed.

THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES, FOR THE BENEFIT OF THE DEPARTMENT OF EMERGENCY MEDICINE, COLLEGE OF MEDICINE, UNIVERSITY OF FLORIDA

By: _____ Date: _____

Michael Good, M.D.
Dean, College of Medicine
University of Florida

CITY OF GAINESVILLE, FLORIDA

By: _____ Date: _____

Anthony Lyons
City Manager
City of Gainesville, Florida

Witness: _____ Date: _____

APPROVED AS TO FORM AND LEGALITY

Lee Libby, Assistant City Attorney

*City of
Gainesville*

*Finance Department
Procedures Manual*

Chapter 25-000:
Effective Date:

Travel
January 27, 1997

SECTION
NUMBER

DESCRIPTION

| | |
|--------|---|
| 25-100 | INTRODUCTION |
| 25-110 | • Purpose |
| 25-120 | • Scope |
| 25-130 | • Organizational Units Involved |
| 25-200 | POLICY |
| 25-210 | • Travel Authorization |
| 25-211 | – Incidental Travel |
| 25-212 | – In-State Travel |
| 25-213 | – Out of State Travel |
| 25-214 | – Non-City Employees |
| 25-215 | – City Commissioners and Charter Officers |
| 25-216 | – Special Purpose Travel |
| 25-217 | – Personal Travel |
| 25-218 | – Certification Exam Travel |
| 25-220 | • Authorized Transportation |
| 25-221 | – Air Travel |
| 25-222 | – Automobile Travel |
| 25-223 | – Other Travel |
| 25-230 | • Travel and Training-Related Costs |
| 25-231 | – Registration Fees |
| 25-232 | – Lodging |
| 25-233 | – Meals |
| 25-234 | – Miscellaneous Expenses |
| 25-240 | • Non-Reimbursable Expenses |
| 25-250 | • Advance Payments |
| 25-251 | – Cash Advances |
| 25-252 | – Vendor Prepayments |
| 25-253 | – Refunds |
| 25-260 | • Travel Expense Reports |

*City of
Gainesville*

*Finance Department
Procedures Manual*

Chapter 25-000:
Effective Date:

Travel
January 27, 1997

SECTION
NUMBER

DESCRIPTION

25-400
25-410
25-411
25-412
25-413
25-414
25-420
25-421

PROCEDURE

- Type of Travel
 - Incidental Travel
 - In-State Travel
 - Out of State Travel
 - Short or Day Travel
- Travel Authorization/Expense Reimbursement
 - Completion of the Travel Authorization/Expense Form

EXHIBIT

DESCRIPTION

Exhibit 25-B

- Meals Worksheet

Section 25-100:
Effective Date:

Introduction
January 27, 1997

25-100: INTRODUCTION

Travel by City Commissioners, Charter Officers, and City employees is necessary and useful in conducting the City's business. These regulations shall apply to all City of Gainesville elected officials, Charter Officers, employees, members of advisory boards, volunteers, and all others who are authorized to travel on City business. The policies set forth in this chapter are also applicable to Gainesville Regional Utilities unless otherwise indicated. However, processing procedures and paper flow may vary.

Responsibility

All persons traveling on official City business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. All Department Heads are responsible for ensuring that their employees follow these regulations.

• **25-110: Purpose**

The purpose of these policies and procedures is to provide a reasonable and systematic means by which travel is approved and controlled. This chapter provides City staff with an organized source of information regarding City policies plus the steps and procedures that are required to:

- Authorize and initiate payment for travel expenses incurred.
- Document travel expenses.
- Initiate a travel request.

• **25-120: Scope**

The scope of these procedures shall apply to all travel expenses regardless of funding sources.

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-100:
Effective Date:

Introduction
January 27, 1997

As such, the procedures address:

- Expense Reimbursement
- Travel Advances
- Travel Authorization
- Types of Travel

These procedures include activities which start at the time when the need for travel is identified and end at the time when payment is approved for disbursement according to Chapter 23-000, "Accounts Payable and Cash Disbursements."

- **25-130: Organizational Units Involved**

City Commission

As to setting the travel policy.

All City Departments and Employees as to:

- Documenting, approving, and forwarding payment requests in a timely manner.
- Preparing and approving timely travel requests.

Finance Department as to:

- Receiving and processing authorization and reimbursement requests.
- Matching and filing all payment documents.
- Verifying all required approvals are documented.

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-200: Policy
Effective Date: January 27, 1997

25-200: POLICY

The policy of the City of Gainesville pertaining to travel authorization and payment is shown herein:

- **25-210: Travel Authorization**

All travel requires approval in advance as described in the three sub-sections of travel classification. The three categories of travel are:

Incidental Travel

Travel within the State of Florida, which does not exceed the petty cash limit.

In-State Travel

Travel within the State of Florida, which exceeds the petty cash limit.

Out of State Travel

Travel outside the State of Florida.

- **25-211: Incidental Travel**

Incidental travel will not require a Travel Expense/Advance Report as long as the cost of the trip is less than the petty cash limit. However, the travel will need to be pre-approved by the employee's immediate supervisor using a Leave Authorization Form. In the event a prepayment is required, the payment request must clearly state that the travel is incidental and the total cost of the trip will not exceed the petty cash limit.

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-200:
Effective Date:

Policy
January 27, 1997

- **25-212: In-State Travel**

Travel within the State of Florida, which exceeds the petty cash limit, requires a Travel Expense/Advance Report. All travel shall be authorized by the Department/Division Head. Department Heads shall refer their travel requests to the Assistant/Deputy City Manager or City Manager for approval. In-state travel exceeding \$2,500 shall be authorized by the Department Head and the City Manager/Designee.

- **25-213: Out of State Travel**

Travel outside the State of Florida requires a Travel Expense/Advance Report. All out of state travel shall be authorized by the City Manager/Designee, regardless of the cost.

- **25-214: Non-City Employees**

Non-City employees (i.e., Commission Advisory Board, Task Force, etc.) who travel in an official capacity for the City will comply with the guidelines in this policy and will have their travel approved by the City Manager/Designee.

- **25-215: City Commissioners and Charter Officers**

City Commissioners and Charter Officers may approve their own travel authorization for any type and amount of travel. Cash advances and reimbursement for their travel expenses shall follow the guidelines in this policy.

Section 25-200: Policy
Effective Date: January 27, 1997

- **25-216: Special Purpose Travel**

Undercover police investigative trips and other such travel may be verbally or otherwise approved by the appropriate supervisor and do not require Travel Expense/Advance Reports.

- **25-217: Personal Travel**

Employees wishing to combine a vacation or personal travel with a business trip must have prior approval of the Department Head, the City Manager/Designee, or other pertinent Charter Officer. Employees traveling under such circumstances will be reimbursed at a common carrier coach/tourist rate or direct auto mileage (whichever is less), only for the portion of such travel required for official City business. Reimbursement for other expenses is allowable only for travel costs attributable to the employee alone on official City business.

- **25-218: Certification Exam Travel**

Employees will be fully reimbursed for expenses incurred in taking a certification exam only when the exam is associated with the employees' job requirements. The related expenses will be reimbursed as needed to pass the exam at the discretion of the Department Head. The pay status of the individual taking the exam is also at the discretion of the Department Head.

• **25-220: Authorized Transportation**

Section 25-200: Policy
Effective Date: January 27, 1997

The most economical and efficient mode of transportation shall be used. Both travel costs and time will be considered.

If a person travels by an indirect route, or by any preferred class (for personal convenience or benefit), 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 on a usually traveled route. Employees are urged to travel together when possible, but to be conscious of the impact a catastrophic accident would have on operations. It may be that separate modes of transportation are warranted in some cases.

- **25-221:** **Air Travel**

Travel is authorized on regularly scheduled airlines at coach/tourist rates. All travelers shall purchase the most economical ticket for the flight given the applicable circumstances. First class travel is not reimbursable unless extenuating circumstances are documented. Travel by private aircraft is authorized only if beneficial to the City or if commercial service is not available. Reimbursement of airfare costs by private aircraft is limited to the lesser of actual fare paid or commercial coach/tourist rates.

- **25-222:** **Automobile Travel**

Only the cost of a single vehicle traveling to the same designation is authorized when multiple travelers can travel in the same vehicle (whether City-owned, private, or rental). Any exception must have a written justification and authorization of the Department Head or City Manager/Designee.

Gratuitous Transportation

No traveler shall be allowed either mileage or transportation expenses when he/she is gratuitously transported by another traveler who is entitled to the mileage or transportation expense. When possible, employees

Section 25-200:
Effective Date:

Policy
January 27, 1997

should travel together in the same vehicle to preclude unnecessary travel expenditure.

Private Vehicles

Authorized for travel outside the City, provided it is in the best interest of the City and approved. Reimbursement for use of a personal car shall not exceed the federal reimbursement rate per mile as set by the Internal Revenue Service to include such items as insurance, gasoline, maintenance, and depreciation. This rate represents total payment for the use of private vehicles. Mileage shall be determined using a reputable agency publishing travel information (i.e., AAA Motor Club). Such mileage reimbursement shall not exceed the cost of a round-trip coach/tourist rate airfare plus necessary ground transportation. Personal mileage unrelated to business may not be claimed. Management may adjust the mileage rate up to the allowable mileage rate under the Internal Revenue Service guidelines.

Rental Cars

Authorized only when necessary, more economical or otherwise beneficial to the City. The use of rental cars should be limited, insofar as possible, to situations where a common carrier is not available and the use of a personal/City car is precluded. In the event a rental car is used, a brief written statement should be submitted stating that the use of a rental car is necessary or more beneficial to the City and specific approval must be indicated on the Travel Requisition or Travel Expense/Advance Report.

– **25-223: Other Travel**

Travel is authorized and related expenditures are reimbursable for bus, train, taxi, ferry, and subway fares, upon presentation of receipts.

Section 25-200:
Effective Date:

Policy
January 27, 1997

Bridge, Road, and Tunnel Tolls

Reimbursement for bridge, road, and tunnel tolls are allowable. Receipts for these charges must be attached to the Travel Expense Request Form or no reimbursement will be given.

Parking

Parking charges shall be reimbursed. Receipts for all parking charges must be attached to the Travel Expense Request Form or no reimbursement will be given. Parking meter charges will be paid without receipts if reasonable and if approved. Metered parking should be identified on the Travel Expense Request Form.

Parking and Speeding Violations

Parking and speeding tickets are the traveler's responsibility.

- **25-230: Travel and Training-Related Costs**

Other expenses incurred to travel on official City business are reimbursable to City officials and employees upon submitting proper documentation with appropriate approval.

- **25-231: Registration Fees**

Fees for conferences, short courses, schools, seminars, etc. are reimbursable upon presentation of an Advance Registration Form receipt or an invoice from the sponsor.

Section 25-200: Policy
Effective Date: January 27, 1997

- **25-232: Lodging**

Actual expenses for lodging at a single occupancy rate are reimbursable based on the receipts obtained and submitted. Lodging receipts should provide a detailed listing of all expenses incurred. Travelers shall not be reimbursed for any lodgings included in a convention or conference registration fee paid by the City or for lodgings paid for by another person or organization. If a hotel or other lodging is shared with an individual who is not on official City business, the traveler shall be reimbursed at the single room rate. The single room rate must be recorded on the lodging receipt by the hotel or motel. If two or more employees traveling on official City business choose to share a room, the lodging costs will be prorated. A clear explanation should be written on the receipt.

- **25-233: Meals**

Effective March 9, 1990, per diem allowance is not to exceed the federal reimbursement rate as set by the Internal Revenue Service. This per diem rate includes gratuities. Expenditures up to the daily limit are allowable without receipts. Expenditures in excess of the allowance will require receipts accompanying all expenditures and will need appropriate approval. When receipts accompany all meal expenditures, a 15% gratuity may be included and will be reimbursed. Meal subsistence allowance for travel for short or day trips (which do not involve overnight expenses), where the traveler is traveling out of Alachua County, shall be based on the following schedule:

Breakfast

When travel begins before 6am and extends beyond 8am.

Lunch

When travel begins before noon and extends beyond 2pm.

Section 25-200:
Effective Date:

Policy
January 27, 1997

Dinner

When travel begins before 6pm and extends beyond 8pm, or when travel occurs during nighttime hours due to a special assignment.

All travelers will receive a meal subsistence allowance for each of the above applicable meal categories based on the actual travel departure and return times, and according to the established per diem rate for each meal category. Travelers shall not be reimbursed for any meals included in a convention or conference registration fee paid by the City without appropriate approval and explanation. The per diem amount may be adjusted by the City Manager/Designee to comply with the allowable rate under the Internal Revenue Service regulations.

Business-Related Meals

Requests for reimbursement for certain business-related meals are permitted. The meal must be conducted in a setting considered appropriate for business. A receipt must be provided showing the name(s), amount, date, place, and nature of the business conducted.

– **25-234: Miscellaneous Expenses**

Miscellaneous expenses shall be held to the minimum amount required for essential and efficient conduct of City business. All miscellaneous expenses shall be specifically described on the Travel Expense Form.

Baggage Handling and Other Tips

Reasonable baggage handling and other tips are allowable. Receipts for such expenses are not necessary.

Ground Transportation

Section 25-200:
Effective Date:

Policy
January 27, 1997

Limousine, taxi, and mass transit fares necessary for official City business will be reimbursed if receipts accompany the Travel Expense Request Form.

Telephone

Telephone charges are allowable when necessary. A note indicating the date, place, person called, and purpose of the call must be attached to the Travel Expense Request Form. Business calls will be reimbursed only when supported by substantiating documentation. Personal telephone calls are not reimbursable.

• **25-240: Non-Reimbursable Expenses**

The following expenses are not allowable for reimbursement:

- Airfare for indirect routes to destinations for personal business/vacation, or any other expenses incurred due to the transaction of personal business/vacation.
- Any additional charges for accommodations (additional cost of room per night), meals, and travel for family members if an employee's spouse and/or children accompany the traveler on an official business trip. The employee can only receive reimbursement for those charges incurred by themselves.
- Loss of funds or personal belongings while traveling.
- Mileage or transportation expenses when an employee is transported by another traveler who is entitled to mileage or transportation expenses.
- Personal expenses are not reimbursable unless travel exceeds one week. If reimbursement is claimed, then expenses must be detailed, reasonable, and supported by receipts.
- Personal telephone calls.
- Personal travel insurance (life or medical insurance).

Section 25-200: Policy
Effective Date: January 27, 1997

- Self-entertainment activities (such as pay TV, movies, nightclubs, health clubs, theaters, bowling, or transportation expenses) incurred for entertainment activities.
- Snacks and refreshments.
- Travel expenses incurred to obtain or maintain training and/or certificates that are not associated with an employee's job requirements.
- Traveler's Check fees.

- **25-250: Advance Payments**

Cash advances to City officials and employees are authorized as well as prepayments to vendors when required. In either case, approved travel authorization for total expected travel and training costs must be made prior to making such advance payments.

- **25-251: Cash Advances**

Persons traveling may secure a cash advance to assist in meeting travel expenses once travel is approved for all trips exceeding the petty cash limit. Cash advances for incidental travel may be handled through departmental petty cash funds. Cash will not be advanced more than one week prior to departure without written explanation and approval. Cash advances for travel are not allowed to individuals with a previous travel advance outstanding for more than 30 business days after returning from a prior travel assignment without City Manager/Designee approval.

No more than \$20 per day will be advanced for miscellaneous expenses and meal advances will be issued at the prevailing per diem rates. Cash advances are not allowed for meal subsistence allowances for short or day trips. Meal subsistence allowances will be handled after completion of the trip and paid through the payroll system.

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-200:
Effective Date:

Policy
January 27, 1997

The required documentation for travel cash advances is Form FSD 24-001. The instructions for completing this form are found in Section 25-290 of these procedures.

- **25-252: Vendor Prepayments**

Prepayment for items with a determinable cost are authorized upon request as long as the total travel costs are approved. Specific examples are as follows:

Airfare

Coach/tourist airfares if the reservation number is submitted with a request.

Lodging

Lodging expenses if the reservation form or reservation confirmation number is submitted with a request. Prepayment of lodging expenses is encouraged to avoid sales tax.

Registration Fees

Fees for courses, schools, seminars, and conferences if course and/or seminar description and reservation is submitted with a request.

The traveler shall be responsible to provide proper and timely notification of cancellations of prepayments. All prepayments shall be treated as advances to the employee until properly reported on a Travel Expense/Advance Report.

- **25-253: Refunds**

Refunds of cash advances to employees or authorized City travelers may be received in cash or a check made payable to the City of Gainesville. Vendor

Section 25-200: Policy
Effective Date: January 27, 1997

prepayments not expended shall be made by check from the vendor payable to the City of Gainesville.

- **25-260: Travel Expense Reports**

Each person who travels for the City is required to complete and sign a report containing a full accounting of expenses incurred and all advance payments. Information requested includes all expenses incurred in connection with the trip (whether paid by the City or the employee). The Travel Expense/Advance Report (Form FSD 24-002) shall be filed as soon as possible.

If City funds are expended for business guests, their names, business affiliation, and City business reason for the expenditure claimed must be reported on the Travel Expense/Advance Report along with an accounting of the expenditures relating to the individuals.

Receipts are required for airfare, hotel, meals (other than per diem allowance meals), registrations, etc. Course and/or seminar descriptions and calendars of events as well as airline ticket vouchers must be attached to the Travel Expense/Advance Report.

The instructions for completing the Travel Expense/Advance Report (Form FSD 25-002) are found in Section 25-290 of these procedures.

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-400: Procedure
Effective Date: January 27, 1997

25-400: PROCEDURE

Travel Initiation

The following procedures provide the user with detailed instructions concerning the initiation and approval of travel, the flow and filing of travel-related documents, and the reimbursement of expenses to the traveler. Questions concerning travel eligibility or methods/rates of reimbursement should be referred to the Travel Policy section (25-200) contained in this chapter.

• **25-410: Type of Travel**

Once the need for travel is established, determination must be made as to the category of travel. The four classifications of travel are as follows:

1. Incidental Travel
2. In-State Travel
3. Out of State Travel
4. Short or Day Travel

– **25-411: Incidental Travel**

Incidental Travel (as defined in Section 25-211) does not require a Travel Advance/Expense Form (Section 25-420). However, the travel does require approval by the employee's immediate supervisor using a Leave Authorization Form.

Procedure:

Complete the Leave Request Form, authorizing travel.

Submit the Leave Request Form for approval and maintain it in the departmental records.

Performed By:

Traveler

Traveler
and Supervisor

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-400: Procedure
Effective Date: January 27, 1997

Cash advances for Incidental Travel may be handled through departmental petty cash funds. If vendor prepayments are required (i.e., registration fees):

| <u>Procedure:</u> | <u>Performed By:</u> |
|--|----------------------|
| Prepare a Check Request in accordance with Section 23-421 indicating clearly on the Check Request Form that this is an Incidental Travel and the total cost of the trip will not exceed the petty cash limit of \$100. | Travel Clerk |
| Transmit the Check Request directly to Accounts Payable who will process the prepayment. | Travel Clerk |
| Reimbursement of expenses to the traveler will be processed through departmental petty cash (see Section 23-220). Attach the authorized Leave Request Form to the Petty Cash Request Form, which should also clearly reflect that this is an Incidental Travel and the date of the travel as well. | Travel Clerk |

- **25-412: In-State Travel**

Travel within the State of Florida requires an approved Travel Authorization/Expense Form. This form shall be approved as outlined in Section 25-212. If vendor prepayment or a travel advance is required:

| <u>Procedure:</u> | <u>Performed By:</u> |
|---|----------------------|
| Complete the Travel Authorization/Expense Form in accordance with Section 25-420. | Travel Clerk |

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-400: Procedure
Effective Date: January 27, 1997

Procedure:

Performed By:

Complete the Check Request(s) in accordance with Section 23-421, attaching any supporting documentation.

Travel Clerk

Transmit the Check Request(s), Travel Authorization/Expense Form, and any supporting documentation to the Travel Custodian in the Finance Department at least 48 hours prior to the Accounts Payable cutoff deadline for check processing. If the travel authorization is not filed in a timely manner with the Travel Custodian, an explanation must be attached to the travel report indicating the necessity for the processing and signed by the Department Head or City Manager/Designee.

Travel Clerk

In-State Travel exceeding \$2,500 will need the approval of the City Manager/Designee in addition to the Department Head.

– **25-413: Out of State Travel**

All Out of State Travel requires a Travel Authorization/Expense Form and needs to be signed by the City Manager/Designee in addition to the Department Head. If vendor prepayments or a travel advance are required:

Procedure:

Performed By:

Complete the Travel Authorization/Expense Form in accordance with Section 25-420.

Travel Clerk

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-400:
Effective Date:

Procedure
January 27, 1997

Procedure:

Performed By:

Complete the Check Request(s) in accordance with Section 23-241, attaching any supporting documentation.

Travel Clerk

Transmit the Check Request(s), Travel Authorization/Expense Form, and any supporting documentation to the Travel Custodian in the Finance Department at least 48 hours prior to the Accounts Payable cutoff deadline for check processing. If the travel authorization is not filed in a timely manner with the Travel Custodian, an explanation must be attached to the travel report indicating the necessity for the processing and be signed by the Department Head or City Manager/Designee.

Travel Clerk

Obtain the City Manager/Designee's signature on the Travel Authorization/Expense Form.

Travel
Custodian

– **25-414: Short or Day Travel**

Travel for short or day trips, which do not involve overnight expenses, do not require a Travel Authorization/Expense Form. Refer to Section 23-420 of the Financial Services Procedures Manual to initiate payment. Please indicate on the Check Request Form that this is a Short or Day Travel. Meal subsistence allowances are applicable only to trips outside of Alachua County and are paid through the payroll system (excluding business-related meals – Section 25-233).

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-400:
Effective Date:

Procedure
January 27, 1997

Procedure:

Enter the appropriate amount (breakfast=\$8; lunch=\$12; dinner=\$18) using the pay code "Meals" on the affected traveler's timesheet on the first pay period following the trip.

Performed By:

Authorizing
Department

• **25-420: Travel Authorization/Expense Reimbursement**

The Travel Authorization/Expense Reimbursement Form serves several purposes. It is used to estimate the cost of a trip, to authorize the travel (by the Department/Division Head and/or the City Manager/Designee), to request a travel advance and/or prepayments, and to report actual travel expenses. This form shall be used by all individuals traveling in state and out of state, as defined in Sections 25-411, 25-412, and 25-413. Prior to traveling:

Procedure:

Complete the Travel Authorization/Expense Form in accordance with Section 25-421.

Performed By:

Travel Clerk

If the travel is to a convention, seminar, etc.:

Procedure:

Attach the itinerary showing the dates/times, fees, meals, lodging, and any other pertinent information to the Travel Authorization/Expense Form.

Performed By:

Travel Clerk

Review the accuracy and completeness of the Travel Authorization/Expense Form giving special

Travel Clerk

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-400:
Effective Date:

Procedure
January 27, 1997

attention to the following:

Procedure:

Performed By:

- Correct tabulation of figures.
- Proper documentation.
- Validity of proposed expenditures (reconcile the receipts to the expenses).

If prepayments are needed, forward the original and three copies (yellow, pink, and goldenrod) to the Travel Custodian in the Finance Department. Otherwise, the Travel Authorization/Expense Form should be maintained in the department.

Travel Clerk

Subsequent to traveling:

Procedure:

Performed By:

Complete the Travel Authorization/Expense Form in accordance with Section 25-421.

Travel Clerk

Attach receipts validating all expenditures (Section 25-260) as well as the itinerary documenting the event attended. If the travel expense receipts are lost/stolen, a statement of the facts explaining the incident must accompany the completed Travel Authorization/Expense Form. If receipts show signs or erasures or alterations, they will be returned to the Department/Division Head for an explanation of the alterations.

Travel Clerk

Review the accuracy and completeness of the Travel Authorization/Expense Form giving special attention to the following:

Department
Head

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-400:
Effective Date:

Procedure
January 27, 1997

-Correct tabulation of figures.

Procedure:

Performed By:

- Proper documentation.
- Validity of proposed expenditures (reconcile the receipts to the expenses).

Forward the original and one copy (pink) to the Travel Custodian in the Finance Department within 10 working days after completing the trip. The goldenrod copy should be retained by the department for their records.

Travel Clerk

Travel expenses due to the traveler, when the total cost of the travel does not exceed the petty cash limit of \$100 will be reimbursed through the departmental petty cash funds (Section 23-220). Reimbursement can be obtained from the departmental Petty Cash Custodian or through the appropriate central cashier if the affected department does not have a petty cash fund:

Procedure:

Performed By:

Prepare a petty cash receipt.

Travel Clerk

Attach the original receipts (detailing the expenditures) to the petty cash receipt.

Travel Clerk

Travel reimbursements due to the traveler, when the total cost of the travel exceeds the petty cash limit, will be reimbursed through a Check Request:

Procedure:

Performed By:

Prepare a Check Request. Forward the original travel, one copy (pink), the Check Request, and the original receipts to the Travel Custodian in the

Travel Clerk

*City of
Gainesville*

*Finance Department
Procedures Manual*

Section 25-400:
Effective Date:

Procedure
January 27, 1997

Finance Department.

– **25-421: Completion of the Travel Authorization/Expense Form**

See the attached sample documents for instructions and corresponding indicators (Exhibits 25-A and 25-B).

*City of
Gainesville*

*Finance Department
Procedures Manual*

Exhibit 25-B: Meals Worksheet
Effective Date: January 27, 1997

EXHIBIT 25-B: MEALS WORKSHEET

Complete the Travel Authorization/Expense Form (prior to traveling) with the following instructions:

1. Traveler's Name
2. Department/Division to Which the Traveler is Assigned
3. Traveler's Point of Destination
4. Travel Method Used (i.e., Aircraft, Private Vehicle, City Vehicle, etc.)
5. Purpose of the Trip
On certain trips where the public purpose is not readily apparent (i.e., board of directors, committee, or task force meetings of organizations), documentation outlining the public purpose must be attached.
6. Account Number to be Charged
7. Other City Employees Attending the Same Function (for Purposes of Cross-Referencing)

Complete the "Estimate of Travel Expenses" Section with the following instructions:

1. Dates/Times of Departure and Return
If the travel is being combined with employee vacation, attach an approved Leave Request Form to the Travel Authorization/Expense Form. Upon the traveler's return, the Finance Department travel custodian will match the Leave Request Form against the employee payroll timesheet for verification.

*City of
Gainesville*

*Finance Department
Procedures Manual*

Exhibit 25-B: Meals Worksheet
Effective Date: January 27, 1997

2. Meal Allowance

If per diem is to be used in lieu of actual expenses, estimate the number of days the traveler will be out and multiply each meal by the allowable rate (enter the results in the spaces provided). Meals included in the conference or registration fees may not be included in the per diem allowance. A Meals Worksheet (Form TRVL-1) is required to detail the meals being claimed.

Example:

| | <u>Mon</u> | <u>Tues</u> | <u>Wed</u> | <u>Thurs</u> | <u>Fri</u> | <u>Sat</u> | <u>Sun</u> | <u>TOTAL</u> |
|---------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| Breakfast | -0- | 05 | 05 | 05 | 05 | 05 | 05 | <u>\$30.00</u> |
| Lunch | -0- | 08 | 08 | 08 | 08 | 08 | 08 | <u>\$48.00</u> |
| Dinner | 13 | 13 | 13 | 13 | 13 | 13 | 13 | <u>\$78.00</u> |
| <u>TOTAL</u> | <u>\$13.00</u> | <u>\$26.00</u> | <u>\$26.00</u> | <u>\$26.00</u> | <u>\$26.00</u> | <u>\$26.00</u> | <u>\$26.00</u> | <u>\$156.00</u> |

**The following Time Standard may be used in estimating meal allowances for requesting advances and for receiving reimbursements:*

| | <u>Departure Time</u> | <u>Return Time</u> |
|-----------|-----------------------|--------------------|
| Breakfast | Before 6:00am | After 8:00am |
| Lunch | Before Noon | After 2:00pm |
| Dinner | Before 6:00pm | After 8:00pm |

3. Lodging

Enter the number of nights the traveler will be away and multiply by the applicable hotel/motel rate. Enter the result in the space provided.

*City of
Gainesville*

*Finance Department
Procedures Manual*

Exhibit 25-B: Meals Worksheet
Effective Date: January 27, 1997

4. Transportation

Write the estimated costs in the spaces provided. Transportation expenses include the cost of:

- *Airline Transportation*
- *City Vehicles (Check for Availability with Fleet Management)*
- *Private vehicles not to exceed the federal rate as determined by the Internal Revenue Service. City employees are urged to travel together when possible, but to be conscious of the impact a catastrophic accident would have on operations. It may be that separate modes of transportation are warranted in some cases. If so, a written justification should be attached.*
- *Public Transportation/Taxi*
- *Vehicle Rental (In the event that a rental car is being requested a written statement should be submitted with the Travel Advance Requests stating that the use of a rental car is necessary or more beneficial to the City and specific approval must be indicated on the Travel Requisition or Travel Expense Report.)*

5. Registration Fee

Write the registration fee in the appropriate space.

6. Miscellaneous Expenses

Place the estimated cost of miscellaneous expenses in the space provided. These may not exceed \$20 per day. Miscellaneous expenses may include, but are not limited to:

- *Baggage Handling and Other Tips, Except Meals (the Maximum Reimbursable Tip for Baggage Handling is \$1 per Bag)*
- *Bridge, Road, and Tunnel Tolls*
- *Parking*
- *Telephone Calls (City Business Only)*

7. Total all Expenses

Total the column of expenses and enter in the space provided.

*City of
Gainesville*

*Finance Department
Procedures Manual*

Exhibit 25-B: Meals Worksheet
Effective Date: January 27, 1997

8. Complete the "Prepayments" Section when a Prepayment or Cash Advance is requested.
 - *Indicate the amount to be prepaid for registration, lodging, and other expenses in the spaces provided.*
 - *Enter the amount of cash to be advanced for registration, food, lodging, and other expenses in the spaces provided.*
 - *Total the column and enter the total in the space provided.*
 - *If a cash advance is requested, the traveler will receive a copy of the Traveler's Checklist prior to traveling.*
9. When the above sections are completed, the traveler shall sign in the space provided.
10. When all sections are completed, the Department/Division Head must sign as the authorizing agent as well as the City Manager, if applicable (Sections 25-411, 25-412, 25-413).

Complete the "Actual Travel Expenses" Section with the following:

1. Dates/Times of Departure and Return
2. Meal Allowance
If per diem was used (currently \$26 per day) in lieu of actual expenses, compute the number of days on the trip and multiply by the applicable rate (a partial day guide is as follows: breakfast=\$5, lunch=\$8, dinner=\$13). If actual expenses are used, enter the applicable amounts in the spaces provided and provide a receipt for each meal. When receipts accompany all meal expenditures, a maximum 15% gratuity may be included and will be reimbursed.
3. Lodging
Enter the lodging expenses in the appropriate space. Receipts supporting these expenses must be attached.
4. Transportation

Exhibit 25-B: Meals Worksheet
Effective Date: January 27, 1997

Write the actual costs of transportation in the spaces provided. Transportation expenses shall include the following:

- Airline Transportation (the airline ticket voucher must be attached)*
- City-Owned Vehicles (a copy of the gas charges must be attached)*
- Private Vehicles (not to exceed the federal rate as determined by the Internal Revenue Service)*
- Public Transportation/Taxi (applicable receipts must be attached)*
- Vehicle Rental (a receipt must be attached). In the event that a car rental was needed but not requested with the travel advance, a written statement should be submitted with the actual travel expenses.*

5. Registration Fee

Write the registration fee in the space provided and attach the receipt.

6. Miscellaneous Expenses

Detail miscellaneous expenses and provide a receipt if applicable. These expenses should not exceed \$20 per day.

7. Total all Expenses

Total the column of expenses and enter in the space provided.

8. Prepayments and City Credit Card Charges

Record in the spaces provided the amounts of prepayments and City credit card charges.

9. Amount Due to the Requestor/City

Calculate the amount due to the requestor/City by subtracting the amount of the prepayments, advances, and City credit card charges from the total of the expense items. If the total travel expenses exceed the total of the "less" items, a reimbursement is due to the requestor. If the "less" items exceed the actual travel expenses, a reimbursement is due to the City. The traveler shall remit the funds with the Travel Expense Request Form if a reimbursement is due to the City.

*City of
Gainesville*

*Finance Department
Procedures Manual*

Exhibit 25-B: Meals Worksheet
Effective Date: January 27, 1997

10. When the above sections are completed, the traveler shall sign in the space provided.
11. When all sections are completed, the Department/Division Head must sign as authorizing agent as well as the City Manager if applicable (Sections 25-411, 25-412, 25-413).



ADMINISTRATIVE PROCEDURE No. 20

Department Finance

Division Administration

Date 5/22/06

This Procedure replaces
Number New Procedure
Dated 05/22/2006

Approved:
Issuing Dept. MOST

City Manager Russ Chubb

TRAVEL MEAL PER DIEM

PURPOSE

Travel by City Commissioners, Charter Officers, and City employees is necessary and useful in conducting the City's business. A meal subsistence allowance for applicable meal categories (breakfast, lunch and dinner) will be provided by the City in accordance with the Travel Policy and Procedure.

RATES

The meal per diem rates are as follows effective July 1, 2006:

| | | |
|------|-----------|--|
| \$8 | Breakfast | When travel begins before 6 a.m. and extends beyond 8 a.m. |
| \$12 | Lunch | When travel begins before 12 noon and extends beyond 2 p.m. |
| \$18 | 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. |

\$38 Daily per diem maximum rate

The per diem rate includes gratuities.

EXCLUSIONS

Travelers shall not be reimbursed for any meals included in a convention or conference registration fee paid by the City without appropriate approval and explanation in accordance with the Travel Policy and Procedure.

DISCIPLINARY ACTION

A violation of any provision of this procedure will result in disciplinary action up to and including discharge. Please refer to the City's Personnel Policy Manual. Department Directors or designee are responsible for approving the Travel Authorization indicating applicable per diem rates.