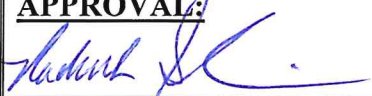


Accounting Policy & Procedure Manual

DEPARTMENT NAME Fiscal		
SUBJECT Travel		POLICY NUMBER: AP-445
APPROVAL: 	Effective Date: 10/27/2020	REPLACES AP-445 11/30/2016

- I. **PURPOSE:** To describe how the Children's Network will reimburse staff and foster parents for travel
- II. **REVIEW HISTORY:** Original 8/1/2003 and updated November 30, 2016.
- III. **CONTACT:** Chief Financial Officer
- IV. **PERSONS AFFECTED:** All Children's Network staff and foster parents

V. **POLICY**

To regulate travel for business purposes and to reimburse the travel expenses of staff where allowable.

VI. **PROCEDURE**

Reasonable and necessary expenses are reimbursable when traveling on Children's Network of SWFL, LLC business. Each Supervisor is responsible for budgeting, reviewing and controlling travel to see that such travel is necessary and that related expenses are proper and reasonable.

It is the employee's responsibility to become familiar with and review the reimbursing agency's requirements for travel and reimbursement. These regulations may override Children's Network of SWFL, LLC's policy. Travel covered under contracts with any government agency must be in accordance with Florida Statute 112.061, 2 CFR Part 200 and Children's Network of SWFL, LLC policy.

It is the responsibility of each authorized traveler to select the most economical method of travel for each trip. It is Children's Network of SWFL, LLC's policy to never reimburse a traveler more than the reasonable cost of travel. The amount of reimbursement cannot exceed actual out of pocket expense incurred by the traveling employee. Time efficiency and cost effectiveness must be in the best interest of Children's Network of SWFL, LLC. If a traveler chooses an alternative other than the least costly, the traveler will be required to cover the difference in price.

A. General Information

1. Expenditures chargeable to travel include registration fees, reimbursement of mileage for use of a privately owned vehicle, public transportation costs, per diem and subsistence allowance, and other expenses incidental to travel which are authorized.

2. Reimbursement requests must be for a travel reimbursement and must include:
 - a. the approved reimbursement form,
 - b. itemized hotel receipts, if applicable,
 - c. applicable transportation receipts for common (air, train, bus, rental cars) carrier travel,
 - d. applicable incidental receipts, and,
 - e. in the case of a conference or convention, a copy of the agenda or flyer that itemizes the registration fees and any meals or lodging included in the registration fees.
3. All requests for reimbursement must be submitted within 15 working days following the end of the travel period. A request submitted after 60 days following the end of the travel period may be denied.
4. Original receipts are required for all expenses incurred over \$3.00.

B. Ground Transportation

1. Mileage reimbursement is available to employees who use their personal vehicles on Children's Network of SWFL, LLC business. Reimbursement can be obtained by completing the Voucher for Reimbursement of Travel Expense State Form (DCF-AA-15). Vicinity and map mileage will be reimbursed at a rate of \$.445 a mile. The employee is required to provide travel information on the form, which serves as the mileage record. Employees who, as part of their day-to-daily duties, use their personal vehicles on a regular and ongoing basis to travel to locations within their district to serve clients or for other official state business, must utilize a Vicinity Mileage Trip Log that notes the beginning and ending odometer readings. Employees who travel to locations away from their headquarters and remain overnight will not be required to maintain such logs. The reimbursement amount is computed based on miles traveled (round trip) times the current mileage reimbursement rate as established by the State of Florida.
2. Normal daily commuting costs are considered personal. If you usually drive to work each day, do not submit mileage to and from work for reimbursement. Other costs (tolls, parking, etc.) are reimbursable provided they are not part of your normal workday commuting costs.
3. Parking tickets or fines and penalties for violations of traffic laws will not be reimbursed.

C. Air Travel

1. Air travel for schools, seminars, conferences and other business trips is often the most efficient method of travel. If a traveler decides to fly, use reserve coach seats if possible.
2. If you must order tickets directly from the airline and immediate payment is required, pay for them and submit a request for expense reimbursement. You must submit the original passenger receipt with the Employee Travel and Expense Reimbursement Form. No payments will be made from an itinerary. If a corporate credit card is used to purchase the tickets, the expense must be included on the reimbursement form.

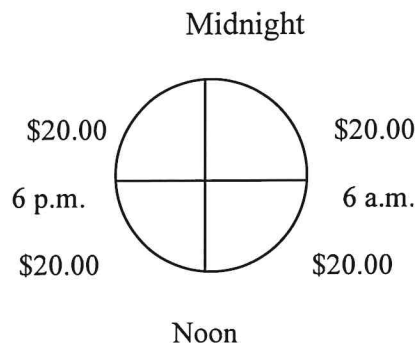
3. If you choose to drive instead of fly, reimbursement will be for the actual mileage reimbursement.
4. Any fare discounts, promotional rebates, gift certificates, bonuses, cash rebates, or coupons for discounts on future flights, or remuneration of any type are the property of Children's Network of SWFL, LLC. If additional costs are incurred by a traveler due to overbooking or any other action of an airline, and Children's Network of SWFL, LLC pays the additional costs, either directly or indirectly, then any compensation, in whatever form, received by the traveler from the airline for the traveler's inconvenience, shall accrue to the benefit of Children's Network of SWFL, LLC. If the traveler incurs no additional cost or the additional costs are borne by the traveler, then such compensation for the traveler's convenience shall accrue to the traveler. However, points earned for frequent flyer programs may be used for personal travel at the traveler's discretion.

D. Meals, Lodging and Incidentals

In addition to mileage and airfare, Children's Network of SWFL, LLC also reimburses expenses for meals, lodging, and allowable incidentals, while away on business.

1. Meals

- a. Full reimbursement for meals is available. It is the employee's responsibility to review the reimbursing agency's requirements for travel and reimbursement. These regulations will override Children's Network of SWFL, LLC's policy. The Florida Statute 112.061 allows a travel per diem of \$80 which covers both meals and lodging; or if actual expenses exceed \$80, the necessary and reasonable expenses for lodging at a single occupancy rate to be substantiated by paid bills.
(Note: Per diem is allowed only when no hotel or meals are charged. There is no meal allowance or per diem for one-day travel with no overnight stay.)
- b. Enter total cost of room and taxes. Other expenses such as parking, telephone calls, etc., shall be listed under column for Incidental Expenses.
- c. Travelers will receive \$80 per diem per full day of travel. Per diem is calculated using four six-hour periods beginning at midnight for Class A or when travel begins for Class B travel. Traveler is allowed \$20.00 per quarter.



- d. Meal allowances will be based upon the following schedule:

			traveler must <u>depart before</u>	and return <u>after</u>
1.	Breakfast	\$6	6:00 am	8:00 am
2.	Lunch	\$ 11	12:00 pm	2:00 pm
3.	Dinner	\$19	6:00 pm	8:00 pm
	Total for all meals for one day	\$36	6:00 am	8:00 pm

These per diem meal allowances cannot be "banked" for one meal exceeding the allowance, i.e., if breakfast and lunch are skipped, dinner is allowed at the rate of \$19.

- e. Traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his/her official headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the CEO. Criteria for approval shall include late night or early morning job responsibilities and excessive travel time due to traffic conditions.
- f. To receive reimbursement, the traveler must itemize the cost of all meals on the reimbursement form. Reimbursement requests for a group (or for persons other than the traveler) must indicate the names of people in attendance and the business purpose of the meal expense. Each meal must be documented with a receipt.
- g. Certain expenditures are not reimbursable as meal costs. These include, but are not limited to liquor, cigarettes, personal entertainment, expenses of a spouse or other persons not authorized to receive reimbursement under this policy.
- h. Reimbursement is not allowed for meals when events include meals which were paid for in advance (e. g., with the registration fee). This would occur when the employee chooses to not partake of the meal served at the event and dines elsewhere.

2. Lodging

- a. When staying overnight, the employee must select a motel or hotel that is adequate and related in nature to the business involved. Remember to submit your itemized billing for lodging.
- b. Reimbursements for actual lodging expenses are limited to \$150 occupancy rate excluding tax. However, in the event that a traveler must choose to stay at a hotel whose single occupancy rate exceeds \$150 and the traveler is claiming reimbursement for the full amount, the traveler must make that selection based on geographic area and seasonal rate fluctuations, and such reason must be stated on the face of the travel reimbursement request.
- c. Travelers should be prepared to justify situations where hotel costs appear excessive for the areas in which the traveler is staying.
- d. A traveler may not claim reimbursement for lodging for overnight travel within fifty (50) miles of the employee's normal work location or residence, unless the

circumstances necessitating such overnight travel are fully explained and approved in advance.

3. Allowable Incidentals

Allowable incidentals include non-meal tips, cabs, bus fare, tolls, parking fees, photo copying charges, registration fees, and one 10 minute maximum phone call home per destination per day on trips longer than 24 hours.

E. Cash and Travel Advances

If the proposed trip will require out-of-pocket expenditures in excess of \$100, the employee may request a travel advance to pay for expenses while traveling. A determination of the amount needed for the trip, taking into account the location and length of the trip will be conducted by the traveler. The advance can be used for overnight accommodations, meals, taxis, car rental, etc. No more than one travel advance may be outstanding at any time. The first advance must be fully accounted for before another one can be issued. If the employee does not account for the advance, it will be treated as income and will be added to their W-2 at yearend tax period. Travel advances should not be requested earlier than 10 working days before the travel period begins without written justification of circumstances.

F. Conference Travel

1. No funds shall be expended for attendance at conference or conventions unless:

- a. The main purpose of the convention or conference is in connection with the official business of Children's Network of SWFL, LLC and is directly related to its statutory duties and responsibilities.
- b. The conference or convention will provide a direct educational benefit supporting the official duties of the employee.
- c. The duties of the employee seeking to attend such meeting are compatible with the objectives of the particular conference or convention.

2. A statement of the benefits accruing to the State of Florida (not to the traveler) by virtue of such travel must be included on Form DFS-AA-15. In addition, the traveler must also specify how attendance at the convention or conference will help the traveler improve performance of his/her job responsibilities. Attendance at conventions or conferences will not be allowed for the sole purpose of enhancing the traveler's job resume or help to qualify for another job. Justification for the particular traveler to attend the conference or convention must be included in the statement of benefits accruing to the state. The same justification must be included for defining how attending the conference will assist the traveler in his/her job responsibilities.

3. A copy of the program or agenda for the conference or convention must be attached to the reimbursement request.

DFS-AA-15 Travel Reimbursement Request

**VOUCHER FOR REIMBURSEMENT
OF TRAVELING EXPENSES**
Children and Families

Traveler: _____ SSN: _____
 Address: _____ Headquarter: _____
 City: _____ State: FL Zip: _____
 Mark One: Regular Employee OPS Employee Non-employee/Independent Contractor
 City of Residence: _____
 Special Shift Hours: _____

Date	Travel Performed From Point of Origin to Destination	Purpose or Reason (Name of Conference)	Hour of Departure and Hour of Return	Class A and B Meals	Per Diem or other Expenses	Class C Meals	Map Mileage Claimed	Vanity Mileage Claimed	Incidental Expenses Amount	Expenses Type
2003										
For CLIENT travel only, attach form CF 19 if common carrier is used. Also, SEE GENERAL AND SPECIAL INSTRUCTIONS ON BACK										
This voucher must be date stamped at each location received to comply with F.S. 215.422.										
I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, attendance at a conference or convention was directly related to official duties of the agency, any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim, and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.091, Florida Statutes.										
TRAVELER'S SIGNATURE: _____				Preparer's Name: _____		Preparer's Phone No.: _____		Less Advance		Plus Supplemental Page(s)
SUPERVISOR'S SIGNATURE: _____				REGULAR/OPS EMPLOYEE ONLY - LESS CLASS C MEALS		Less non-reimbursable items included		NET AMOUNT DUE		0.00

TITLE: _____ DATE: _____
 Pursuant to Section 112.091(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the state of Florida and was performed for the purpose(s) stated above.
 SUPERVISOR'S SIGNATURE: _____ TITLE: _____ DATE APPROVED: _____

TR 51	SEL S	OBJECT	AMOUNT	OBJECT	AMOUNT
		26		26	
ORG CODE	EO	VR	CF		
		26		26	
Payer's SSN	OCA			26	

FOR FISCAL OFFICE USE:
 Invoice No.: _____
 Voucher/SWD No.: _____
 RF Ck./Merch. No.: _____
 RF Ck./Merch. Date: _____

