



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting

DATE/TIME: Monday, August 14, 2017 at 3:30 pm

LOCATIONS: Early Learning Coalition of Brevard County, 1018 Florida Ave, Rockledge, FL 32955

MEMBERS PRESENT: Alan Bergman, Chairperson, Beth Mills, Vice Chairperson, Mark Broms, Treasurer, and Jeffrey Harrison, Secretary

EXCUSED ABSENT MEMBERS: N/A

UNEXCUSED ABSENT MEMBERS: N/A

STAFF PRESENT: Sky Beard, Executive Director, and Jessica Beecham, Executive Coordinator

GUEST/PUBLIC:

START TIME: August 14, 2017 at 3:33 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	Minutes: June 12, 2017: No changes were made to the meeting minutes.	Jeffrey Harrison motioned for the minutes to be approved. Mark Broms seconded the motion. The motion passed unanimously by all Executive Committee members.
Revised FY 17.18 Budget	<p>The Committee reviewed the revised FY 17.18 Budget; the revisions were necessary due to OEL providing additional funding information following the initial budget approval. The following revisions were made:</p> <ul style="list-style-type: none"> • An increase in School Readiness funds • PFP funding finalized • VPK OAMI funding increased slightly due to decrease not being as much as anticipated • CCFPP funding was awarded based on the Coalition's full request • Anticipated match lowered due to finalization of CDBG awards <p>There was no effect on the Operating Budget.</p>	Mark Broms motioned to accept the FY 17.18 Budget as revised and to bring to the full Board for approval. Jeffrey Harrison seconded the motion. The motion passed unanimously by all Executive Committee members.
Melbourne Office Lease	<p>The Committee engaged in a follow-up discussion regarding South Brevard office space. The Coalition has been discussing and considering a variety of factors (use of Portals; 12 month eligibility, etc) when determining office space and staffing needs. Coalition staff has been in discussions with the current Melbourne office landlord about potential development of new office space. The Committee reviewed current and proposed rent figures (see attached).</p> <p>The Committee discussed a variety of factors and directed Coalition staff to continue discussions with the developer regarding proposed costs.</p>	

Travel Policy Updates	Due to revisions in the OEL Grant Agreement, the travel policy was revised. The Committee reviewed the updates as well as a crosswalk identifying areas of compliance and where they could be located in the revised travel policy.	Beth Mills motioned to approve the revised travel policy. Mark Broms seconded the motion. The motion passed unanimously by all Executive Committee members.
Raising of America	Sky gave the Committee an update on the Raising of America event. Coalition staff is in discussions with a venue to host the viewing and scheduling will occur prior to the next legislative session. The Committee will be kept informed as planning continues.	
Public Comment	N/A	No Action/Follow-up needed
Adjournment	The meeting was adjourned at 4:36 pm	Jeffrey Harrison motioned for the adjournment of the Board meeting. Beth Mills seconded the motion. The motion passed unanimously by all Board members.
Next Meeting	September 11, 2017 at 3:30pm	

August 2017 Executive/Finance Committee Minutes Approved:

Respectfully Submitted,

Approved

Signature Date
Executive Coordinator

Signature Date
Executive Director



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Executive/Finance Committee Meeting

August 14, 2017 3:30 pm

Approval of June 12, 2017 Minutes

Revised FY 17.18 Budget

Melbourne Office Lease

Travel Policy Updates

Raising of America

Next Committee meeting: September 11, 2017

LAUNCHING A CHILD'S FUTURE!



EARLY LEARNING COALITION OF BREVARD COUNTY, INC.



MINUTES: Executive/Finance Committee Meeting

DATE/TIME: Monday, May 8, 2017 at 3:30 pm

LOCATIONS: Early Learning Coalition of Brevard County, 1018 Florida Ave, Rockledge, FL 32955

MEMBERS PRESENT: Alan Bergman, Chairperson, Beth Mills, Vice Chairperson, Mark Broms, Treasurer, and Jeffrey Harrison, Secretary

EXCUSED ABSENT MEMBERS: N/A

UNEXCUSED ABSENT MEMBERS: N/A

STAFF PRESENT: Sky Beard, Executive Director, Cathie Odom, Director of Business Operations and Jessica Beecham, Executive Coordinator

GUEST/PUBLIC:

START TIME: May 8, 2017 at 3:33 pm

AGENDA ITEM	SUMMARY/DISCUSSION	ACTION/FOLLOW-UP
Approval of meeting minutes	<u>Minutes: May 08, 2017:</u> No changes were made to the meeting minutes.	Jeffrey Harrison motioned for the minutes to be approved. Mark Broms seconded the motion. The motion passed unanimously by all Executive Committee members.
Legislative Update	Sky informed the Committee that the Special Legislative Session will be during the week of June 5-9, 2017. OEL has been instructed by the Office of the Governor not to discuss the budget. Because of this limited information, it has been difficult for Coalitions to plan for FY17.18. The Committee discussed several bill and state budget items that have not be resolved and House Bill 1769. Sky will keep the Committee updated with any new legislative information.	No Action/Follow-up needed
Budget to Actuals – 3 rd Quarter Review	The Committee reviewed the 3 rd quarter of the Budget to Actuals (see attached). Cathie informed the Committee there was a surplus in the operation budget. Each line was discussed and the notes reviewed for each change. The Coalition staff has proposed that the projected surplus dollars be moved into the direct services budget to assist with the projected deficit. The Committee discussed the Coalition’s previous request of 350,000 submitted to OEL. Coalition staff informed the Committee that ongoing discussions about end of the year fiscal needs have been occurring with OEL.	Mark Broms motioned to move \$350,000 from the Operation Budget to Direct Services as recommended. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee members.
FY 17.18 Budget	Cathie reviewed the FY 17.18 Operational Budget (see attached). <ul style="list-style-type: none"> • The Coalition has been evaluating the need and job descriptions for all vacancies as they arise. Determinations are being made about which positions should be filled and if any revisions in roles and responsibilities are needed. 	Jeffrey Harrison motioned to approve the FY 17.18 Early Learning Coalition of Brevard Operational Budget. Beth Mills seconded the motion. The motion passed unanimously by all Executive Committee members.

	<ul style="list-style-type: none"> • The employment cost is less because of the number of Level 2 Background Screenings needed this year is less than in years past. • Workers Comp Ins. has changed because of the required reclassifications for certain positions. • Upgrades to the phone lines/system will need to be done to stay current in the Rockledge building. • Health care costs for employees is increasing by 1.6% and the Coalition is absorbing the increase. • The Committee discussed the current leases. Rockledge locations has 5 more years and the Melbourne location lease will expire in November. • Training budget has been increased because of the need to rent space for training. <p>The Committed discussed the budget and approved as presented.</p>	
Travel Policy Updates	Cathie informed the Committee that new OEL Grant Agreement states that the Coalition must now comply with the Department of Education travel manual which will require some revisions to the current travel policy. The new travel policies will be brought to the next Committee meeting to be approved.	No Action/Follow-up needed
Public Comment	<p>The Committee discussed the July Committee Meeting date and the need to reschedule it due to Coalition staff schedules. The meeting will be moved to July 17, 2017. However, if no new information on the budget is available, there may not be a need to meet in July.</p> <p>The Committee was informed that the Nominating Committee has not yet scheduled a date to review the potential new members' application.</p>	No Action/Follow-up needed
Adjournment	The meeting was adjourned at 4:50 pm	Jeffrey Harrison motioned for the adjournment of the Board meeting. Beth Mills seconded the motion. The motion passed unanimously by all Board members.
Next Meeting	July 17, 2017 at 3:30pm	

June 2017 Executive/Finance Committee Minutes Approved:

Respectfully Submitted,

Approved

Signature
Executive Coordinator

Date

Signature
Executive Director

Date

Early Learning Coalition of Brevard County
Budget 17.18 Rev1

	FY17.18 Budget	FY17.18 Budget Rev 1	Change %
Revenue:			
Office Of Early Learning			
School Readiness Grant Award	\$ 18,246,147	\$ 18,372,281	0.69%
Performance Funding Project (PFP) Grant Award	\$ 782,118	\$ 498,448	-36.27%
VPK Grant Award	\$ 11,582,978	\$ 11,582,978	0.00%
VPK Outreach & Awareness Grant Award	\$ 24,773	\$ 24,838	0.26%
University of Florida Grants (PFP Assessments and Early Learning Florida)	\$ -	\$ -	
United Way (all sources)	\$ 262,000	\$ 262,000	0.00%
Child Care Executive Partnerships Partners	\$ 78,626	\$ 126,134	60.42%
In-kind Revenue	\$ 47,284	\$ 47,284	0.00%
Contributions/Match (includes CDBG funding)	\$ 76,554	\$ 44,869	-41.39%
Match Raising Events	\$ 2,500	\$ 2,500	0.00%
Total Revenue:	\$ 31,102,980	\$ 30,961,332	0.61%
SR Direct Services (Child Care Slots - all funders/match - 83.04% OEL)	\$ 15,433,659	\$ 15,575,616	0.92%
VPK Direct Services	\$ 11,145,660	\$ 11,145,725	0.00%
ELC Operations	\$ 2,806,996	\$ 2,806,996	0.00%
ELC Quality Initiatives	\$ 648,047	\$ 648,047	0.00%
ELC Quality Initiatives - Provider based contracts (PFP)	\$ 782,118	\$ 498,448	-36.27%
Home Visiting Contract	\$ 261,500	\$ 261,500	0.00%
QRIS Initiative	\$ 25,000	\$ 25,000	0.00%
Total Expenses:	\$ 31,102,980	\$ 30,961,332	0.61%
Net Income/(Deficit)	\$ (0)	\$ (0)	



LAUNCHING A CHILD'S FUTURE

TRAVEL POLICY

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CHAPTER 1 - GENERAL

1-1 Purpose

- A. This policy provides guidance for allowable travel expenditures in accordance with ~~OMB Circular A-122~~ [CFR 200 \(Uniform Guidance\)](#) and Section 112.061, Florida Statutes and applies to employees, contractors, leased employees and subcontractors or subrecipients authorized to travel for the Early Learning Coalition of Brevard County, Inc.

This policy may have requirements in addition to, but does not supersede or take the place of any requirements specified in the referenced items regarding travel reimbursements.

- B. It is the responsibility of the authorized traveler to ensure that travel be carefully planned to ensure the most economical and efficient method of travel and the most economical class of transportation is used. Questions of time-efficiency and cost-effectiveness must be answered in the best interest of the Coalition and not for the convenience of the traveler.

1-2 General Information

- A. Expenditures properly chargeable to travel include but are not limited to:
- registration payments,
 - reimbursements of mileage for use of privately owned vehicle,
 - per diem,
 - subsistence allowance (meals),
 - actual lodging in lieu of per diem
 - common carrier (airline, rental car, etc.) transportation and
 - other expenses incidental to travel which are authorized by applicable law, regulation or policy.
- B. Travelers will be provided with subsistence in accordance with Section 112.061, Florida Statutes, however travelers shall ensure that they have sufficient funds to cover out-of-pocket expenses. Except for meals and certain incidental expenses, travelers must retain receipts and other documentation necessary to obtain reimbursement (i.e., hotel, rental car, parking, etc.).
- C. Authorized travelers using privately owned vehicles for Coalition business shall be required to provide proof of current automobile liability insurance and registration. Privately owned vehicles not registered in Florida shall not be authorized for employee or leased employee Coalition travel. Seat belt use and adherence to all local and state laws are mandatory while on travel status, regardless of whether the vehicle is a Coalition owned vehicle, privately owned vehicle or a rented vehicle. Failure to comply with laws and/or use of a seat belt may be considered improper use of a vehicle and may subject the employee or other authorized traveler to disciplinary or corrective action. If an accident resulting in injury to an employee occurs and failure to comply

with laws and/or use the seat belt contributed to the injuries, worker's compensation benefits may be reduced under the provisions of Section 440.09(4), Florida Statutes.

~~D. Vouchers submitted in payment for a travel reimbursement request must include:~~

~~(1) The travel voucher;~~

~~(2) Itemized hotel receipts, if applicable;~~

~~(3) Applicable transportation receipts for common carrier travel;~~

~~(4) Applicable incidental receipts, and~~

~~(5) In case of a conference or convention, the benefits to the Coalition must be provided along with the pages of the agenda that itemizes the registration cost.~~

~~E.D.~~ All travel reimbursement for employees will be deposited by electronic funds transfer into the same, main bank account as the regular payroll deposit.

1-3 Definitions

A. Actual Expenses: An authorized traveler who is on Class A or B travel status will be reimbursed for the actual out of pocket expenses for lodging.

B. Actual Point of Origin: The geographic location where the travel begins.

C. Authorized Person: A person, other than an employee, as defined herein, whether elected or commissioned or not, who is authorized by the Executive Director and/or designee to incur travel expenses in the performance of official duties; a person who is called upon by a Coalition to contribute time and services as a consultant or advisor; or a person who is a candidate for an executive, or professional position, when performing authorized travel pursuant to Section 112.061, Florida Statutes.

D. Class A Travel: Continuous travel of 24 hours or more away from official headquarters as defined in Section 112.061, Florida Statutes.

E. Class B Travel: Continuous travel of less than 24 hours that involves overnight absences from official headquarters as defined in Section 112.061, Florida Statutes.

F. Class C Travel: Travel for short or day trips where the traveler is not away from official headquarters overnight as defined in Section 112.061, Florida Statutes. Class C travel reimbursements were terminated effective July 1, 2001 and have not been reinstated.

Class C subsistence are currently NOT to be reimbursed.

G. Common Carrier: Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm, state aircraft, or private aircraft.

H. Conference: The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the resolution of differences or disputes and for the discussion of their common problems or interests. The term also includes similar meetings such as seminars and workshops, which are large formal

- group meetings programmed and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of Coalition personnel.
- I. Contractor: Individual or business contracted by Scope of Work or other authorized agreement to perform a specific function or project for Coalition
 - J. Convention: The assembly of representative groups or persons coming together for the accomplishment of a purpose of interest to a larger group or persons. A convention does not mean the coming together of Coalition personnel.
 - K. Coalition: The Early Learning Coalition of Brevard County, Inc.
 - L. Designee: A designee is an employee who has been given written authorization by the Executive Director to sign documents on the Executive Director's behalf.
 - M. Employee: An individual, other than an officer or authorized person as defined, who is filling a regular, part or full-time authorized position.
 - N. Executive Director: The highest internal authority of the Early Learning Coalition of Brevard County, Inc.
 - O. Foreign Travel: Authorized and approved travel outside the United States and its recognized territories and possessions.
 - P. Home Office: See Official Headquarters
 - Q. Incidental Expenses: Other reimbursable expenses related to official travel pursuant to Section 3A-42.010, Florida Administrative Code such as taxi fares, parking fees, tolls, communication expenses, tips, etc.
 - R. In-State Travel: Authorized and approved travel within the territorial limits of Florida.
 - S. Leased Employee: A worker employed by contract to Coalition through a leasing agency.
 - T. Map Mileage: Current official highway miles as published by the Florida Department of Transportation (FDOT) at the following website:
<http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>
 - U. Meal Allowance: The amount authorized by Section 112.061(6)(b), Florida Statutes, for each meal during the travel period.
 - V. Most Economical Class of Transportation: The class having the lowest fare that is available.

- W. Most Economical Method of Travel: The mode of transportation, Coalition owned vehicle, privately owned vehicle, common carrier, etc., designated by the Executive Director in accordance with criteria prescribed by Section 112.061, Florida Statutes. ~~The Executive Director should designate the most economical method of travel for each trip considering: the nature of the business; the most efficient and economical means of travel (considering time of the traveler, cost of transportation and per diem or subsistence required); and the number of persons making the trip and the amount of equipment or materials being transported.~~
- X. Official Headquarters: The official headquarters is normally the same city or town as that of the office to which the employee is assigned for that day or period of time. For an employee located in the field where there is no established office, the headquarters will be the city or town nearest to the area where the majority of the employee's work is performed, or such other city, town, or other area as may be designated by the Executive Director. In all cases of such designations, the location must be in the best interest of the Coalition and not for the convenience of the employee.
- Y. Subcontractor/Sub-recipients: Business or agency and their employees or contractors contracted to perform services outlined in agreements with Coalition funders and/or grantors.
- Z. Point of Origin: The geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination.
- AA. Travel Day: A period of 24 hours (midnight to midnight) consisting of four quarters of six hours each.
- BB. Travel Expense: Necessary expenses while traveling; actual expenses while traveling; the usual, ordinary and incidental expenditures necessarily incurred by the traveler.
- CC. Travel Period: A period of time between the time of departure and the time of return pursuant to Section 112.061, Florida Statutes.
- DD. Traveler: An employee, officer, other authorized person, when performing authorized travel.
- EE. Vicinity miles: Miles incurred on official Coalition business when travel is within the vicinity of official headquarters, city limits of city traveled to or other areas traveled where map miles have not been identified, including miles incurred by travelers in excess of the FDOT published mileage charts.

CHAPTER 2 – SPECIAL CONDITIONS OF TRAVEL

2-1 Pre-Travel Planning

- A. It is required that each traveler plan travel arrangements in advance whenever possible to ensure there is available budget and all arrangements are made by the most cost effective and efficient methods available. Generally, there will be a greater selection of travel times available and the traveler will get lower airline rates by making reservations at a minimum of 14 days prior to travel.
- B. Class A and B travelers are allowed reimbursement of actual costs of lodging plus meal allowances. ~~Travelers are required to request the single occupancy lowest rate, for hotel or motel rooms. While justification will not be required in all cases where hotel expenses for in-state travel exceeds \$100 per night (room rate only), authorized travelers are reminded that the most economical use of hotel is required for in-state and out-of-state travel. Travelers shall be required to justify situations where hotel costs appear excessive for the areas in which the traveler is staying. In determining whether a hotel rate is excessive, consideration should be given to geographic area and seasonal fluctuations.~~
- C. Class C travelers, those taking trips in a single day, shall be paid for transportation (common carrier, rental car, or mileage) and reimbursable incidental expenses. Pursuant to Florida Statutes travelers are not allowed reimbursements for meals in Class C travel status.
- ~~C.D.~~ Travelers are required to travel by taking the most direct, usually traveled route, using the most economical and efficient method of transportation and standard accommodations. If a higher costing route, method of transportation or accommodation is selected for personal convenience, reimbursement will be based on the lesser of the actual total expense incurred and the amount of expense that would have been incurred. The Voucher of Reimbursement must contain a comparative cost analysis statement differentiating the cost.

In selecting a method of transportation, it is required that consideration be given to the total cost, including per diem, overtime, lost work time, number of persons traveling, amount of equipment or material being transported, and actual transportation cost. Methods of transportation authorized for official use include commercial airlines, passenger trains, taxicabs, buses, rental cars, and privately owned transportation.

2-2 Conferences and Conventions

- A. For travel reimbursed by State grants, contracts or agreements, in accordance with Florida's Department of Financial Services Rule 69I-42.004, FAC, when the words "conference," "convention," "workshop," or "seminar" appear as the purpose of a trip or when a registration fee is paid, there must be a statement of benefits accruing to the State of Florida and Coalition. In other words, the benefits the State/Coalition receives

by paying these travel expenses must be stated on the Travel Authorization Form (TF-001).

B. No Coalition funds shall be expended for attendance at conferences or conventions unless all of the following are met:

- (1) The main purpose of the conference or convention is in connection with the official business of the Coalition and directly relates to the performance of the statutory duties and responsibilities of the department participating;
- (2) The activity provides a direct educational or other benefit supporting the work and public purpose of the person attending;
- (3) The duties and responsibilities of the traveler attending such meetings are compatible with the objectives of the particular conference or convention.
- (4) The request for payment of travel expenses is otherwise in compliance with travel procedures.

A.C. Registration Fees

(1) When claiming reimbursement for conference or convention travel when no registration fee was required, the statement “no registration fee required” must appear on the Travel Voucher (TF-002). If the registration fee is paid by purchase order or by use of a Coalition issued credit card, a copy of the purchase order or a copy of the credit card receipt must be attached to the travel voucher. ~~and a notation should be made on~~ The Travel Voucher (TF-002) must state, that the ~~“Registration fee was paid by the PO# (insert number)” or “Registration fee paid by a Coalition issued credit card.”~~

(2) Meals –

- a. When a registration fee is required and no meals are included in the fee, the statement “no meals included” shall be noted on the travel voucher.
- b. When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides not to eat the meal. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted if included in the registration fee or room rate for a conference, convention, seminar, or workshop.
- c. When a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.

(3) No registration fee can be collected by the Coalition for any Coalition-sponsored event.

D. A traveler must be approved in advance to attend a conference or convention (See Travel Authorization). The original authorization must be submitted with the Voucher for Reimbursement of Travel Expenses. The traveler must document the benefits to the Coalition on the authorization or the voucher. When a traveler is authorized to attend conventions, conferences, seminars, or workshops, or when a registration fee is paid, a copy of the program or agenda and any pages of the program or agenda that itemize registration fees and any meals or lodging that are included in the registration fee must be attached to the Travel Voucher (TF-002).

CHAPTER 3 – TRAVEL AUTHORIZATION

~~The traveler must attach a copy of the conference, convention, seminar, or workshop agenda to the Voucher for Reimbursement of Travel Expenses.~~

~~When claiming reimbursement for conference or convention travel when no registration fee was required, the statement “no registration fee required” must appear on the travel voucher. If the registration fee is paid by purchase order or by use of a Coalition issued credit card, a copy of the purchase order or a copy of the credit card receipt must be attached to the travel voucher and a notation should be made on the voucher that the registration fee was paid by the purchase order or by a Coalition issued credit card.~~

~~When a registration fee is required and no meals are included in the fee, the statement “no meals included” shall be noted on the travel voucher. When a meal is included in a registration fee, the meal allowance must be deducted even if the traveler decides not to eat the meal. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted if included in the registration fee or room rate for a conference, convention, seminar, or workshop.~~

3-1 Travel Approval authorization

A. All travel must be authorized approved in advance on the Coalition’s Authorization to Incur Travel Expenses Travel Authorization Form (TF-001) for all employees and authorized persons. ~~No expenses will be paid without prior approval under any circumstances~~ Travel expenses incurred without properly authorized approval may become payable by the traveler, and/or disciplinary action will be taken against the traveler or the traveler’s supervisor. In order to determine the most economical mode of transportation, a travel cost comparison (page 2 of Authorization) must be completed for all non-routine travel.

A.B. The traveler shall complete the form entirely, providing the name of the traveler, social security number employee number, the city or town designated as the traveler’s headquarters, the traveler’s residence and the traveler’s office location including mailing address. The traveler shall indicate the date of each day of travel beginning with the date of departure, each day away and the date of return. The traveler shall indicate the name of the city or town of origin and final destination that day. Each location must be listed. List separately each city to be visited during the day’s travel in which official business will be conducted regardless of the frequency traveled to each city. ~~The Executive Director or his or her designee shall approve out of state and foreign travel.~~

C. The purpose of each trip must be clearly indicated. The traveler must provide an estimate of travel expenses. The original Travel a Authorization F form (TF-001) must be submitted with the ~~Voucher for Reimbursement of Travel Expenses~~ Travel Voucher (TF-002).

D. Approval for travel and associated expense is limited to activities that have been approved as critical to the Coalition’s mission. The use of teleconferencing and other forms of electronic communication to meet the needs of the proposed activity shall be

considered before approving mission-critical travel. A statement explaining why the travel purpose cannot be achieved via teleconferencing or by other forms of electronic communication shall be provided on the Travel Authorization Form (TF-001).

B-E. A Travel Authorization Form (TF-001) shall be completed in accordance with the Travel Authorization Form instructions (Appendix B). At a minimum, the form must be signed and dated by the following individuals prior to the start of travel:

- (1) Traveler
- (2) Traveler's supervisor
- (3) Executive Director, if authority has not been designated to traveler's supervisor
- (4) Professional Development Budget Reviewer, if applicable.

3-2 Delegation of Authority

A. The authority to approve travel is vested in the Executive Director only. The Executive Director may ~~delegat[co]e~~ the authority to approve travel to designees with such restrictions as deemed necessary. Except for the Executive Director, no traveler may approve his/her own Travel Authorization Form (TF-001) or Travel Voucher (TF-002). No traveler may approve his/her own Authorization to Incur Travel Expenses form.

B. In accordance with s. 112.061 (3)(a), F. S., the Executive Director has the authority to approve and authorize all non-client, foreign, conference, convention, and other work-related out-of-state travel for all coalition employees subject to the following conditions:

- (1) All out-of-state travel must be reviewed and approved, in advance, by the Executive Director (or its designee) even if the coalition is not incurring the expense of the travel.
- ~~(1)~~(2) For all out-of-state travel in which the coalition is not incurring the expense of the travel, the employee must provide the name of the person or entity incurring the expenses, as well as a detailed explanation of the nature of the travel, outlining the specific benefits to the coalition.

3-3 Travel Purpose, Benefit to the Coalition and Funding

A. The travel purpose shall explain how the trip(s) benefit the Coalition and indicate the funding source's applicable Other Cost Accumulator (OCA) code that will be charged for the travel expenses.

B. If travel expenses are going to be charged to multiple OCAs, the amount or percentage to charge each account code combination must be provided, except for the costs associated with an annual authorization request for travel.

C. Conferences, convention, workshop and seminar travel must meet each of the following criteria:

- (1) The purpose shall explain the direct relationship of the conference, convention, workshop or seminar to the Coalition's statutory duties and responsibilities.
 - (2) The purpose shall provide a direct educational benefit supporting the official duties of the traveler and will help the traveler improve performance of his/her job responsibilities.
 - (3) The duties of the traveler seeking to attend a meeting are compatible with the objectives of the particular workshop, seminar, conference, or convention.
 - (4) Attendance is not for the sole purpose of enhancing the traveler's job resume or helping him/her qualify for another job.
 - (5) Agenda: A copy of the program or agenda and any pages of the program or agenda that itemize registration fees and any meals or lodging that are included in the registration fee must be attached to the Travel Authorization Form (TF-001).
 - ~~(4)~~(6) No more than one (1) traveler from a department is allowed to attend the same conference, convention, seminar or workshop, unless additional justification is approved on the Travel Authorization Form (TF-002). An example of additional justification is that the one-plus travelers will be presenting at the conference.
- D. Non-Coalition employees who are called on to contribute their time and services as consultants or advisors to the Coalition shall provide an explanation of benefits to the department related to their travel.

3-4 Most Economical Means

- A. It is the responsibility of the traveler to use the most economical method of travel for each trip, keeping in mind the following conditions:
- (1) The nature of the business,
 - (2) The most effective and economical means of travel (considering time of the travel, cost of transportation and per diem or subsistence required),
 - (3) The number of persons making the trip and the amount of equipment or material to be transported.
- B. If a person travels by an indirect route for his/her own convenience, any extra cost shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.

- C. Approval [and reimbursement](#) of travel expenses is limited to those expense estimates that would be deemed reasonable and necessary by a prudent person to complete the travel and associated performance of the public purposed authorized by law to be performed by the Coalition.

3-5 Transportation

A. Privately Owned Vehicle Versus Rental Vehicle

If the traveler elects to use a privately owned vehicle instead of a rental vehicle or air transportation, then the Transportation Cost Comparison calculator on the Travel Authorization form (TF-001) must be completed and submitted with the form. If the worksheet indicates that the cost of renting a vehicle is less than using a privately owned vehicle for the authorized trip, then the traveler shall only be reimbursed up to the estimated amount of the rental vehicle.

The Executive Director or designee, can authorize private-vehicle use for routine travel and exempt the traveler from having to complete the Transportation Cost Comparison calculator for each trip. For example, Quality Assurance Specialists who perform routine provider visits may be authorized to use their private [vehicles](#)[\[CO2\]](#)[\[SB3\]](#).

- B. If a Coalition owned vehicle is available, but the traveler elects to use a privately owned vehicle, then additional justification is required to be approved for the traveler to receive mileage reimbursement.
- C. If more than one person is traveling on the same trip from the same location and the mode of travel is by vehicle, then the travelers and their supervisors should make every reasonable effort to carpool. If the traveler elects to travel alone for reasons that are not reasonable and necessary, then the traveler may not be reimbursed for transportation expenses. Additional justification may be approved by the Executive Director to exempt carpooling of multiple drivers on the same trip.
- D. Taxi within Headquarter Location

Additional justification is required to be approved if a traveler elects to take a taxi to and/or from his/her residence or headquarters to the airport or rental vehicle location. As part of the additional justification, there must be an explanation of how the taxi is the most economical means of travel. For example, parking at an airport for the length of the trip may cost more than the taxi fare.

3-6 Supporting documentation for Travel Authorization

- [A. For travel involving a conference, convention, seminar, workshop or training session, an agenda/registration form/information about the event is required.](#)
- [B. If a traveler plans to use his/her private vehicle as his/her mode of travel from the trip's point of origin to the destination and the destination is more than 100 miles round trip, then a Privately Owned Vehicle Versus Rental Care Worksheet \(TF-004\) is required.](#)

- C. If the traveler is going to be reimbursed by a third party, then the agreement authorizing the reimbursement is required.
- D. If the traveler will be incurring **map mileage**, a copy of the map mileage determination from the Department of Transportation's website is required. If the travel city(s) are not provided on this website, then a copy of the mileage determination from another online mapping service, like Google Maps or MapQuest, is required.
- E. Provide copies of price quotes as needed for items such as, lodging, air fare, fuel prices from Gasbuddy.com, etc.
- F. Copy of approved Mission Critical statement that supports the approval of the travel purpose, if applicable.

3-7 Unique Travel Authorization Conditions

A. Travel of persons with disabilities

(1) If a physically handicapped traveler incurs travel expenses in excess of those ordinarily authorized pursuant to the travel law and these procedures, those excess expenses will be reimbursed to the extent that the expenses were reasonable and necessary for the safe travel of the individual. All such claims for reimbursement of excess travel expenses shall be submitted in accordance with the requirements of the American with Disabilities Act of 1990 (ADA). An ADA certification number must be approved and assigned to the traveler before travel reimbursement requests for ADA accommodations can be processed.

(~~1~~)2) When a payment is requested pursuant to the ADA that would not otherwise be lawfully authorized for use of Coalition funds, the voucher must include a signed statement from the Coalition's Executive Director or its designee certifying that:

- a. An employee of the Coalition, an applicant for a position or other covered person has requested a "reasonable accommodation" pursuant to the ADA, to assist him/her in performing his/her duties, applying for a position or other covered activity.
- b. The Coalition has determined that the individual is a "qualified individual with a disability" as defined in the ADA.
- c. The Coalition has determined that the payment is for a "reasonable accommodation" pursuant to ADA for that employee, applicant or person.
- d. The Coalition will maintain all records regarding this request for seven years and make those records available to persons authorized to review such records.

- e. All vouchers related to providing a “reasonable accommodation” shall contain a file number or other code by which the voucher can be readily traced to the confidential records maintained by the Coalition.

B. Emergency Situations

- (1) At no time shall travelers be reimbursed for expenses for traveling between their home and their regular place of employment.
- (2) When an employee or an authorized person on personal time (annual leave, regular compensatory time) is required to travel because of an emergency situation, the following shall apply:
 - a. The traveler may be reimbursed travel expenses incurred by him/her in traveling from his/her actual point of origin to his/her point of destination, which may be his/her official headquarters, as required by the Executive Director or its designee.
 - b. If personal circumstances necessitate the traveler to return to his/her actual point of origin after the emergency situation has ended rather than returning to or staying at his/her official headquarters, the traveler may be reimbursed his/her travel expenses. For example, if an individual on personal time in California whose official headquarters is in Rockledge is required to travel back to Rockledge because of an emergency situation, and if, due to personal circumstances, the individual is required to return to California after the emergency has ended instead of remaining in Rockledge, the he/she may be reimbursed his/her travel expenses to return to California.
 - c. If a traveler is able to return to or remain at his/her official headquarters, he/she may only be reimbursed the excess of his/her necessary travel expenses for the emergency situation over what he/she would have incurred for his/her own personal convenience. Details of the cost shall be provided, showing the net cost of what he/she would have incurred against his/her actual cost of returning.
 - d. The traveler’s reimbursement request for travel expenses claimed from an actual point of origin rather than his/her official headquarters shall contain an explanation of the emergency that necessitated his/her travel from such point.
 - e. If an authorized traveler has incurred certain unrecoverable costs associated with personal plans and is unable to carry out such plans due to an emergency situation, such costs that are not recoverable may be reimbursed by the Coalition. Requests for reimbursement must include a statement of the circumstances of the emergency.

C. Sickness/Injury

A traveler who becomes sick or injured while away from his or her home office and is therefore unable to perform the official business of the Coalition may continue to receive subsistence during this period of illness or injury until such time he or she is able to perform the official business of the Coalition or returns to his or her home office, whichever is earlier. Nonetheless, any break for illnesses in a travel period while performing travel must be explained on the form. Paid wages for time not worked shall be covered by the employee's available personal time off (PTO); if the employee does not have sufficient PTO to cover time not worked, it may result in unpaid time off. Injuries, illness, or accidents incurred while on official Coalition travel business shall require the submission of an Incident Report and may or may not be covered by workers' compensation insurance depending upon the details of the incurrence.

CHAPTER 4 - TRAVEL ADVANCE

4-1 Authorization required

If authorized by the Executive Director, a traveler, without a corporate credit card, may acquire an advance to cover anticipated costs of travel in limited circumstances. The guidelines below must be followed when a travel advance is requested unless the Director of Business Operations authorizes exemption.

4-2 ~~Vouchering Procedures~~Criteria for Travel Advances

- A. Requests for travel advance payments shall not be commingled with other requests for payment, but shall be separately paid and coded to Travel Advances.
- B. New employees and infrequent travelers may request a travel advance on the ~~Application for Advance on Travel Expenses~~Travel Advance Request (TF-003) for 80 percent of the estimated, reimbursable travel expenses. An advance will not be authorized for less than \$100.
- C. Completed and approved ~~Requests for Travel Advance~~Travel Advance Requests (TF-003), along with the Travel Authorization Form (TF-001), must ~~should~~ be submitted to the Finance Department at least 5 business days prior to departure. ~~Travel advance~~ Requests received less than 48 hours prior to travel may result in the travel advance not being processed before the expected departure time.
- D. The traveler shall submit a completed ~~Voucher for Reimbursement of Travel Expenses~~Travel Voucher (TF-002) within ~~5-10~~ days from the end of the month that the travel ~~dates occurred~~ regardless of whether the traveler is due additional reimbursement or not. The traveler shall complete the portion of the form for reimbursable expenses and the portion relating to the travel advance. ~~The Finance department will include the check/voucher number related to the advance payment once received for processing. In addition, a copy of the approved Travel Advance Request (TF-003) must be attached to the Travel Voucher (TF-002) as documentation.~~
- (1) Funds due Traveler: The traveler will be required to deduct on the face of the Travel Voucher (TF-002) any travel advance made for the travel period. If the traveler is entitled to additional funds for the travel period, the traveler shall receive the net amount owed for the travel performed.
- (2) Funds due Coalition: If the travel advance was greater than the actual amount of travel expenses, the traveler shall attach a personal check, money order, or certified check to reimburse the Coalition for the difference. **Refunds must be received by the Finance department within five (5) working days of the traveler's return to headquarters.**

(3) Zero funds due Traveler and Coalition: If the travel expenses claimed are equal to the amount of the advance, a completed Travel Voucher (TF-002) must be submitted to the Finance department within five (5) working days of the traveler's return to headquarters.

D.E. A traveler shall not have more than one travel advance outstanding at any time without written justification of circumstances that necessitate an exception to this restriction.

E.F. In the event an advance is received and the travel is canceled, the travel advance is to be refunded IMMEDIATELY to the Coalition. If the traveler is unable to immediately refund the Coalition, the amount owed will be garnished from the traveler's next payroll check.

F.G. Abuse of any of the rules contained in this section shall be grounds for departmental refusal of any future advances.

CHAPTER 5 – TRAVEL REIMBURSEMENT

5-1 General

- A. This section outlines detailed requirements for complying with section 112.061, F.S., grant agreement restrictions and the rules and policies of the Coalition. This section and the Travel Voucher Instructions describe the criteria required for claiming reimbursement of travel expenses and guidelines for completing the Travel Voucher (TF-002).
- B. If reimbursable expenses plus Coalition credit card and/or direct billing travel expenses are more than the total estimated on the Travel Authorization Form (TF-001), then additional justification and approval from the Executive Director, or its designee is required.

5-2 Timely Submission of Travel Voucher (TF-002)

A. Ten (10) working days to submit a Travel Voucher:

- (1) The traveler must submit a ~~Voucher for Reimbursement~~ Travel Voucher (TF-002) of Travel Expenses withi within ten (10) working days after the last date of travel for a tripter returning to the home office
- (1) or at the completion of each 30-day travel period of continuous travel for Class A or B tripsStaff whose job duties require them to , or at the completion of each 30-day period of Class C travel trips.
- (2) perform routine travel may submit monthly. Routine travel requests must be submitted within 30 days from the first date of travel listed on the Travel Voucher (TF-002) or within ten (10) working days from the last day of the month, whichever is sooner[CO4].

B. Five (5) working days to submit a Travel Voucher when there was a Travel Advance:

For travel with a travel advance, the traveler and the traveler's supervisor are required within five (5) working days of the last travel date to complete, approve and submit a Travel Voucher (TF-002) with required documentation to the Finance Department.

5-3 Traveler's Information

The traveler shall complete the ~~Voucher for Reimbursement of Travel Expenses~~ Travel Voucher (TF-002) to receive reimbursement of travel related expenses. The voucher must include the following information –

- A. Payee – type the name of the traveler as it appears on payroll records if the traveler is a Coalition employee. If the traveler is not a Coalition employee, use full legal name.

B. Employee ID number or Social Security Number – Coalition issued ID number for Coalition employees and social security number’s last four digits for non-employee travelers.

C. Check whether traveler is a Coalition employee or non-employee/contractor.

D. Department – Enter traveler’s department name.

E. Headquarters – Street address of designated, official headquarters or temporary location.

F. City – Enter traveler’s headquarters city.

5-4 Travel Dates

The dates of each day of travel must be shown, beginning with the date of departure and ending with the date of return.

5-5 Travel Performed from Point of Origin to Destination

List the address and city or town name for the point of origin and final destination for that day. Each location must be listed, regardless of whether the duration of the travel is overnight for one day or more. Separately list each address and city or town visited during the day’s travel in which official business was conducted, regardless of the frequency of travel to each city.

5-6 Trip Purpose

The purpose of each trip must be typed directly following the column designated for “travel performed.”

5-7 Hours of Departure and Return

Indicate the actual hour of departure and the actual hour of return. As a general rule, a traveler shall be permitted up to ninety (90) minutes to commute to and from the airport.

5-8 Class of Travel

- A. Class A travel is continuous travel of 24 hours or more away from official headquarters.
- B. Class B travel is continuous travel of less than 24 hours that involves overnight absence away from official headquarters.
- C. Class C travel is continuous travel of less than 24 hours without overnight absence away from official headquarters. At this time, the Coalition’s grant restrictions does not allow payment for Class C travel meals from grant funds. Class C travel may be reimbursed from unrestricted funds upon approval of the Executive Director.

5-9 Reimbursement Limitations

Travelers are not authorized ~~Class A or Class B~~for any meal allowance or lodging reimbursement when the work assignment is within 50 miles (one-way) from their official headquarters or residence. Exceptions to this restriction must be pre-approved by the Executive Director or his or her designee.

5-10 Meal Allowances

In addition to receiving reimbursement of actual lodging expenses, travelers shall receive meal allowances according to departure and return times per the chart below.

<u>Meal</u>	<u>Traveler Must Depart Before:</u>	<u>And Return After:</u>	<u>To Claim Meal Allowance of:</u>
<u>Breakfast</u>	<u>6:00 a.m.</u>	<u>8:00 a.m.</u>	<u>\$6.00</u>
<u>Lunch</u>	<u>12:00 p.m. (noon)</u>	<u>2:00 p.m.</u>	<u>\$11.00</u>
<u>Dinner</u>	<u>6:00 p.m.</u>	<u>8:00 p.m.</u>	<u>\$19.00</u>
<u>All Day</u>	<u>6:00 a.m.</u>	<u>8:00 p.m.</u>	<u>\$36.00</u>

It is not necessary for travelers to submit meal receipts in order to claim reimbursement for meals. Currently there is no reimbursement for meals during Class C travel (travel that does not require an overnight stay).

If a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.

When a meal is included in a registration fee, the meal allowance amount for that meal must be deducted from the traveler’s total meal allowance, even if the traveler decides not to eat the meal.

5-11 Break in Travel Period for Personal Reasons

Any break for personal reasons in an approved travel period must be explained on the voucher and covered by the use of personal time off (PTO). The traveler will not receive reimbursement for any expenses occurring during the break in travel. The traveler may claim reimbursement of travel expenses during the return to official headquarters had the traveler been entitled to that reimbursement without an interruption in the travel period. The traveler must explain any instances when there is a break in travel and must state on the Travel Voucher (TF-002) that the break is for personal convenience or circumstances. The traveler shall assume all travel costs during the break in travel. If a Coalition paid rental car is being used, the car should be returned prior to the break in travel, or the rental car charges claimed should be reduced or refunded (if reimbursement does not cover the amount and/or the charge was made on the credit card) for the break in travel.

5-12 Transportation

Travelers may use a common carrier, a Coalition owned vehicle, a privately owned vehicle or a rented vehicle for transportation. As previously stated [in section 1-2\(c\)](#), a privately owned vehicle not registered in the state of Florida is not authorized for Coalition employee or leased employee travel. Whether the traveler chooses one or a combination, the traveler must use the most economical travel route and the most economical and efficient travel method.

Travelers using a common carrier must make sure that they abide by any Coalition contract if one is in effect at the time of travel unless use of the contract is not the most economical or there is no common carrier contract available at the time of travel.

If there is not a Coalition contract covering the use of common carrier at the time of travel, the traveler must make sure that he/she chooses the most economical route [and provide supporting documentation](#).

A. Aircraft

[\(1\)](#) Travel by aircraft when authorized, shall be “coach class” passage only. “First class” accommodations are not authorized and shall result in reimbursement of expenses at the lower “coach” rate. The traveler must attach the original receipt for the purchase of the ticket (if a Coalition credit card is not used to purchase the ticket) or a copy of the receipt (if a Coalition credit card is used). [No group tickets or group charges shall be authorized. Each traveler shall have an individual ticket.](#)

~~(1)~~[\(2\)](#) [If a traveler departs and/or returns to a location that is different from his/her resident city \(or designated airport, if applicable\) or authorized trip destination city, an additional justification with a cost analysis will be required. The cost analysis with supporting documentation shall provide sufficient evidence that the selected trip route is more cost-efficient than the traditional trip route from resident city \(or designated airport, if applicable\) to the destination city and back.](#)

~~(2)~~[\(3\)](#) When appropriate, travelers are required to utilize discount airfares however, many discount offers are either non-refundable or require payment of a penalty if exchanged or canceled. Penalties for exchange or cancellation of discount airfares may be reimbursed only if the cause for cancellation is in the best interest of the Coalition. Reimbursement will not be made if the change is made strictly for the convenience of the traveler. A detailed justification for reimbursement of the exchange or cancellation penalty must be included on the traveler’s reimbursement voucher.

~~No group tickets or group charges shall be authorized. Each traveler shall have an individual ticket.~~

~~(3)~~(4) The traveler must return any unused portion of an airline ticket to the Coalition. Documentation verifying the unused ticket was submitted to Coalition shall be included with the voucher requesting payment.

~~(4)~~(5) Charges imposed by air carriers for lost or stolen tickets due to employee negligence shall not be reimbursed by the Coalition.

~~(5)~~(6) Private Aircraft – Section 112.061(7)(h), F.S. provides that a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for his fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or the pilot of such aircraft may also be entitled to transportation expenses for the same flight.

B. Vehicle Transportation –

The Executive Director may authorize the use of privately owned vehicles or common carriers.

(1) Early Learning Coalition of Brevard County owned vehicle

Travelers using a Coalition owned vehicle shall abide by the Coalition rules regarding use of the vehicle and shall list the number of the Coalition vehicle on the ~~Voucher for Reimbursement of Travel Expenses~~. [Travel Voucher \(TF-002\)](#).

(2) Privately owned vehicle (mileage)

Travelers may use their privately owned vehicle and shall be reimbursed for authorized business travel.

- a. Travelers using a privately owned vehicle will be reimbursed on a mile for mile basis at the rate currently authorized in Section 112.061, Florida Statutes.
- b. Travelers shall not be reimbursed for expenditures relating to the operation, maintenance, and ownership of a privately owned vehicle while on authorized travel.

c. MAP MILEAGE

The distance from city limit to city limit. **Actual mileage beyond map mileage is VICINITY mileage.** When possible, map mileage shall be computed on the basis of the official state and map issued by the Florida Department of Transportation ([FDOT Official Highway Mileage Viewer](#)), which is available at :

<http://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx>

If the location is not available on the FDOT Official Highway Mileage Viewer, then another online mapping service like Google Maps or MapQuest must be used.

d. VICINITY MILES

~~Miles traveled for normal commute between the traveler's residence and home office shall not be reimbursed; miles calculated from the traveler's home to authorized travel destinations may be reimbursed if the distance from the traveler's home to the destination is less than the distance from the traveler's home office to the destination (see "Vicinity Miles").~~

~~Vicinity miles~~ Miles incurred while conducting official Coalition business shall be reimbursed on a mile for mile basis at the rate currently authorized in Section 112.061, Florida Statutes, listed as a separate item on the reimbursement Travel Voucher (TF-002). ~~(See definition of vicinity miles under the section titled DEFINITIONS.)~~ Vicinity miles are determined **in addition** to the map mileage discussed in the previous paragraph.

A written explanation must be provided when vicinity mileage exceeds 50 miles in one day or 40 miles per day for two days or more in one trip.

Vicinity mileage is determined by applying the lesser of "point of origin (see definition under the section titled DEFINITIONS) or home office".

An example of vicinity miles would be the lesser distance from the traveler's home (point of origin) to the airport or from the traveler's home office to the airport. Another example of vicinity miles is the distance from a hotel (point of origin) in a city or town to a work assignment. It is the traveler's responsibility to accurately report vicinity miles incurred. The traveler shall justify any vicinity miles that are deemed to be excessive.

(3) Actual Mileage

Travelers may not claim more mileage than was actually incurred as necessary travel expense. Due to unusual travel needs, the location of the traveler's headquarters or circumstances beyond the traveler's control, a deviation from these procedures may at times, be necessary. When such deviation is required, the supervisor's approval should be obtained in writing on the Travel Voucher (TF-002).

(3)(4) MILEAGE FROM HOME Mileage from Home –

- a. Miles traveled for normal commute between the traveler's residence and headquarters shall not be reimbursed; miles calculated from the traveler's home to authorized travel destinations may be reimbursed if the distance from the traveler's home to the destination is less than the distance from the traveler's home office to the destination (see "Vicinity Miles").

b. If travel begins more than one hour before or one hour after the traveler’s regular work hours, the point of origin may be the traveler’s residence, provided the miles claimed do not exceed the actual miles driven. If the traveler chooses to use this rule, the traveler’s regular work hours, the miles between the traveler’s residence and headquarters, and justification for the travel before or after the regular work schedule must ~~along with the miles from his or her residence shall~~ be stated on the voucher.

~~A traveler may not claim more mileage than was actually incurred.~~

(5) Mileage – Point of Origin or Destination is not Headquarters

When travel begins at a point other than the ~~home~~ traveler’s headquarters office, then the traveler shall claim official map mileage for the lesser distance, either from the point of origin to the destination or from ~~the home office~~ the traveler’s headquarters to the destination. The balance shall not be reported as vicinity mileage

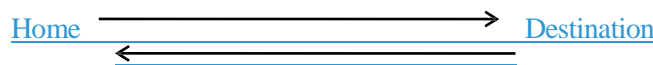
KEY: Allowable mileage _____
Unallowable mileage

a. Home is closer to the destination than the office is.

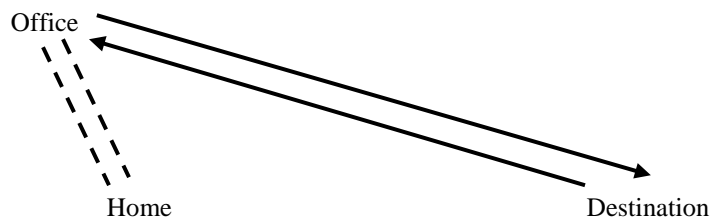
Examples:

If a traveler begins the travel from home and returns directly to home, the traveler is entitled to claim actual miles driven from home to destination and back.

Office

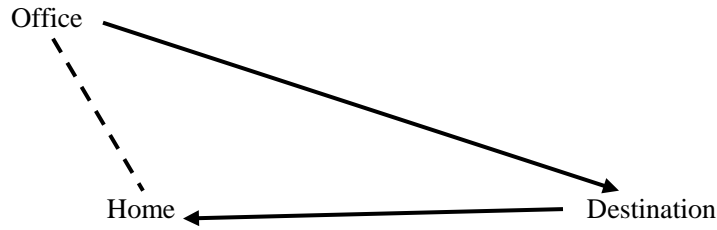


If a **traveler begins travel at the office and returns directly to the office**, the traveler may claim the actual miles driven from office to destination and back, but may not claim the additional miles driven between the office and home.

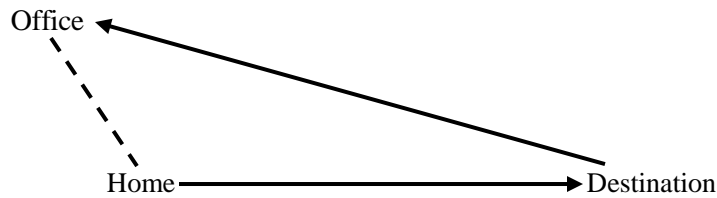


If a **traveler begins from office and returns home**, the traveler claims miles from

office to destination and destination to home.

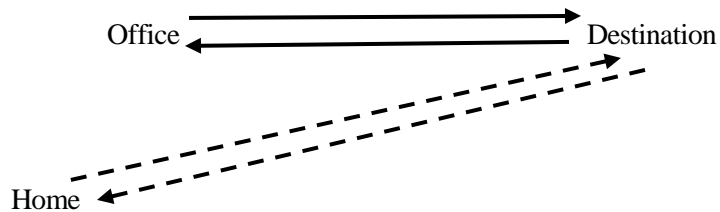


If a **traveler begins from home and returns to office**, the traveler claims miles from home to destination and return to office.



a.b. Office is closer to travel destination than home is.

If a **traveler begins travel from home and returns to home**, the traveler may claim only the distance from the office to the destination and return to the office, regardless of whether the traveler returns to the office or to home.



(4)(6) COMPLIMENTARY MILEAGE – When two or more travelers are traveling together, mileage reimbursement shall be paid only to the owner of the vehicle. The traveler claiming mileage must identify the names of each traveler who rode in the privately owned vehicle and each of those travelers shall notate on their travel reimbursement form the name of the traveler who provided transportation. No traveler shall be allowed either mileage or transportation expense when another traveler who is entitled to mileage gratuitously transports him/her.

(7) It is required that the traveler use the most economical method and route of travel for each trip. If a traveler travels by an indirect route for his/her own convenience, any extra cost shall be borne by the traveler and reimbursement of expenses for mileage shall be based only on such charges as would have been incurred by a usually traveled route.

(5)(8) No expenses will be authorized or reimbursed for travel between a traveler's home address to his/her official headquarters or to any Coalition sponsored events. In addition, travel between Coalition locations will not be reimbursed for meetings, trainings, luncheons, special events, or outreach activities unless designated in a traveler's job description as a required element of the position (i.e. IT, Facilities, etc.)

C. Rental vehicle

(1) All rentals must be placed under the terms of the State of Florida rental car contract when allowed by contract issuer; travelers are required to comply with the terms of the contract. The most recent State of Florida rental car contract is available at the following website:

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_and_agreements/state_term_contracts/rental_vehicles. If link does not work, search for "car rental" on the Department of Management Services website.

(2) Additional justification will be required if the state rental vehicle contract vendor and/or rates are not used by a traveler who is eligible to use the contract. Travel expenses for a rental vehicle that are not in compliance with the terms of the current State rental car contract shall not be reimbursed unless there is approved justification for the noncompliance.

Examples of additional justification include – when a vehicle is not available from the state contract vendor, when a vendor other than the state contract vendor offers a lower rate, or when a state contract vendor is not local and travel time or distance to the state contract vendor's site is not cost effective and/or practical.

(3) Travelers are required to use "Class B" compact rental vehicles, unless the number of passengers is more than two (2) or the volume of materials to be transported makes use of a compact vehicle impractical. Travelers shall not be reimbursed for use of a car classified higher than "Class B" compact on the rental car contract because of the size or stature of the individual unless the requirements of the ADA are met. Any upgrade to a rental car classified higher than "Class B" compact must be justified in writing as the most economical and efficient method based on the number of persons traveling together and/or the amount of equipment being transported and submitted with the travel reimbursement voucher. Inadequate justification may result in reimbursement at the compact "Class B" rate. Rental

vehicle upgrades for personal reasons will require payment deduction from the Travel Voucher (TF-002) or a personal check made payable to the Coalition.

(4) Additional justification is required if the traveler picks up or returns the rental vehicle before or after the authorized travel date(s).

(5) The Coalition will not authorize payments or reimbursement for any toll transponder or TOLL-BY-PLATE administrative fees.

(3)(6) Although the Executive Coordinator or the Executive Director's designee is authorized to secure all rentals, it is required that the traveler ensures that he/she receives the appropriate rate under the terms of the contract and the appropriate class vehicle at that rate. The traveler must be diligent in ensuring that the state contract vendor provides the vehicle in accordance with the terms of the contract. If an advance reservation is procured with a state contract vendor and the vendor does not have a "Class-B" compact rental vehicle available at the time of the rental, the state contract vendor should upgrade the rental to the next class vehicle available, but should only charge the rate for a "Class-B" compact vehicle. The traveler is required to make sure that the upgrade is not charged to the traveler.

~~Travelers may use other vendors when a vehicle is not available from the state contract vendor, when a vendor other than the state contract vendor offers a lower rate, or when a state contract vendor is not local and travel time or distance to the state contract vendor's site is not cost effective and/or practical.~~

The state contract vendor for rental cars provides primary insurance and collision damage coverage at no extra charge to the Coalition. Therefore, when signing the rental agreement, travelers shall refuse extra Personal Accident Insurance (P.A.I.) and refuse any daily CDW, Collision Damage Waiver, or LDW, Loss Damage Waiver fees added to the contract. If the traveler approves these charges, the cost will be deducted from the travel claim and shall be assumed by the traveler.

If renting from a company other than the state contract vendor, employees must verify prior to renting a vehicle that primary insurance is included in the rental. The traveler must purchase collision damage insurance if it is not included in the rental agreement and the charge shall be reimbursed. If another rental car company is used other than the state contract vendor, the Travel Voucher (TF-002) for Reimbursement of Travel Expenses shall be noted and must justify the rental with one of the following: "Vehicle with lower net rate rented" or "Vehicle not available from state contract vendor."

D. Changing Mode of Transportation

When there is a change in the mode of transportation on a single trip that results in a private vehicle being driven, either a memo should accompany the voucher or a statement should be written on the Travel Voucher (TF-002) explaining the inconsistency for audit purposes.

5-13 Lodging

A. General

- (1) Authorized travelers shall receive reimbursement of lodging expenses if the expenses are necessary and reasonable for lodging at a single occupancy rate substantiated by paid bills. Travelers are required to request the single occupancy, best-available rate for hotel or motel rooms. While justification will not be required in all cases where hotel expenses for in-state travel exceed \$150 per night (room rate only), authorized travelers are reminded that the most economical use of hotel is required for in-state and out-of-state travel. Travelers will be required to justify situations where hotel costs appear excessive for the areas in which the traveler is staying. In determining whether a hotel rate is excessive, consideration should be given to geographic area and seasonal fluctuations.
- (2) Receipts for lodging expenses are required to show the name and address of the establishment, the name of the traveler, the daily rate(s) actually paid, the dates of "check-in" and "check-out" and the number of persons who occupied the room.
- (3) Lodging expenses paid within the State of Florida with a Coalition credit card are exempt from state sales tax. The sales tax exemption certificate shall be provided to the establishment upon making reservations, however, travelers are required to carry a copy of the certificate with them on trips. Travelers are required to ensure that any state sales tax is removed from the bill and not paid. Sales tax paid by the traveler may not be reimbursable. Lodging expenses paid by employees are not tax-exempt. Travelers will be reimbursed for tax that they pay.
- (4) Mandatory safe charges will be reimbursed. The expense is required to be listed as a separate charge on the travel voucher with the notation: "safe charge was mandatory." Optional safe charge are the responsibility of the traveler and the charge for the safe shall not be reimbursed.
- (5) Mandatory hotel parking or valet parking charges will be reimbursed. The expense is required to be listed as a separate charge on the travel voucher with the notation: "parking charge was mandatory." Travelers' safety will be taken into consideration when non-mandatory hotel parking expenses are incurred.
- (6) The hotel receipt must be either marked paid, have a credit card receipt attached or the balance must be zero.
- (7) Only one lodging expense may be reimbursed during a single travel day. Extraordinary cases that may necessitate additional lodging on a single day require additional justification.
- (8) Each travel authorization, travel voucher or Coalition credit card charge that seeks payment for lodging associated with a meeting, conference, or convention

organized or sponsored by the Coalition cannot exceed the traveler's daily room rate of \$150 before taxes.

- a. The Coalition is deemed to have sponsored a meeting, conference, or convention if it contributed money for the meeting, conference or convention. Payment for traveler's registration fee is not considered an event sponsored by the Coalition.
- b. The Coalition is deemed to have organized a meeting, conference or convention if it is involved in selecting the location of or the planning of activities to be conducted.
- c. The lodging restrictions do not apply to travel activating for conducting business external to the Coalition, such as audits, on-site contract monitoring, investigations, litigation or examinations.

B. Hotel Rooms shared by Multiple Travelers-

If a traveler shares a room with one or more other travelers, the traveler paying the bill shall request reimbursement for the total amount and note on the Travel Voucher (TF-002) that lodging was shared by one or more travelers. The other travelers sharing the room will also note on their Travel Voucher (TF-002) that lodging was provided by the other traveler.

5-14 Receipts/Bills

~~If a safe charge is a mandatory charge by the hotel, it will be reimbursed. The expense is required to be listed as a separate charge on the travel voucher with the notation: "safe charge was mandatory." If the safe charge is optional, it is the responsibility of the traveler to have the charge removed and the charge for the safe shall not be reimbursed.~~

~~If there is a mandatory hotel parking or valet parking charge, the charge is required to be itemized on the hotel receipt. The expense is required to be listed as a separate charge on the travel voucher with the notation: "parking charge was mandatory." Travelers' safety will be taken into consideration when non-mandatory hotel parking expenses are incurred.~~

~~When two or more travelers are traveling together, mileage reimbursement shall be paid only to the owner of the vehicle. The traveler claiming mileage must identify the names of each traveler who rode in the privately owned vehicle and each of those travelers shall notate on their travel reimbursement form the name of the traveler who provided transportation. No traveler shall be allowed either mileage or transportation expense when another traveler who is entitled to mileage gratuitously transports him.~~

~~When travel begins at a point other than the home office, then the traveler shall claim official map mileage for the lesser distance, either from the point of origin to the destination or from the home office to the destination. The balance shall not be reported as vicinity mileage~~

~~If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided the miles claimed do not exceed the actual miles driven. If the traveler chooses to use this rule, the traveler's regular work hours along with the miles from his or her residence shall be stated on the voucher. A traveler may not claim more mileage than was actually incurred.~~

~~Travelers shall not be reimbursed for expenditures relating to the operation, maintenance, and ownership of a privately owned vehicle while on authorized travel.~~

Rental vehicle

~~All rentals must be placed under the terms of the State of Florida rental car contract when allowed by contract issuer; travelers are required to comply with the terms of the contract. The most recent State of Florida rental car contract is available at the following website:~~

~~http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts/rental_vehicles. If link does not work, search for "car rental" on Department of Management Services website.~~

~~Travel expenses for a rental vehicle that are not in compliance with the terms of the current State rental car contract shall not be reimbursed unless there is approved justification for the noncompliance.~~

~~Travelers are required to use "Class B" rental vehicles. Travelers shall not be reimbursed for use of a car classified higher than "Class B" on the rental car contract because of the size or stature of the individual unless the requirements of the ADA are met. Any upgrade to a rental car classified higher than "Class B" must be justified in writing as the most economical and efficient method based on the number of persons traveling together and/or the amount of equipment being transported and submitted with the travel reimbursement voucher. Inadequate justification may result in reimbursement at the "Class B" rate.~~

~~Although the Executive Coordinator or the Executive Director's designee is authorized to secure all rentals, it is required that the traveler ensures that he/she receives the appropriate rate under the terms of the contract and the appropriate class vehicle at that rate. The traveler must be diligent in ensuring that the state contract vendor provides the vehicle in accordance with the terms of the contract. If an advance reservation is procured with a state contract vendor and the vendor does not have a "Class B" vehicle available at the time of the rental, the state contract vendor should upgrade the rental to the next class vehicle available, but should only charge the rate for a "Class B" vehicle. The traveler is required to make sure that the upgrade is not charged to the traveler.~~

~~Travelers may use other vendors when a vehicle is not available from the state contract vendor, when a vendor other than the state contract vendor offers a lower rate, or when a state contract vendor is not local and travel time or distance to the state contract vendor's site is not cost effective and/or practical. The state contract vendor for rental cars provides primary insurance and collision damage coverage at no extra charge to the Coalition. Therefore, when signing the rental agreement, travelers shall refuse extra Personal Accident Insurance (P.A.I.) and refuse any daily CDW, Collision Damage Waiver, or LDW, Loss Damage Waiver fees added to the contract. If the traveler~~

~~approves these charges, the cost will be deducted from the travel claim and shall be assumed by the traveler.~~

~~If renting from a company other than the state contract vendor, employees must verify prior to renting a vehicle that primary insurance is included in the rental. The traveler must purchase collision damage insurance if it is not included in the rental agreement and the charge shall be reimbursed. If another rental car company is used other than the state contract vendor, the Voucher for Reimbursement of Travel Expenses shall be noted and must justify the rental with one of the following: "Vehicle with lower net rate rented" or "Vehicle not available from state contract vendor."~~

A. Receipts must be itemized and provide sufficient detail, including the description, quantity, dollar amount per item/service, total charge, total payment, date, location and vendor name.

B. The traveler must attach the original non-credit card receipts or copies of Coalition credit card receipts for all travel related expenses listed on Travel Voucher (TF-002). (Original Coalition credit card receipts and a copy of the completed Travel Authorization Form (TF-001) are to be provided to the Coalition credit card reconcilers for submittal with their monthly reconciliation.) Travel expenses not supported by receipts shall not be reimbursed unless the traveler can provide a reasonable explanation of why the receipt cannot be provided. It is the traveler's responsibility to obtain and provide receipts for all travel related expenses.

C. Receipts are required as indicated:

- (1) Taxi fares in excess of \$25 per fare.
- (2) Storage, parking fees or tolls in the excess of \$25.
- (3) Communication expenses such as telephone, fax, postage and mailing fees. A statement that expenses being claimed were for "Coalition Business" must appear on the reimbursement form.
- (4) Actual amount paid for mandatory valet parking.
- (5) Receipts or cancelled checks for registration fees paid by the traveler.
- (6) Laundry, dry cleaning and pressing expenses can be reimbursed when official travel extends beyond seven (7) days and such expenses are necessarily incurred to complete the official business portion of the trip.
- (7) Passport and visa fees required for official travel.
- (8) Actual and necessary fees charged to purchase traveler's checks.
- (9) Currency exchange fees necessary to pay official travel expenses.
- (10) Actual cost of fuel for rental vehicles.

D. Receipts are NOT required as indicated:

- (1) Actual tips paid to taxi drivers (this amount shall not exceed 15% of the tax fare.)
- (2) Actual tips paid for valet parking. This amount shall not exceed \$1 per occasion that was incurred in the performance of Coalition business.
- (+)(3) Portage paid shall not exceed \$1 per page or \$5 per incident. Portage charges exceeding \$5 per incident would require additional justification. If the traveler's bags are taken into the airport from the vehicle, then are carried from the airport to the vehicle upon reaching the destination, the number of bags must be included on the Travel Voucher (TF-002).

5-15 Unallowable Expenses

The following expenses are not reimbursable:

- A. Personal telephone calls.
- B. Storage of personal items.
- C. Any item not directly related to the performance of Coalition business.
- D. Any charge used generally for the personal convenience of the traveler, including WiFi charges, if not required to conduct Coalition business.
- E. Non-mandatory valet parking.
- A.F. Fines, penalties and citations.

5-16 Incidental Expenses

Parking or storage fees shall not be reimbursed on a weekly or monthly basis for privately owned vehicles unless it can be established that such method results in a savings to the Coalition. The safety of the traveler will be taken into consideration when parking or storing fees for privately owned vehicles used for authorized travel are submitted.

Charges for photocopies and communication expenses shall only be reimbursed when it is required for official Coalition business. Communication expenses to contact the traveler's family or other non-business purposes shall not be reimbursed.

Expenses related to lost keys or keys locked in a vehicle due to employee negligence are not reimbursable.

5-17 Travel Voucher Completion/Documentation

Travelers are encouraged to retain a copy of the travel voucher and receipts for their records.

A. Vouchers requesting reimbursement must be typed or completed in ink and must be legible. Vouchers that are not legible or that are incomplete shall not be processed for reimbursement and will be returned to the traveler.

~~B.~~ The traveler must complete the [Voucher for Reimbursement of Travel Expenses](#) [Travel Voucher \(TF-002\)](#) form with the purpose of travel, travel destination, travel times, and requested reimbursement of expenses as appropriate.

~~Vouchers for Reimbursement of Travel Expenses must be signed and dated by the traveler and their supervisor.~~

~~B.C.~~ The original [Travel Voucher \(TF-002\)](#) must have original [signatures](#) [cos](#). [Vouchers for Reimbursement of Travel Expenses](#) must be signed and dated by the traveler and their supervisor.

~~C.D.~~ Original [Travel Authorization Form \(TF-001\)](#) and [supporting documentation](#), if applicable.

E. Original receipts for non-coalition paid expenses. Copies of receipts for expenses paid directly by the Coalition and/or by Coalition credit card (see section 5-13B.)

F. Coalition Credit Card –

(1) Travelers who are active [Coalition credit cardholders](#) shall not use the credit card for payment of personal expenses or securing reservations for personal reasons.

If the traveler utilized the [Coalition credit card](#) to purchase any unauthorized items, the traveler will note the items in the proper section on the [Travel Voucher \(TF-002\)](#). The traveler shall either deduct the amount of the item(s) from the amount due to the traveler or attach a personal or cashier's check or money order to the [Travel Voucher \(TF-002\)](#) when the voucher is submitted.

(2) Travelers shall not request reimbursement of travel expenses that have been paid by a [Coalition credit card](#), [Coalition direct billing](#) or a third party.

(3) Traveler and traveler's supervisor are responsible for ensuring that the expenses the traveler is requesting for reimbursement have not been paid by the [Coalition credit card](#), by [direct billing](#) or by a third party.

~~(4)~~(4) The traveler shall note travel expenses paid with a Coalition issued credit card in the proper portion of the voucher and attach copies of the corresponding receipts. **The original receipts should be marked "Coalition card charge," signed, dated, and provided to the traveler's credit card reconciler.**

5-18 Errors

When audit of Travel Voucher by the Finance Department reveals an error, the person auditing the voucher will make certain types of corrections and process the voucher. The types of errors that can be corrected include mathematical errors, incorrect map mileage and incorrect meal allowance based on the departure or return time of the traveler. If a rental vehicle is used for personal use, the Finance Department will calculate the reimbursement at the traveler's request. The traveler may submit an amended voucher if there is a substantiated disagreement with the changes made.

Any errors, other than those mentioned above, may necessitate the return of the reimbursement request to the traveler or preparer. The Finance Department will attempt to obtain additional information by email or telephone, if possible. Travel Vouchers returned by the Finance Department will be deemed received when all corrections have been made and the voucher is returned to the Finance Department. No priority will be given in the processing of a returned voucher.

Incidental Expenses

~~Travelers must have a receipt for the following incidental expenses if they exceed \$25 per occurrence: taxi fares, all tolls, ferry fares, parking fees and storage. Limousine services shall not be authorized unless it can be shown as the most economical method of travel.~~

~~Parking or storage fees shall not be reimbursed on a weekly or monthly basis for privately owned vehicles unless it can be established that such method results in a savings to the Coalition. The safety of the traveler will be taken into consideration when parking or storing fees for privately owned vehicles used for authorized travel are submitted.~~

~~Charges for photocopies and communication expenses shall only be reimbursed when it is required for official Coalition business. Communication expenses to contact the traveler's family or other non-business purposes shall not be reimbursed.~~

~~Reasonable tips and gratuities may be reimbursed for actual tips paid to taxi drivers (not to exceed 15% of the fare), actual tips paid for mandatory valet parking (not to exceed \$1 per occasion), and actual tips paid for portage of baggage (not to exceed \$1 per bag and shall not exceed \$5 total per incident); additional tips shall require justification. The number of bags must be noted on the Voucher for Reimbursement of Travel Expenses. Tips for meals are not reimbursable.~~

~~Other incidental travel expenses may be reimbursed upon presentation of receipt attached to the Voucher for Reimbursement of Travel Expenses and validation that the expense was incurred for official Coalition business. Actual laundry, dry cleaning, and pressing expenses will be reimbursed when official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip. Actual passport and visa fees will be reimbursed if they are required for official business. Actual and necessary fees for the purchase of traveler's checks, fees charged to exchange currency, and the cost of maps will be reimbursed if they are documented that they are necessary for official Coalition business.~~

~~Expenses related to lost keys or keys locked in a vehicle due to employee negligence are not reimbursable.~~

REQUEST FOR REIMBURSEMENT OF EXPENSES

~~The traveler shall complete the Voucher for Reimbursement of Travel Expenses to receive reimbursement of travel related expenses.~~

~~Travelers are not authorized Class A or Class B meal allowance when the work assignment is within 50 miles from their official headquarters or residence. Exceptions to this restriction must be pre-approved by the Executive Director or his or her designee.~~

~~Vouchers requesting reimbursement must be typed or completed in ink and must be legible. Vouchers that are not legible or that are incomplete shall not be processed for reimbursement and will be returned to the traveler.~~

~~The traveler must provide his/her name, social security number, and OCA (other cost accumulator code, example: 97BBA).~~

~~The traveler must complete the Voucher for Reimbursement of Travel Expenses form with the purpose of travel, travel destination, travel times, and requested reimbursement of expenses as appropriate. Vouchers for Reimbursement of Travel Expenses must be signed and dated by the traveler and their supervisor.~~

~~The traveler shall note travel expenses paid with a Coalition issued credit card in the proper portion of the voucher and attach copies of the corresponding receipts. The original receipts should be marked "Coalition card charge," signed, dated, and provided to the traveler's credit card reconciler. The traveler cannot use the credit card to purchase items not authorized such as meals or personal items like movie rentals, games, etc. If the traveler utilized the Coalition credit card to purchase any unauthorized items, the traveler will note the items in the proper section on the Voucher for Reimbursement of Travel Expenses. The traveler shall either deduct the amount of the item(s) from the amount due to the traveler or attach a personal or cashier's check or money order to the Voucher for Reimbursement of Travel Expenses when the voucher is submitted.~~

~~The traveler must attach the original non-credit card receipts or copies of Coalition credit card receipts for all travel related expenses listed to the Voucher for Reimbursement of Travel Expenses. (Original Coalition credit card receipts and a copy of the completed travel reimbursement voucher/authorization to travel are to be provided to the Coalition credit card reconcilers for submittal with their monthly reconciliation.) Travel expenses not supported by receipts shall not be reimbursed unless the traveler can provide a reasonable explanation of why the receipt cannot be provided. It is the traveler's responsibility to obtain and provide receipts for all travel related expenses.~~

~~Travelers are encouraged to retain a copy of the travel voucher and receipts for their records. Submit the reimbursement voucher with original signatures only.~~

SICKNESS OR INJURY

~~A traveler who becomes sick or injured while away from his or her home office and is therefore unable to perform the official business of the Coalition may continue to receive subsistence during this period of illness or injury until such time he or she is able to perform the official business of the Coalition or returns to his or her home office, whichever is earlier. Nonetheless, any break for illnesses in a travel period while performing travel must be explained on the form. Paid wages for time not worked shall be covered by the employee's available personal time off (PTO); if the employee does not have sufficient PTO to cover time not worked, it may result in unpaid time off. Injuries, illness, or accidents incurred while on official Coalition travel business shall require the submission of an Incident Report and may or may not be covered by workers' compensation insurance depending upon the details of the incurrence.~~

Crosswalk from DOE Travel Policy to ELC Travel Policy

DOE POLICY ELEMENT	ELC TRAVEL POLICY ELEMENT	NOTES
I. Policy Overview	1-1	1-2 ELC specific
II. Definitions	1-3	Chapter 2 - ELC's clarification to staff
III. Travel Authorization	Chapter 3 - Travel Authorizaiton	
A Travel Approval	3-1	3-1B, C - ELC specific
1	3-2A	
2	3-2A	
3	3-1A	
4	3-1A	
5	3-1E	
B Travel Pupose ...	3-3	
1	3-3A	
2	NA	DOE specific process for acctg software
3	3-3B	
4a	3-3C1	
4b	3-3C2	
4c	3-3C3	
4d	3-3C4	
4e	3-3C5	
4f	3-3C6	
5	3-3D	
C Most Economical Means	3-4	
1a	3-4A1	
1b	3-4A2	
1c	3-4A3	
2	3-4B	
3	3-4C	
D Transportation	3-5	
1	3-5A	
2	3-5B	
3	3-5C	
4	3-5D	
E Estimating ...	NA	DOE Specific
F Supporting Docs ...	3-6	
1	3-6A	
2	3-6B	
3	3-6C	
4	3-6D	
5	3-6E	
6	3-6F	
IV Travel Reimbursement	Chapter 5 - Travel Reimbursement	
A General	5-1	
1	5-1	
2	3-4C	
3	NA	Duplicate of section IIIA5 of DOE policy
4	5-1B	

Crosswalk from DOE Travel Policy to ELC Travel Policy

DOE POLICY ELEMENT	ELC TRAVEL POLICY ELEMENT	NOTES
B Timely Submission	5-2	
1a	5-2A1	
1b	5-2A2	
2	5-2B, 3-5A	
C Traveler's Info	5-3	
1	5-3A	
2	5-3B	5-3C - requests traveler to check employee/contractor box
3	5-3D	
4	5-3E	
5	5-3F	
D Travel Dates	5-4	
E Travel Performed from ...	5-5	
F Purpose of Trip	5-6	
G Hours of Departure/Return	5-7	
H Class of Travel	5-8	
1	5-8A	
2	5-8B	
3	5-8C	
I Meals and Per Diem	NA	ELC does not pay per diem
A1	NA	ELC does not pay per diem
A2	NA	ELC does not pay per diem
B	NA	ELC does not pay per diem
C	5-9	
D1	5-10	
D2	5-10	
D3	5-10	
D4	5-10	
E1	5-11	Summarized
E2	5-11	Summarized
J Map Mileage	5-12 Transportation, 5-12B	
1	5-12(B)2	
2	5-12(B)2(a)	
3	5-12(B)2(b)	
4	5-12(B)2(c)	
K Vicinity Mileage	5-12 Transportation, 5-12B	
1	5-12(B)2(d)	
2	NA	Specific to DOE Tallahassee location
3	5-12(B)2(d)	
4	5-12(B)3	
L Mileage from home	5-12(B)4	
1	5-12(B)4(a)	
2	5-12(B)4(b)	
M Mileage - Point of origin ...	5-12(B)5	
1a	5-12(B)5(a)	
1b	5-12(B)5(a)	

Crosswalk from DOE Travel Policy to ELC Travel Policy

DOE POLICY ELEMENT	ELC TRAVEL POLICY ELEMENT	NOTES
1c	5-12(B)5(a)	
1d	5-12(B)5(a)	
2	5-12(B)5(b)	
N Complimentary Mileage	5-12(B)6	
O Changing Method of trans...	5-12(D)	
P Purchasing Card	5-15F	ELC does not issue personal purchasing cards
1	5-15F(1)	
2	5-15F(2)	
3	5-15F(3)	
Q Rental Car	5-12(C)	
1	5-12(C)1	
2	5-12(C)2	
3	5-12(C)3 and 6	
4	5-12(C)4	
5	5-15(F)1	
6	5-12(C)5	
R Commercial Aircraft	5-12(A)	
1	5-12(A)1	
2	5-12(A)2	
3	5-12(A)4 & 5-12(A)5	
4	5-12(A)3	
S Private Aircraft	5-12(A)6	
T Hotel Reimbursement	5-13	
1	5-13(A)2	
1a	5-13(A)1	
1b	5-13(A)6	
1c	5-13(A)7	
1d	5-13(A)3	
1e	5-13(A)4	
1f	5-13(A)5	
1g	5-13(A)8	
1H	5-14(A)	
2	5-13(B)	
U Conferences	2-2	
1	2-2A	
2	2-2B	
2a	2-2(B)1	
2b	2-2(B)2	
2c	2-2(B)3	
2d	2-2(B)4	
3	2-2D	
4a	2-2(C)1	
4b	2-2(C)2(a)	
4c	NA	DOE specific

Crosswalk from DOE Travel Policy to ELC Travel Policy

DOE POLICY ELEMENT	ELC TRAVEL POLICY ELEMENT	NOTES
5a	2-2(C)2(b)	
5b	2-2(C)2(b)	
6	2-2(C)3	
V Receipts/Bills	5-14	
1	5-14A	
2	5-14B	
3a	5-14(C)1	
3b	5-14(C)2	
3c	5-14(C)3	
3d	5-14(C)4	
3e	5-14(C)5	
3f	5-14(C)6	
3g	5-14(C)7	
3h	5-14(C)8	
3i	5-14(C)9	
3j	NA	GPS/maps standard
3k	5-14(C)10	
W Unallowable Expenses	5-15	
1	5-15A	
2	5-15B	
3	5-15C	
4	5-15D	
5	5-15E	
6	5-15F	
X Travel Voucher Docs...	5-17	
1	5-17D	
2	5-17D	
3	5-17E	
V Accounting	NA	DOE specific process for acctg software
VI Errors	5-18	
VII Unique Travel Auth. Conditions	3-7	
A-D	NA	DOE specific conditions
E Travel of persons w/disabilities	3-7	
1	3-7(A)1	
2	3-7(A)2	
2a	3-7(A)2(a)	
2b	3-7(A)2(b)	
2c	3-7(A)2(c)	
2d	3-7(A)2(d)	
2e	3-7(A)2(e)	
F Foreign Travel	NA	DOE specific conditions
G Emergency Situations	3-7	
1	3-7B(1)	
2	3-7B(2)	
2a	3-7(B)2(a)	

Crosswalk from DOE Travel Policy to ELC Travel Policy

DOE POLICY ELEMENT	ELC TRAVEL POLICY ELEMENT	NOTES
2b	3-7(B)2(b)	
2c	3-7(B)2(c)	
2d	3-7(B)2(d)	
2e	3-7(B)2(e)	
3	NA	DOE Specific
VII Travel Advances	Chapter 4 - Travel Advance, 4-1	
A 1	4-1	4-2A ELC additional requirement
2	4-2C	
3	4-2B	
4	4-2B	
5	4-2D	
5a	4-2(D)1	
5b	4-2(D)2	
5c	4-2(D)3	
6	4-2F	
7	4-2G	
B 1	4-2C	
2	4-2C	

*to be designed for ELC

Proposed Rent - New building

\$ 20 per sq. ft (17 base, 3 CAM)
 8000 total sq. ft
 \$ 160,000 Base Annual Rent

\$ 30 per sq ft
 8000 total sq. ft
 \$ 240,000 Build Out Total Cost

\$ 13,333 Base Monthly Rent
 \$ 2,000 Build Out Monthly Cost (10 yr lease)

\$ 15,333 Proposed Total Rent

\$ 23.00 Proposed cost per sq. ft

Current Rent

\$ 15.07 per sq. ft
 3042 total sq. ft
 \$ 45,845 Base Annual Rent

\$ 3,820 Base Monthly Rent

Yearly Increase

\$ 15,333 Proposed Monthly Rent
 \$ 3,820 Current Monthly Rent
 \$ 11,513 Proposed Monthly Increase

\$ 138,155 Gross Yearly Increase
 (\$10,320) Less Eliminated Rent *minus storage*
 \$ 127,835 Net Yearly Increase

Budgets - All Facilities

\$ 227,287 Current budget (55 FTE)
 \$ 4,132 Annual cost per employee

\$ 355,122 Proposed budget
 \$ 5,728 Annual cost per employee

Negotiated Proposed Rent - New building

\$ 18 per sq. ft (15 base, 3 CAM)
 8000 total sq. ft
 \$ 144,000 Base Annual Rent

\$ 30 per sq ft
 8000 total sq. ft
 \$ 240,000 Build Out Total Cost

\$ 12,000 Base Monthly Rent
 \$ 2,000 Build Out Monthly Cost (10 yr lease)

\$ 14,000 Proposed Total Rent

\$ 21.00 Proposed cost per sq. ft

Yearly Increase

\$ 14,000 Proposed Monthly Rent
 \$ 3,820 Current Monthly Rent
 \$ 10,180 Proposed Monthly Increase

\$ 122,155 Gross Yearly Increase
 (\$10,320) Less Eliminated Rent
 \$ 111,835 Net Yearly Increase

Budgets - All Facilities

\$ 227,287 Current budget (55 FTE)
 \$ 4,132.49 Annual cost per employee

\$ 339,122 Proposed budget
 \$ 5,470 Annual cost per employee

Like Size Coalitions' Budgets

\$ 322,368 Flagler-Volusia (45 FTE)
 \$ 8,059 Annual cost per employee

\$ 345,300 Polk (71 FTE) - other programs provide in-kind
 \$ 4,863 Annual cost per employee