

## CHAPTER SEVEN

### TRAVEL CODE

#### 7.0 PURPOSE

The purpose of the Osceola County Travel Code is to establish the policies governing Travel other than Normal Daily Business, as well as under which conditions certain business-related expenses are authorized. The Administrative Code permits the continued development of comprehensive Policies and implementing Procedures that provide for increased public confidence in the management of public funds and communicates to the entire County the objectives of the Board of County Commissioners (Board). Definitions for terms referenced throughout the Chapter are located in Appendix A.

#### 7.1 GENERAL PROVISIONS

##### 7.1-1 APPLICABILITY

- A. The Osceola County Board of County Commissioners (Board) herewith establishes uniform guidelines and standards for authorizing Travel and paying authorized expenses incurred by the elected Officials, members of Advisory Boards, Charter Officers, employees, and other persons authorized to Travel on behalf of the Osceola County Charter Government (County). Authorizing these policies are Sections 112.061, 125.0104(9), Florida Statutes, and their implementing regulations codified in the Florida Administrative Code, or any later amendments/successors to these authorities.
- B. If the above are silent, ambiguous, or applicable only to state Travel, the Board exercises its home rule legislative authority, under Section 112.061(14), Florida Statutes, to provide supplementary standards designed to address the circumstances unique to the conduct of Osceola County's Charter Government. Nothing herein shall be construed to contradict the general statutes and regulations, or any amendments/successors thereto, identified in the preceding paragraph.
- C. Consultants under contract with the County, when traveling to conduct business in furtherance of their County contract, shall incur expenses in accordance with the County's Administrative Code unless otherwise provided in their contract.
- D. Any person traveling on official business for the County must exercise extraordinary care when incurring Travel expenses to ensure those expenditures are proper. To achieve this end, any person traveling on official business for the County is obligated to be familiar and comply with the County's Travel Policy and any relevant County Manager Procedures.
  - 1. Violation of any part of this Code and/or any implementing Procedures subjects

an offending County employee or official to disciplinary action, up to and including termination.

2. Violation of this Code and/or any implementing Procedures by an advisor or consultant under contract to the County may result in termination of the contract of the advisor or consultant and subject that business to recoupment action by the County for any Travel-related expenses wrongly paid.
- E. The Travel Code applies to all Travel other than those activities that occur as a part of Normal Daily Business.
- F. The Board recognizes that personal expenditures may be incurred by an Authorized Person during Travel. As such expenses are not eligible County expenses, this Code is not applicable to personal expenses unless the Authorized Person attempts to submit for payment and/or reimbursement for their personal expenditures.

#### 7.1-2 AUTHORITY

- A. The Osceola County Home Rule Charter, Chapter 125 and Chapter 218, Florida Statutes and Section 69I, Florida Administrative Code grants the Board of County Commissioners the ability to establish policies governing the administration of public funds.
- B. The Board has the right to approve the expenditure of funds except as otherwise provided in the Administrative Code.
- C. Governmental efficiency is promoted by having Travel-related decisions made at the lowest responsible level. To this end, the Board delegates the following:
1. Authorization, when required, for Commissioner Travel expenses is delegated to the Chair or Vice Chair of the Board.
  2. Authorization, when required, for Charter Officer Travel expenses is the Chair or Vice Chair of the Board.
  3. The responsibility to authorize the Travel for employees serving within their respective offices is delegated to the County Manager and the County Attorney or their designees.

#### 7.1-3 WAIVER OF REQUIREMENTS

The Board may, when consistent with law, waive any or all requirements or provisions set forth in the Travel Code and proceed thereafter to take action that is deemed to be in the best interest of the County.

#### 7.1-4 CHANGES IN LAWS AND REGULATIONS

In the event an applicable law, regulation, or accounting standard is modified or eliminated, or a new law, regulation, or accounting standard is adopted, the revised law, regulation, or accounting standard shall, to the extent inconsistent with the Travel Code, automatically supersede the Travel Code.

#### 7.2 GENERAL PROCEDURES

##### 7.2-1 TRAVEL BY THE BOARD

Travel for Commissioners duly elected to the Board shall be proper so long as:

- A. It is on the official business of the County;
- B. The expenses are generally limited to those identified in this Code and incurred in the performance of a public purpose which the Board is authorized to perform under any law;
- C. The Travel expense complies with Section 112.061, Florida Statutes, its implementing regulations or any successor(s) thereto, and this Code and any implementing Procedures are used to determine the reimbursement of any expense claimed hereunder;
- D. The Board adopts a budget that considers the Travel needs for the Commissioners in the performance of their official duties, including the duties of the Chair which requires more frequent Travel;
- F. Any out-of-state Travel that has not been included in the Commissioner's budget is brought forward for discussion by the Board if requested by a Commissioner;
- G. A "Commissioner - Travel Authorization and Expense Report" form must be completed in a timely manner by the Authorized Person and be reviewed and signed by the Chair or Vice Chair only post-Travel; and
- H. Generally, Board members, upon return from a conference or meeting they attended in the official performance of their duties and within a reasonable period of time, shall report to the Board, information regarding the conference or meeting. However, Travel for bona fide economic development purposes, legislative activities, and committee appointment functions are exempt.

##### 7.2-2 TRAVEL BY THE CHARTER OFFICERS

Travel for the offices of the County Manager and County Attorney shall be proper so long as:

- A. It is on the official business of the County;

- B. The expenses are generally limited to those identified in this Code and incurred in the performance of a public purpose which the respective office is authorized to perform under any law;
- C. The Travel expense complies with Section 112.061, Florida Statutes, its implementing regulations, or any successor(s) thereto, and this Code and any implementing Procedures are used to determine the reimbursement of any expense claimed hereunder;
- D. The Board has adopted a budget that includes funds for Travel by the County Manager and the County Attorney in the performance of their official duties;
- E. The respective office has sufficient funds available in its budget to fund the Travel;
- F. Any out-of-state Travel that cannot be supported by the respective office budget is brought forward for discussion by the Board; and
- G. A "Charter Officer - Travel Authorization and Expense Report" form must be completed by the Authorized Person in a timely manner and be reviewed and signed by the Chair or Vice Chair only post-Travel; and
- H. Each office may authorize Travel for the Authorized Persons in their respective areas of responsibility provided items 1 through 6 above are met.

#### 7.2-3 TRAVEL AUTHORIZATION AND EXPENSE REPORT

Except for Travel covered under Sections A. and B., a "Travel Authorization and Expense Report" form must be completed by the Authorized Person and be approved and signed by the appropriate individual prior to the actual Travel date, unless operational considerations make it impracticable.

#### 7.2-4 TAX EXEMPT CERTIFICATE

- A. Whenever possible, it is the responsibility of the Authorized Person that is traveling to provide Osceola County's Certificate of Exemption from Florida's sales and use tax in an effort to reduce expenses.
- B. The tax-exempt status granted to the County is only applicable to Travel expenses that occur inside the State of Florida.
- C. Taxes that are charged, with no ability to request the exemption and/or provide the Certificate of Exemption (e.g. automated receipts from a machine) are eligible Travel expenses.

- D. Non-tax exempt consultants traveling on behalf of the County may be reimbursed for taxes paid on eligible Travel expenses.

#### 7.2-5 ALTERING TRAVEL PLANS

If an Authorized Person traveling on official business for Osceola County alters Travel plans for personal business or pleasure, any injuries or accidents while on personal time will be covered by his/her personal medical insurance, and will not be covered by, or subject to a claim against, the County's Workers' Compensation policy.

#### 7.2-6 RECEIPTS

Generally, the County will not reimburse Normal Daily Business expenses or Travel expenses unless it is substantiated by itemized receipts showing the costs actually incurred. It is recognized, however, that receipts may be lost, machines may not provide a receipt, etc. As a result, in lieu of a receipt, the Authorized Person shall provide a written explanation documenting the costs and reason(s) for no receipt, which shall not be unreasonably denied.

#### 7.3 TRAVEL ADVANCES

- A. Travel advances are only eligible for multiple-day Travel for County employees that are not assigned a County Purchasing Card (P-Card).
- B. Requests for Travel advancements shall be submitted in accordance with the Travel Authorization and Expense Report form. In order to process and issue a check, a completed and approved request must be submitted for payment a minimum of fourteen (14) days prior to the authorized Travel.
- C. Receipt of Advances: Travel advances of up to one hundred percent (100%) of the reasonably estimated expenses for the Travel are authorized, but such advances may not be less than fifty dollars (\$50.00). An advance will not be issued if the Authorized Person fails to submit an approved Travel Authorization and Expense Report form prior to Travel - unless exceptional circumstances prevent the accomplishment of the form any sooner.
- D. Reimbursement of Advance: If the Authorized Person does not expend the full amount of the advance received, the Authorized Person must return the unused balance of the advance to the County within twenty (20) calendar days from the date of return from Travel. If not returned within the designated time, any amount due to Osceola County for outstanding Travel advances may be deducted from an Authorized Person's future paycheck. Such deductions will be done in compliance with the limits provided in the Fair Labor Standards Act (FLSA).

#### 7.4 PURCHASING CARD (P-CARD) USE DURING OFFICIAL TRAVEL

- A. Authorized Persons assigned an Osceola County Purchasing Card (P-Card) should utilize their assigned P-Card, whenever possible, for official County Travel-related expenses, if approved to do so, in accordance with P-Card Procedures.
- B. The cardholder shall ensure their assigned P-Card has been authorized for Travel-related expenses (e.g., hotel, airline reservations, rental cars, meals, parking, tolls, etc.). All such expenditures should be substantiated by receipts.
- C. With the exception of Normal Daily Business, a copy of the Travel Authorization and Expense form when required shall be submitted when reconciling the P-Card statement.
- D. Use of the County P-Card must be done in accordance with Chapter 3 - Procurement Code Policy and implementing Procedures including no personal usage and immediately reporting a theft, loss, or misplacement of the P-Card.
- E. Ineligible Travel expenses charged to a County P-Card will require immediate reimbursement to the County.

#### 7.5 LODGING AND MEALS

##### 7.5-1 LODGING

- A. Generally, lodging expenses are only eligible for Travel of greater than 200 miles roundtrip from the Authorized Person's primary County location or personal home, whichever is closer.
- B. Exceptions to the mile limitation may be approved by the County Manager/Designee or County Attorney/Designee.
- C. The County will cover the expense for a single-occupancy hotel room.
- D. The Authorized Person is responsible for maintaining and submitting itemized receipts associated with this cost.
- E. If assigned a P-Card that is authorized for lodging, whenever possible, the County's P-Card should be utilized for the cost of lodging (minus incidental expenses that are determined to be the responsibility of the Authorized Person).

##### 7.5-2 MEALS

- A. Reimbursements for meals shall not include alcoholic beverages, except where provided in this Policy. Room service charges are acceptable when in accordance with the

applicable meal rates.

- B. Reimbursement rates for meals shall be at the IRS rates unless a receipt is submitted for an amount less than the IRS rate. The County will reimburse the lesser amount.
- C. When meals are provided in conjunction with a conference or other authorized Travel, the Authorized Person may not claim meals provided. If circumstances dictate that the Authorized Person dine elsewhere, then such meal(s) will be reimbursed at the IRS rates, provided the Authorized Person includes a justification for dining elsewhere.
- D. Meals will be reimbursed on an IRS per diem basis when Travel encompasses a full day or IRS rates per-meal depending on Travel departure/arrival times.
- E. Meals that are subject to federal employment taxes will be reported on the Authorized Person's W-2 form as taxable income.

## 7.6 TRANSPORTATION

### 7.6-1 GENERAL REQUIREMENTS

- A. Method of Travel: The Authorized Person shall designate the most efficient and economical method of Travel. The following should be considered when making the determination:
  - 1. The nature of business;
  - 2. The most efficient and economical means of Travel when considering time of the Authorized Person, cost of transportation, other Travel expenses required, etc.;
  - 3. The number of Authorized Persons making the trip; and
  - 4. The amount of equipment or material to be transported.
- B. The route traveled must be financially and operationally reasonable, taking into account all the surrounding circumstances. When an Authorized Person takes an indirect route for their own convenience, any extra costs incurred shall be borne by the Authorized Person. Reimbursement for expenses shall be based only on such charges as would have been incurred had a usually-traveled route been used.

### 7.6-2 COMMERCIAL AIR TRAVEL

- A. Generally, Commercial air travel is only eligible for Travel that meets the requirement for lodging (7.5.A.1.).

- B. Commercial air travel for less than two and a half (2 ½) hours will be by the most economical class. Travel for greater than two and half (2 ½) hours is eligible for one step above the most economical class. Additionally, the County will pay for seat selection within the authorized class.
- C. In no case shall expenses for Business Class or First Class be reimbursed. If an Authorized Person chooses to book either of these two classes, the Authorized Person will be required to pay the fare upfront through personal means. The County will then reimburse based on the most economical fare in accordance with 2. above.
- D. If assigned a P-Card that is authorized for air travel, whenever possible, the County's P-Card should be utilized when booking.
- E. Best efforts will be made to adjust charges from unused tickets with the issuing party. When possible and reasonable, travel insurance may be included.
- F. All ticket receipts must be submitted with the Travel Authorization and Expense Report form.
- G. An Authorized Person traveling on official County business and wishing to alter Travel plans for personal business or pleasure, or voluntarily alters their plans at the request of the carrier, must pay any additional cost of transportation directly to the commercial carrier at the time of purchase. The County will not pay for such additional transportation costs, and the Authorized Person deviating from the approved Travel shall no longer be considered on County business during the unapproved Travel time.
- H. Travel plans altered for County business shall be reimbursed.
- I. Luggage:
  - 1. The County shall pay for the cost for personal luggage of one (1) checked bag or one (1) carry-on bag if the carrier charges.
  - 2. Additional airline baggage fees for transporting items needed for Travel for economic development purposes or other qualified business purposes are not considered a part of the personal luggage limitation.
  - 3. An Authorized Person should check with the carrier before traveling for their policy on baggage fees. If possible, baggage fees should be paid online versus at the airport.
  - 4. Receipts should be submitted if not reflected on the ticket.
- J. Exceptions to the above may be approved by the County Manager/Designee or County



Attorney/Designee.

### 7.6-3 CAR RENTAL

- A. Rental Cars are generally eligible for Travel when commercial air travel is authorized.
- B. Rental cars should be utilized when (1) taxi services or ride-share are not readily available, (2) the anticipated cost of using a taxi / ride-share will exceed the cost of the rental car or (3) the purpose of the trip necessitates the use (multiple locations during stay, needed equipment / materials, etc.).
- C. Vehicle Size:
  - 1. Vehicles larger than a compact or mid-size may be rented when the number of passengers and number and/or size of materials/equipment being transported make a compact or mid-size class vehicle impractical.
  - 2. No additional approvals or authorizations are required if a rental agency issues a different vehicle than the one reserved at no additional cost.
- D. The County may reimburse the Authorized Person for fuel purchases when a request is accompanied by proper documentation.
- E. All drivers must have a valid Florida Driver's License acceptable to the County's vehicle insurer.
- F. No additional car insurance should be purchased over and above the Authorized Person's personal auto insurance coverage as the rental is covered by the County's insurance. Authorized Persons may choose optional insurance at their own expense.
- G. The County will neither pay nor reimburse Authorized Persons for personal injury or property damage that they incur or cause while driving a rental car for purposes other than the conduct of County business.
- H. If the Authorized Person voluntarily deviates from originally approved Travel due to the request of the commercial air Travel carrier, additional rental days will not be covered by the County.
- I. Authorized Persons should ensure the car is rented from an appropriate agency that ensures vehicles are equipped with current safety standards and measures if possible.
- J. Exceptions to the above may be approved by the County Manager/Designee or County Attorney/Designee.

#### 7.6-4 PRIVATE VEHICLE

- A. Whenever authorized Travel is by a privately owned vehicle, the Authorized Person shall be entitled to mileage reimbursement per the IRS Rates.
- B. All mileage shall be shown from the point of origin to point of destination computed on the basis of the official state highway mileage by the Surveying & Mapping Office of the Florida Department of Transportation (FDOT) ([www3.dot.state.fl.us/mileage](http://www3.dot.state.fl.us/mileage)), Google maps or MapQuest. Copies of such maps must be attached to the Travel Authorization and Expense Report form.
- C. Point of origin shall be either the County office or the Authorized Person's personal address, whichever is closer to the point of destination. Mileage from the point of origin to the destination includes picking up any Authorized Person's and/or consultants who are also traveling on behalf of the County.
- D. Times of departure and return must be shown.
- E. Vicinity mileage necessarily incurred at the point of destination while conducting official County business is compensable as long as it is considered reasonable. Such mileage must be indicated as a separate item on the submitted Travel Authorization and Expense Report form. Maps for vicinity miles are not required, as long as the vicinity miles claimed are reasonable.

#### 7.6-5 CHARTERED VEHICLES/AIRCRAFT

Transportation by chartered vehicle or aircraft on official County business must be used solely to transport Authorized Persons and may not be used except with the prior written approval by the County Manager, County Attorney, or their designee. Any use of chartered vehicles must meet the requirements set forth in Section 112.061(7)(e), Florida Statutes, or any amendment(s) thereto.

#### 7.6-6 COMPLIMENTARY TRAVEL

No Authorized Person shall be allowed either mileage or transportation expense when he/she is gratuitously transported by another person, or when transported by another Authorized Person who is entitled to mileage or transportation expense. The Authorized Person being transported shall indicate how and with whom he/she traveled on the Travel Authorization and Expense Report form.

#### 7.6-7 COUNTY VEHICLES

- A. Authorized Persons may utilize county vehicles for Travel.

B. Non-County Employees:

1. If someone other than a County employee is to drive a County vehicle, that individual must receive written approval for a special exception from the County Manager, County Attorney, or their designees.
2. All requests for a special exception must be accompanied by a copy of the non-employee's valid Florida driver's license and the results of a driver's license/record check as conducted at least ten (10) days in advance of the Travel date by the County's vehicle insurer through the Human Resources and Risk Management Department.
3. The Human Resources and Risk Management Department will then notify the County Manager or County Attorney in writing, indicating whether or not the non-employee is cleared for eligibility to drive a County vehicle.

7.7 INCIDENTAL AND BUSINESS PROMOTION EXPENSES

7.7-1 INCIDENTAL EXPENSES

The following incidental Travel expenses are eligible to be reimbursed:

- A. Taxis/Ride Share/Transit Expenses: Fees associated with required transportation while traveling for County business (such as travel to and from an airport, to and from a convention center, etc.) are eligible with documentation and submitted for all fares when completing the Travel Authorization and Expense Report form.
- B. Ferry Fares and Tolls (bridge, road, and tunnel): Proper documentation is required for expenditures over ten dollars (\$10.00). If tolls are electronically transmitted, the authorized person must list the toll amount on the Travel Authorization and Expense Report form. Whenever possible, Authorized Persons should utilize a County-paid transponder from the Central Florida Expressway Authority (E-PASS). Proper documentation for Tolls includes the map required per 7.6-4 B. above, along with the toll agency's rate schedule for that route.
- C. Parking Fees: Proper documentation is generally required for parking fees over twenty dollars (\$20.00). Parking fees charged by a hotel shall be reimbursed at the most economical rate offered. Valet parking may be approved by the County Manager/Designee or County Attorney/Designee on a case-by-case basis.
- D. Communication Expenses: Reasonable, properly documented, and substantiated communication expenses, including, but not limited to, telephone, cellular telephone, internet, and e-mail access charges are eligible. As part of these charges, the Authorized Person is permitted to include three (3) personal calls per each 24-hour period of Travel,

not to exceed ten (10) minutes per call.

- E. Business Center Expenses: Reasonable, properly documented and substantiated expenses related to using a hotel's business center, such as copies, faxes, etc. are eligible expenses.
- F. Registration Fees:
  - 1. A convention or conference which will serve a direct public purpose for the Authorized Person is eligible.
  - 2. Fees for attending additional events associated with a convention or conference that are not included in the basic registration fee but directly enhance the public purpose of the County's participation in the conference may also be eligible. Such expenses may include, but not be limited to, banquets, pre-conference trainings and other meal functions.
  - 3. Any meals or lodging included in the registration fee shall be deducted from the allowances otherwise authorized in this Code.
- G. Passport and Visa Fees: The actual cost to obtain a passport or visa required for official County business will be reimbursed. Requests for reimbursement must be submitted with receipts and is only applicable to Travel outside of the Country.
- H. Laundry and Pressing: Only applicable for overnight, multiple day Travel and for County Commissioners, County Manager, County Attorney, and those individuals covered under Section 125.0104(9), Florida Statutes, and Authorized Persons designated by the County Manager or County Attorney. Cleaning expenses will be reimbursed when Travel extends past three (3) days. The Authorized Person may be reimbursed for reasonable laundry or cleaning costs, when accompanied by the receipts showing payment for the laundry services required for clothes used in completing the trip for the County.
- I. Tips:
  - 1. Reasonable tips are reimbursable for meals, and for taxis or ride shares up to twenty (20%) percent.
  - 2. Tips unrelated to meals: Generally, only applicable for County Commissioners, County Manager, County Attorney, and those individuals covered under Section 125.0104(9), Florida Statutes. Authorized Persons, however, may tip bellhops, skycaps, porters, etc. when carrying County equipment or work-related items that are cumbersome. Additionally, an Authorized Person with physical limitations may tip when additional assistance is needed. Such expenses are reimbursed when reasonable and substantiated.

- J. Any other reasonable, travel-related expense incurred by an Authorized Person and substantiated with an itemized receipt or a justification for its absence.

#### 7.7-2 BUSINESS PROMOTION EXPENSES

- A. Business Promotion Expenses may occur as a part of Normal Daily Business activities or Travel, and include the expenditure of funds for alcoholic beverages, gratuities, transportation fares, meals, lodging, and tokens of appreciation.
- B. Such expenditures need to be deemed reasonable by County Manager/Designee or County Attorney/Designee even though they may exceed the stated limitation of this Code and are incurred by the Authorized Person(s) when engaged in activities which serve a direct and lawful public purpose related to the conduct or furtherance of official Osceola County business.
- C. Such expenses incurred as a part of Normal Daily Business activities shall be submitted as a part of the P-Card reconciliation process.
- D. Such expenses incurred during Travel must be submitted by the Authorized Person with the Travel Authorization and Expense Report form.

#### 7.8 EXPENSE REPORTING UPON TRAVEL COMPLETION

- A. Except where specified differently in this Code, when Travel is completed, the Authorized Person will submit, within twenty (20) calendar days of the date of return, a Travel Authorization and Expense Report form, regardless of whether there is any amount due from or to the Authorized Person.
- B. The Travel Authorization and Expense Report form must include all expenses (other than personal expenses) related to the trip, including amounts paid by the Authorized Person and amounts paid by the County on behalf of the Authorized Person.
- C. If the Authorized Person attended a conference, a copy of the program or agenda should be attached to the Travel Authorization and Expense Report form.
- D. If the amount payable to the Authorized Person exceeds the Travel advance or there are expenses incurred not paid by the County, the Authorized Person shall receive the net amount owed.

#### 7.9 FRAUDULENT TRAVEL EXPENSE CLAIMS

- A. Filing of untrue or incorrect expenses, or aiding, assisting, or advising such a filing, is punishable under Florida civil and criminal law and is a violation of the County's

Administrative Code.

- B. Authorized Person(s) receiving an advance or reimbursement by means of a false expense report or claim is civilly liable in the amount of overpayment for the reimbursement to the County and may be liable for any penalties as applicable by Section 68.081, Florida Statutes, et seq., or any amendment thereto as well as any all remedies provided for in the Administrative Code.
- C. An Authorized Person who receives, or attempts to receive, an advance or reimbursement by means of a false expense report or claim shall be subject to disciplinary action, up to and including termination.

## APPENDIX A. - DEFINITIONS

Unless the context otherwise requires, the following terms shall have the meanings set forth below whenever they appear in Chapter 7 of the Administrative Code and/or correlating County Manager Procedures:

**“Administrative Code/Code”** means the compilation of the Board’s Policy / rules for its operations.

**“Authorized Persons”** means the Board of County Commissioners and those individuals who are authorized by the County Manager/Designee or County Attorney/Designee as outlined in Administrative Code to incur Travel expenses in the performance of official duties related to the County.

**“Board”** means the Osceola County Board of County Commissioners that is the duly elected legislative branch responsible for setting policies, adopting ordinances, appropriating funds, etc.

**“Business Promotion Expenses”** means the actual, necessary, and reasonable costs associated with business, tourism and/or economic development promotion, other than those costs normally associated with transportation and lodging, incurred on behalf of the County by any County Commissioner(s), the County Manager and his/her designees, or the County Attorney and his/her designees. This provision only applies when such expenditures serve a direct and lawful public purpose related to the conduct or furtherance of official County business.

**“Charter Officer - Travel Authorization and Expense Report”** means the post-Travel form that requires no pre-Travel signature, but is required post-Travel to account for Travel expenses and, if necessary, reimbursement to the Authorized Person.

**“Common Carrier”** means a transportation carrier that includes, but is not limited to, train, bus, commercial airline, scheduled charter flights, or rented car.

**“Commissioner - Travel Authorization and Expense Report”** means the post-Travel form that requires no pre-Travel signature, but is required post-Travel to account for Travel expenses and, if necessary, reimbursement to the Authorized Person.

**“County”** means Osceola County, Florida, a charter county and political subdivision of the State.

**“County Administration”** means the County, Chief Operating Officer, Deputy County Manager(s) and/or Assistant County Manager(s) when acting in the capacity of the County Manager in accordance with the Administrative Code and approved, written delegation of authority, and determined necessary by the County Manager to assist with overseeing the day-to-day operations of the County.

**“County Departments”** means a division/area of the County Manager’s Organizational Chart with a particular area of responsibility.

**“County Manager”** means the chief executive officer of the County appointed pursuant to Section 2:3 A. of the Osceola County Home Rule Charter, or such person's Designee.

**“County Manager Procedure/Procedures”** means an established process in alignment with the Administrative Code (Board Policy) developed by the relevant staff, reviewed by the County Attorney’s Office and approved by the County Manager, in order to provide direction to staff in carrying out the day-to-day administration of the County.

**“Normal Daily Business”** means routine travel or activities for the performance of regular duties, functions, and meetings including those that occur at non-County facilities thereby incurring incidental expenses such as parking, tolls, meals, etc. that may be paid via a County P-Card or submitted for reimbursement.

**“Procurement Card (P-Card)”** means credit cards issued by the County through Procurement Services to process low dollar purchases of commodities, services, or travel from a provider who accepts a credit card. The P-Card will be issued to County Commissioners, County Charter Officers, and other appropriate employees as deemed necessary.

**“United States Internal Revenue Service (IRS) Rates”** means the rates established by the IRS, pursuant to 41 CFR Part 301-10 that may also be published by the IRS in Revenue Procedures or News Releases and available from the US General Services Administration (GSA) website. The rates shall be reviewed, at a minimum, on an annual basis by the County Manager to correspond with the IRS Rates in effect at the time.

**“Transportation Expense”** means the cost incurred by an Authorized Person in securing transit from point of origin to destination and return, regardless of whether the conveyance used is privately owned or a common carrier (as defined above).

**“Travel”** means business travel that results in a day that is substantially longer than an ordinary workday, multiple-day Travel or additional expenses beyond Normal Daily Business expenses such as conference registrations, lodging, transportation, etc.

**“Travel Authorization and Expense Report”** means the Travel Authorization and Expense Report form that is required for Travel and contains the initial approval by the approving official, request for a Travel advance, and the final expense reimbursement to the Authorized Person for Travel related expenses.

**“Travel Expenses”** means the actual, necessary, and reasonable costs of transportation, meals, lodging, and incidental expenses normally incurred by Authorized Persons when meeting with persons regarding official business for the County.



**“Travel Period”** means the interval between the time of departure for official business purposes and the actual time of arrival back home or the official headquarters, whichever occurs first.

*Smoking Policy History — 05/24/93, adopted at special meeting date already in Chapter 2; 04/18/94; amended and restated in its entirety on 05/02/22, Res #22-087R, agenda item #11*  
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