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MEMORANDUM

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TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Jeffrey J. Newton, County Attorney *JJN*
Kate Latorre, Senior Assistant County Attorney *KL*
Contact: (407) 836-7320

DATE: September 23, 2022

SUBJECT: **Consent Agenda Item for October 11, 2022**, Revised Administrative Regulation 7.10, titled "Local Mileage" and Administrative Regulation 7.12, titled "Non-Local Travel And Training"

I. EXPLANATION & SUMMARY OF PROPOSED REGULATION:

The regulation was reviewed in depth and revisions were made to ensure that the regulation is consistent with current practices and procedures.

II. ACTION REQUESTED:

Approval of proposed revisions to Administrative Regulation 7.10, titled "Local Mileage" and Administrative Regulation 7.12, titled "Non-Local Travel And Training"

AMC
Attachment

c: Byron Brooks, County Administrator



ORANGE COUNTY ADMINISTRATIVE REGULATIONS

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ORANGE COUNTY ADMINISTRATIVE REGULATIONS

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ORANGE COUNTY ADMINISTRATIVE REGULATIONS

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* Refer to Orange County Policy Manual



ORANGE COUNTY ADMINISTRATIVE REGULATIONS

		EFFECTIVE/ APPROVAL DATE	REV. DATE			EFFECTIVE/ APPROVAL DATE	REV. DATE
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EMPLOYEE RELATIONS

7.01 ORANGE COUNTY PERSONNEL POLICY MANUAL

I. POLICY

The purpose of the Orange County Policy Manual & Operational Regulations is to foster and promote a positive employment environment of mutual benefit and protection for employees and Orange County, which encourages employee and public confidence in the administration of personnel management.

II. PROCEDURES

Because of the size of the document, the Orange County Policy Manual & Operational Regulations shall be placed under a separate cover rather than incorporated within these Regulations. Copies may be obtained from the Human Resources Division, as well as on the intranet.

FOR MORE INFORMATION CONTACT: Human Resources Division

REFERENCE: None

APPROVED: 8/28/89

REVISED: Refer to OC Policy Manual

7.04 PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

I. POLICY

Orange County shall conduct pre-employment background investigations on all applicants selected for an employment position. Additionally, a pre-employment background investigation shall be conducted on existing Orange County employees seeking promotions and/or transfers to higher liability positions where a background investigation has not been performed to commensurate with security/liability level of the new position.

II. PROCEDURES

The Office of Professional Standards (OPS) shall be responsible for conducting all pre-employment background investigations for the Board of County Commissioners (BCC) as well as the Office of the Comptroller through an existing agreement. Any exceptions to this shall be approved in writing by the Manager of OPS.

A. Department/Division Hiring Authorities,

Department Human Resources Representatives or the Human Resources Division shall provide to OPS their requests for background investigations via interoffice mail, electronic mail or facsimile.

B. Requests for background investigations shall include a complete and signed Orange County Government Employment Application, a notarized Release of Information Waiver, a Fair Credit Reporting Act Release and other documents signed or completed by the applicant and deemed necessary to perform a thorough pre-employment background investigation.

C. OPS shall be responsible for creating, updating and providing Department/Division Hiring Authorities, Department Human Resources Representatives or the Human Resources Division with the necessary forms to perform background investigations.

D. OPS shall complete the background investigation process in a reasonable yet comprehensive manner based on the circumstances of each individual applicant in order to provide responsive and professional support to the requesting Hiring Authority.

E. The process consists of two levels of background investigation based on the perceived risk or potential liability of the position being applied for. The Hiring Authority generally will determine the appropriate level of perceived risk or potential liability within their respective Departments/Divisions.

F. All BCC applicants will be subject to a minimum level of investigation, identified as a Level I Background investigation. Positions with a higher level of risk or potential liability will be subject to a more comprehensive level of investigation, identified as a Level II Background investigation. A Level II Background investigation may include such measures as use of fingerprinting, polygraph testing or psychological screening as required by the position or determination of the Hiring Authority in conjunction with OPS.

G. The finalized background investigation shall be documented in a report format titled "Background Investigation Report" which shall be forwarded for final determination to the Hiring Authority via interoffice mail, personal delivery or facsimile. The Hiring Authority shall acknowledge receipt of the Background Investigation Report by signature.

H. Issues or concerns arising during the background screening process that involve the possible

suitability of an employee and that cannot be resolved during communication with the appropriate Hiring Authority, will be referred to the appropriate Deputy County Administrator for resolution.

FOR MORE INFORMATION CONTACT: Office of Professional Standards

REFERENCE: Fair Credit Reporting Act (FCRA), Florida State Statute (FSS) 110.1127, FSS 435 (Employment Screening), FSS 768.096 (Employer Presumption Against Negligent Hiring); FSS 110 (Screening Volunteers)

APPROVED: 6/27/06

7.05 ARREST TRACKING

I. POLICY

Employees are responsible for notifying management of an arrest, notice to appear, indictment or the filing of information for an offense or violation of law (including moving traffic violations if employee is required to drive a vehicle or operate equipment).

II. PROCEDURES

A. The employee shall notify management of an arrest, notice to appear, indictment or filing of an informational for an offense or violation of law (including moving traffic violations if employee is required to drive County vehicle/equipment) by the beginning of the next scheduled work shift.

B. The manager or designee shall notify the Office of Professional Standards of the arrest. In situations where the Office of Professional Standards has first knowledge of the arrest, they will advise the management of the affected Department.

C. The manager or designee of the affected Department shall consult with the Department Human Resources Representative to determine if the alleged charges are work-related and/or a possible violation of County policy and any appropriate resulting action.

D. The Office of Professional Standards shall provide periodic updates of case progress to the affected Department, up to and including case resolution.

E. The employee shall notify management of the final outcome of the arrest, notice to appear, indictment or information unless prohibited by law or court order.

FOR MORE INFORMATION CONTACT: The Office of Professional Standards

REFERENCE: None

APPROVED: 6/27/06

Employee Relations 2 (03/21/2023)

7.06 GENERAL, ELECTRONIC MAIL AND NETWORK SECURITY POLICY

I. POLICY

Information Systems and Services (ISS) is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for County employees and other authorized users.

The County, through ISS, is responsible for preserving all emails that constitute public records in accordance with the state-mandated retention policies or until the release of a litigation hold, whichever is later. The destruction of public records may lead to noncriminal infractions or criminal charges. § 119.10, Fla. Stat.

A. General Computing Policy

Once a user receives a user ID to be used to access the network and computer systems on that network, he or she is solely responsible for all actions taken while using that user ID. Therefore, the following rules apply:

1. Applying for a user ID or password under false pretenses is prohibited.

2. Applying for a generic username or password to be used by multiple users is prohibited.

3. If the user shares his or her user ID and password with another person, the user is solely responsible for all of the actions of that other person.

4. Deletion or modification of files and/or data belonging to other users without their prior consent is prohibited.

5. Any unauthorized, malicious action which damages or disrupts a computing system, or causes it to malfunction is prohibited.

6. Any information on or accessed by, any County computer or email address may be preserved, inspected, monitored, recorded, read, copied, and disclosed by authorized personnel in any manner for official purposes, including criminal investigations.

B. Electronic Mail Policy

Whenever an employee sends electronic mail, the name and user ID are included in each mail message. The employee is responsible and accountable for all electronic mail originating from his or her user ID,

Therefore:

1. Every e-mail is considered to be a public record except as provided herein.

2. Employees are strongly discouraged from sending emails that contain information which is exempt from the Public Records Act. In situations where an employee must transmit exempt information by email, the email should be marked ****EXEMPT**** in the Subject Box. If an email is not marked as *****EXEMPT***** in the "Subject" line, then the employee sending or receiving such email is hereby notified that the email may be treated as a nonexempt public record, unless the employee timely notifies his or her manager and ISS that an email should be designated as exempt and provides a verified statement establishing that the email falls within an exemption.

3. In contrast to exempt information, confidential information, including but not limited to social security numbers, driver license numbers, credit card information, HIPPA information, and addresses of law enforcement officers, shall not be transmitted electronically. If this prohibition is breached, the employee shall immediately notify his or her manager and the ISS Division of the breach and provide a verified statement establishing that the email contains information which is confidential and protected from public disclosure.

4. Forgery (or attempted forgery) of electronic mail messages is prohibited.

5. Attempts to read, delete, or modify the electronic mail of other users without their prior approval and the approval of the Department Director is prohibited.

6. Sending harassing, obscene and/or other threatening email is prohibited.

7. Sending unsolicited junk mail, jokes, "for-profit" messages or chain letters is prohibited.

8. Misuse of another's computer system, or use of another's computer system contrary to the County's administrative regulations, is prohibited.

C. Network Security Policy

As a user of the network, an employee may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

1. Use of systems and/or networks in

attempts to gain unauthorized access to remote systems, to gain a higher level of privilege to the network or to decrypt another user's password is prohibited.

2. The copying of copyrighted materials, such as third-party software, without the express written permission of the owner of the proper license, is prohibited.

3. The duplication or transmission of any confidential or proprietary data information, or other material from County equipment onto non-County equipment shall be prohibited. The unauthorized duplication or transmission of confidential or proprietary data, information, or other restricted material related to the County may lead to criminal, civil or administrative action.

4. Intentional attempts to "crash" network systems or the willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks is prohibited.

FOR MORE INFORMATION CONTACT: Information Systems and Services Division, Administrative Services Department

REFERENCE: None

APPROVED: 6/27/06

REVISED: 07/29/08

7.10 LOCAL MILEAGE

I. POLICY

All persons traveling on official County business are expected to follow procedures and exercise good judgment in incurring expenses. It is the responsibility of each Department Director and Division Manager to ensure compliance with these Regulations. Exceptions and/or variations from these Regulations require approval from the Orange County Administrator or designee. Except as otherwise noted, these Regulations shall apply to all Orange County employees and all others who are authorized to travel on County business. The Department Director, Division Manager or designee approving the local mileage shall be responsible for ensuring all approved expenses are necessary and reasonable.

Travel and training outside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties is considered non-local travel and shall be governed by Administrative Regulation 7.12. Travel and training inside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties is considered local travel and shall be governed by Administrative Regulation 7.11.

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II. PROCEDURES

A. Definitions.

- *Local Mileage* shall mean all travel inside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties for official business, in which mileage, tolls and/or parking are the only expenses. The travel must be in connection with the official business of the County or the activity must provide a direct, job-related educational benefit for the employee, or the employee must have been requested by a sponsoring organization to participate in the official program. However, an educational class, which the employee is voluntarily enrolled in, does not fall under this Regulation.
- *Non-Local Travel and Training* shall mean all official travel and training outside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties, which involves the expenditure of County funds. This includes travel related to a conference, convention, seminar, training sessions, etc. Non-local travel and training is governed by Administration Regulation 7.12.
- *Local Travel and Training* shall mean all official travel inside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties, which involve the expenditure of County funds for items other than mileage, tolls and parking. Local travel and training is governed by Administrative Regulation 7.11.
- *Receipt* shall mean a document showing payment in full.

B. Eligible Expenses

1. Mileage reimbursement is allowable when the traveler uses their personal vehicle to conduct official County business. It is the responsibility of the traveler to report the actual miles traveled on the Statement of Local Mileage Traveling Expense Form (Expense Form).

2. Parking charges may be reimbursed. When available, receipts for all parking charges should be attached to the Expense Form.

3. Reimbursement for bridge, road, and tunnel tolls is allowable. Tolls must be either noted as paid by transponder (Sun Pass, E-Pass, etc.) or actual receipts should be attached when paid by cash.

4. Charges for gasoline, lubricants, repairs, towing, etc. may be reimbursed if necessary for the use of a County vehicle. In this case, receipts must be attached to the Expense Form.

5. Lost Receipts – In the event that any receipts are lost or not provided for miscellaneous expenses such as tolls, parking, etc., then the traveler will be reimbursed provided that they attach documentation explaining the situation and clarifying the amount to be reimbursed. This documentation must have the signature of the traveler and the approval of the Department Director or designee in order to be accepted by Finance.

C. Ineligible Expenses

1. Mileage for personal reasons is not reimbursable.

2. Gratuitous Transportation – No traveler shall be allowed either mileage expenses when gratuitously transported by another person or when transported by another traveler who is entitled to the mileage.

3. Charges for gasoline, lubricants, repairs, towing, etc., will not be reimbursed for use of privately-owned vehicles.

4. Commuter miles (to/from residence and/or to/from work site) are not reimbursable. Commuter miles shall be defined as mileage from an employee's residence to assigned work site and the return trip, regardless of work site location as long as the work site is inside the boundaries of Orange County. However, if continuing on to the usual post-of-duty afterward, then mileage will be allowed for that portion of that trip, as clarified in example one below. In addition, if the traveler is attending a meeting, training, site visit, etc. outside of the boundaries of Orange County, then they will be entitled to a portion of the mileage as clarified in the second example below.

Example One - An employee/traveler whose normal work site is the County Administration Center, leaves home and drives directly to Apopka for a business meeting and then reports to the Administration Center. The employee is not entitled to mileage from their home to the meeting because this is considered commuter mileage with the meeting in Apopka being their "assigned work site" for the morning. However, they are entitled to mileage from the meeting to the Administration Center.

Example Two - An employee/traveler is leaving directly from their home to attend an all day workshop in Brevard County and returning directly home. In this case, the employee/traveler is entitled to the mileage in the amount of either (a) the round-trip distance between their usual post-of-duty and the workshop or (b) the round-trip distance from their residence to the workshop, whichever is less. This scenario only applies as an exception to commuter miles because the workshop is located outside of Orange County. If the workshop had been inside Orange County, no mileage would be allowed.

D. Process for Obtaining Reimbursement

1. An Expense Form shall be completed when a traveler wishes to seek reimbursement for allowable expenses, as described in section B above.

2. The Expense Form should be totaled at the end of each month and submitted to the Comptroller's Finance and Accounting Department (Finance) by the last day of the following month. For example, travel during March 1st - 31st should be submitted to Finance by April 30th. In the event that this timeframe cannot be met due to unusual circumstances, a memo explaining the situation that is signed by the traveler, Division Manager, and the Department Director or designees should be attached to the Expense Form.

3. In an effort to avoid processing checks of less than \$5, the following guideline has been established. When the traveler is unable to accumulate a total of at least \$5 during the month, they may choose to hold their Expense Form until they have accumulated at least \$5 for a period of 90-days, whichever occurs first.

4. The origin and destination shall be identified by the name/title of location and the physical address.

5. Mileage shall be totaled and shown from point-of-origin to point-of-destination.

6. The purpose of travel shall identify the work-related activity (i.e., training, meeting, site visit, etc.).

7. Department/Division and traveler's name shall be printed or typed clearly in the appropriate space.

8. The Expense Form shall be forwarded to Finance with appropriate signature authorizations completed.

E. Miscellaneous

1. Employees receiving Administrative Travel Requirement Allowance cannot claim mileage if that mileage is confined to Orange County.

2. Any local traffic or parking violations are the traveler's responsibility.

3. Refer to Administrative Regulations 2.12.03 and 2.12.08 for more information on private vehicle usage for County business.

FOR MORE INFORMATION CONTACT: Comptroller's Finance & Accounting Department, Office of Management and Budget

REFERENCE: Administrative Regulations 7.12, 7.11, 7.12, 2.12.03, and 2.12.08; Federal Mileage Rates

APPROVED: 6/27/06

REVISED: 10/11/22

7.11 LOCAL TRAVEL AND TRAINING

I. POLICY

All persons traveling on official County business are expected to follow procedures and exercise good judgment in incurring expenses. It is the responsibility of each Department Director and Division Manager to ensure compliance with these Regulations. The Department Directors or designees approving the travel request shall be held responsible for all approved expenses as being necessary and reasonable. Exceptions

and/or variations from these Regulations require approval from the Orange County Administrator or designee. Except as otherwise noted, these Regulations shall apply to all Orange County employees and all others who are authorized to travel on County business.

Travel and training outside the boundaries of Orange, Osceola, Lake, Seminole, and Brevard counties is considered non-local travel and shall be governed by Administrative Regulation 7.12. Local mileage shall be governed by Administrative Regulation 7.10.

II. PROCEDURES

A. Definitions

- *Local Travel and Training* shall mean all official travel and training inside the boundaries of Orange, Osceola, Lake, Seminole, and Brevard counties, which involves the expenditure of County funds for items other than mileage, tolls, and parking. The travel must be in connection with the official business of the County or the activity must provide a direct, job-related benefit for the employee, or the employee must have been requested by a sponsoring organization to participate in the program. However, an educational class in which the employee is voluntarily enrolled in does not fall under this Regulation.
- *Non-Local Travel and Training* shall mean all official travel and training outside the boundaries of Orange, Osceola, Lake, Seminole, and Brevard counties, which involves the expenditure of County funds. This includes travel related to a conference, convention, seminar, training session, meeting, site visit, etc. Non-local travel and training shall be governed by Administrative Regulation 7.12.
- *Local Mileage* shall mean all travel inside the borders of Orange, Osceola, Lake, Seminole, and Brevard counties for official business in which mileage, tolls, and/or parking are the only expenses. Local mileage shall be governed by Administrative Regulation 7.10.
- *Receipt* shall mean a document showing payment in full.

B. Process for Requesting Local Travel and Training (Estimate of Travel Expense)

1. Prior to travel, a Travel Request and Reimbursement Form (Travel Form) must be completed for any authorized travel where costs to the County are anticipated unless specific prior approval is received from the County Administrator or designee. This form may be obtained from the County's intranet site. Costs should be estimated carefully because if the actual costs exceed the estimate by more than 20%, approval for reimbursement will be required by the County Administrator or designee.

2. Documentation should be attached to the Travel Form that includes information on the nature and purpose of the activity/event. For example, Travel Forms for a conference, convention, seminar, etc., must include a copy of the program agenda that states the registration fee. If a program or agenda is not available, a written justification for travel should be submitted with the Travel Form.

3. The original Travel Form should be completed and submitted to the Comptroller's Finance and Accounting Department (Finance) at least thirty (30) calendar days in advance of the scheduled event, along with the required documentation and original signature approvals of the traveler, Division Manager or designee, and Department Director or designee. For travel submitted less than thirty (30) days in advance, an advance payment may not be provided. Employees are encouraged to seek "early bird" registration discounts by submitting their requests in a timely fashion. The Division shall retain a copy of the completed Travel Form in order to close-out the travel later in the process (including cancellation if the need should arise).

4. Travel advances for less than \$25 shall not be provided.

5. Travel time begins or ends when the traveler leaves from or returns to the traveler's home or official headquarters, whichever is closest.

6. Registration Fee – The County will pay for activities included in the basic registration fee. Additional charges for activities that are not included in the basic registration fee will be covered by the County if determined to be a benefit to the County by the Department Director or designee. For such activities, the cost and activity shall be separately identified.

7. Transportation

a. All travel must be by a standard travel route. If a person travels by an indirect route for his or her own convenience, any extra costs shall be the responsibility of the traveler. The most economical and efficient mode of transportation shall be used. Both travel costs and time will be considered. If another mode of transportation is required other than County or private vehicle, justification must be provided and approved by the Department Director or designee.

b. Charges for gasoline, lubricants, repairs, towing, etc. will not be paid when privately-owned vehicles are used. However, you may be able to claim mileage in accordance with Administrative Regulation 7.10 (Local Mileage).

c. For additional information regarding the use of a private vehicle for County business, see Administrative Regulations 2.12.03 and 2.12.08.

d. For additional information regarding the use of County vehicles for County business, see Administrative Regulations 2.12.04 and 2.12.08.

e. If use of a County vehicle is authorized, enter the vehicle number on the Travel Form. Also, the traveler should estimate their expenses for gas in advance of the trip.

f. Gratuitous Transportation – No traveler shall be allowed either mileage or transportation expenses when gratuitously transported by another person or when transported by another traveler who is entitled to the mileage.

8. Lodging and meal per diem in Orange, Osceola, Lake, Seminole, and Brevard Counties are not permitted. Exceptions may be approved by the County Administrator or designee with written justification. Where such approval has been granted by the County Administrator or designee, the traveler shall comply with Administrative Regulation 7.12 (Non-Local Travel and Training) in its entirety instead of this Regulation.

9. Miscellaneous – If anticipated, the following charges should be included on the Estimate of Expenses.

a. Parking: Parking charges should be estimated and receipts should be obtained.

b. Tolls: Charges for bridge, road, and tunnel tolls should be estimated. Tolls must be either noted as paid by transponder (Sun Pass, E-Pass, etc.) or actual receipts obtained.

c. Other: Miscellaneous expenses such as business center usage, internet fees, books, tapes, etc. shall be held to the minimum amount required for efficient County business. Receipts should be obtained.

C. Process for Closing Out Travel Once Completed (Actual Travel Expenses)

1. In order to close out the Travel Form, the remaining section of the Travel Form (Actual Travel Expenses section) should be completed and submitted to Finance within ten (10) business days of the return of the traveler. The Actual Travel Expenses section of the form shall have the original signatures of the traveler, Division Manager or designee, and Department Director or designee. The form shall then be submitted to Finance for review and processing, unless the actual amount of the traveler expenses exceeds the amount approved on the estimate by more than 20%. In this case, the form shall be forwarded to the County Administrator or designee for approval prior to forwarding to Finance.

2. Documentation shall be attached, including but not limited to the following, if applicable:

- Proof of attendance
- Transportation and registration receipts
- Any additional receipts or documentation for reimbursement as described in Procedure Section B
- If using a County vehicle, charges for gasoline, lubricants, repairs, towing, etc., will be reimbursed if supported by receipts

3. Lost Receipts – In the event that any receipts are lost or not provided for miscellaneous expenses such as tolls, parking, etc., then the traveler will be reimbursed provided that they attach documentation to the Travel Form explaining the situation and clarifying the amount of the reimbursement. This documentation must have the signature of the traveler, and the approval of the Department Director or designee in order to be accepted by Finance.

4. The traveler has the option to decline a reimbursement if under \$5. The appropriate box should be marked if the reimbursement is to be declined.

D. Canceling the Travel

Canceling the travel – In the event that a Travel Form has been approved and the traveler becomes unable to travel for any reason, the following procedure should be followed:

- The traveler should make all possible attempts at obtaining reimbursement for any payments that have been made by the County. An example of this would be pre-payments for registration fees. Any attempts to obtain reimbursements should be documented and attached.
- Departments/Divisions are responsible for tracking credits related to unused/canceled registration fees.
- The traveler shall ensure that the Travel Form is completed by placing the words, "Travel Canceled" on the Actual Travel Expenses section of the Travel Form. The Travel Form must be approved and show the original signatures of the traveler, Division Manager or designee, and the Department Director or designee and then must be submitted to Finance in order to close out and finalize the travel.
- In certain circumstances at the discretion of the Department Director, employees may be required to reimburse the County for canceled travel expenses and may be subject to disciplinary actions.

FOR MORE INFORMATION CONTACT: Office of Management and Budget; Comptroller's Finance and Accounting Department; Risk Management Division
REFERENCE: Administrative Regulations 7.12, 7.10, 7.11, 2.12.03, 2.12.04, and 2.12.08
APPROVED: 6/27/06

7.12 NON-LOCAL TRAVEL AND TRAINING

I. POLICY

All persons traveling on official County business are expected to follow procedures and exercise good judgment in incurring expenses. It is the responsibility of each Department Director and Division Manager to ensure compliance with these Regulations. The Department Directors or designees approving the travel request shall be held responsible for all approved expenses as being necessary and reasonable. Exceptions and/or variations from these Regulations require approval from the Orange County Administrator or designee. Except as otherwise noted, these Regulations shall apply to all Orange County

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employees and all others who are authorized to travel on County business.

Travel and training inside the boundaries of Orange, Osceola, Lake, Seminole, and Brevard counties is considered local travel and shall be governed by Administrative Regulation 7.11. Local mileage shall be governed by Administrative Regulation 7.10.

II. PROCEDURES

A. Definitions

- *Non-Local Travel and Training* shall mean all official travel and training outside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties, which involves the expenditure of County funds. This includes travel related to a conference, convention, seminar, training sessions, meeting, site visit, etc. The travel must be in connection with the official business of the County or the activity must provide a direct, job-related benefit for the employee, or the employee must have been requested by a sponsoring organization to participate in the program. However, an educational class in which the employee is voluntarily enrolled in does not fall under this Regulation. In certain limited circumstances, the County Administrator or designee may approve lodging for travel within the boundaries of Osceola, Lake, Seminole, and Brevard counties; in these limited situations such travel shall be governed by this Regulation as Non-Local Travel and Training.
- *Local Travel and Training* shall mean all official travel inside the boundaries of Orange, Osceola, Lake, Seminole, and Brevard counties, which involves the expenditure of County funds for items other than mileage, tolls, and parking. Local travel and training shall be governed by Administrative Regulation 7.11.
- *Local Mileage* shall mean all travel inside the borders of Orange, Osceola, Lake, Seminole, and Brevard counties for official business in which mileage, tolls, and/or parking are the only expenses.

Local mileage shall be governed by Administrative Regulation 7.10.

- *Receipt* shall mean a document showing payment in full.

B. Process for Requesting Non-Local Travel (Estimate of Travel Expenses)

1. Prior to travel, a Travel Request and Reimbursement Form (Travel Form) must be completed for any authorized travel where costs to the County are anticipated unless specific prior approval is received from the County Administrator or designee. This form may be obtained from the County's intranet site. Costs should be estimated carefully because if the actual costs exceed the estimate by more than 20%, approval for reimbursement will be required by the County Administrator or designee.

2. Documentation should be attached to the Travel Form that includes information on the nature and purpose of the activity. For example, travel requests for a conference, convention, seminar, etc., must include a copy of the program or agenda that states the registration fees and whether any meal or lodging is included in the registration fee. If a program or agenda is not available, a written justification for travel should be submitted with the Travel Form.

3. The original Travel Form should be completed and submitted to the Comptroller's Finance and Accounting Department (Finance) at least thirty (30) calendar days in advance of the scheduled departure date, along with the required documentation and original signature approvals of the traveler, Division Manager or designee, and Department Director or designee. For travel submitted less than thirty (30) days in advance, an advance payment may not be provided. Employees are encouraged to seek "early bird" registration discounts by submitting their requests in a timely fashion. The Division shall retain a copy of the completed Travel Form in order to close-out the travel later in the process (including cancellation if the need should arise).

4. Travel advances for less than \$25 shall not be provided.

5. The rates for mileage will be the standard mileage rates for business established by the IRS effective January 1 or as amended during the year, to take effect when the new County fiscal year begins on October 1.

6. Departure and return dates including times – Travel time begins or ends when the traveler leaves from or returns to the traveler's home or official headquarters, whichever is closest (see "destination miles" below at section 8-d). A reasonable check-in time at the airport will be allowed.

7. Registration Fee – The County will pay for activities included in the basic registration fee. Additional charges for activities that are not included in the basic registration fee will be covered by the County if determined to be a benefit to the County by the Department Director or designee. For such activities, the cost and activity shall be separately identified.

8. Transportation

a. If travel involves the need for a common carrier, rental car, etc., the traveler should make tentative arrangements and attach a copy of the tentative arrangements to the Travel Form. Upon approval from the Department Director or designee, the travel arrangements should be confirmed.

b. All travel must be by a standard travel route. If a person travels by an indirect route or extends the stay for his or her own convenience, any extra costs shall be the responsibility of the traveler. The most economical and efficient mode of transportation shall be used. Both travel costs and time will be considered. Documentation of the additional cost shall be provided prior to travel.

c. Airline – Commercial air travel is permitted when it is advantageous to the County. All travelers shall purchase the least expensive fare if possible. The County encourages the use of non-refundable fares when the travel plans are certain. First-class or business-class fare shall be paid by the County only when the traveler certifies and provides documentation that states less expensive accommodations were not available and the traveler must travel at that particular time. A traveler choosing to use first-class or business-class air transportation when coach class is available will be responsible for the additional cost. Additional accident or life insurance for persons traveling by common carrier will not be reimbursed.

d. Private Vehicle – The use of privately-owned vehicles for the travel must be authorized by a Department Director or designee. For additional information regarding the use of a private vehicle for County business, see Administrative Regulations 2.12.03 and 2.12.08.

Charges for gasoline, lubricants, repairs, towing, etc. will not be paid when using a privately-owned vehicle. However, you may claim destination miles or vicinity miles, or a combination of both, as explained below.

- Destination Miles – Mileage shall be shown from point-of-origin to point-of-destination. When leaving from the official headquarters, the point-of-origin is the official headquarters. If leaving from the traveler's residence, the point-of-origin is the official headquarters or the traveler's residence, whichever is closer to the point-of-destination. A printout showing the mileage calculations should be attached.
- Vicinity Miles – Vicinity mileage necessary to conduct official business is allowable and must be shown as a separate item on the travel request. A vicinity mileage form shall be attached that shows the mileage calculations. This form can be found on the County Intranet.

e. County vehicle – The use of County-owned vehicles shall be authorized by a Department Director or designee, when feasible.

For additional information regarding the use of County vehicles for County business, see Administrative Regulations 2.12.04 and 2.12.08.

If the use of a County vehicle is authorized, enter the vehicle number on the Travel Form. Also, the traveler may estimate their expenses for gas in advance of the trip, or may wait until returning to be reimbursed. If the traveler chooses to estimate, the amount should be entered on the appropriate line. The traveler shall obtain receipts.

f. Taxi – Limousine, taxi and mass transit fares necessary for official County business are allowable and receipts should be obtained. Gratuities for such services up to 15% of the total will be paid if so stated on the receipt.

g. Rental Car – Rental cars are allowed only if approved by the Department Director or designee.

For additional information regarding rental car procedures, see Administrative Regulation 2.12.08.

Automobiles rented by an employee should be rented in the County's name with the employee's name following. Employees should not accept any insurance coverage for the rental car, as coverage is provided by the County's self-insurance program. Risk Management can provide a Certificate of Insurance if requested. Any such insurance coverage accepted by the traveler will not be reimbursed.

h. Gratuitous Transportation – No traveler shall be allowed either mileage or transportation expenses when gratuitously transported by another person or when transported by another traveler who is entitled to the mileage.

9. Lodging and Meals – Actual Cost Method: Travelers with continuous travel involving an overnight absence from official headquarters, may request actual cost or per diem method, but not both. For travelers choosing the actual cost method, this section will apply. The actual cost method will cover the actual cost of lodging as well as provide a meal allowance for individual meals in accordance with section 9-b below. Travel that does not include overnight lodging is not eligible for meal allowances.

a. Lodging

- Actual expenses for lodging, substantiated by receipts, shall be paid at the single-occupancy rate unless authorized-County travelers share a room, at which time the double-occupancy rate shall be allowed.
- Travelers shall not be given advance payments or reimbursements for any lodging included in a convention or conference registration fee paid by the County.
- The County shall not pay lodging expenses for a traveler who is sponsored or reimbursed by another person or organization.
- Travelers will not be given advance payments or reimbursement for lodging when the lodging receipt is in someone else's name other than the employee, unless it is a shared room with an authorized County traveler. Only the employee whose name is on the

receipt should request advance payment or reimbursement.

- Lodging in Orange, Osceola, Lake, Seminole, and Brevard Counties is not permitted. Exceptions may be approved by the County Administrator or designee with written justification. Where such approval has been granted by the County Administrator or designee, the traveler shall comply with this Regulation (7.12) in its entirety instead of Administration Regulation 7.11 (Local Travel and Training).
- Only business calls will be reimbursed, if noted accordingly on the lodging receipt.
- Orange County is exempt from the Florida Sales and Use Tax and the Tourist Development Tax when the lodging is paid directly by County funds. When possible, advance payments for this purpose will be made upon request. A copy of the Sale and Use Tax Division Consumer's Certificate of Exemption should be presented to the hotel/motel at check-in. Every effort should be made by the traveler to obtain an exemption from these taxes; however, if the traveler is unable to do so, a written explanation of that fact should be included with the travel request.

b. Meal Allowances

- Travelers utilizing the actual cost method will receive a meal allowance for each individual meal while on County business using the U.S. General Services Administration ("GSA") meals expenses second highest tier rates, at the time the expense is incurred, as may be amended. The meal allowance shall be used towards all meals, taxes, and service/gratuity charges. Meal allowance rates, as set forth below,

are established pursuant to the authority provided in Section 112.061, Florida Statutes, as amended from time to time in accordance with Section B-5 above. Convention Center Sales Representatives will be reimbursed for meals in accordance with Administrative Regulation 11.03.01.

- When travel begins by 6:00 a.m. and extends beyond 8:00 a.m., the traveler will receive the GSA second highest tier meal rate toward breakfast.
- When travel begins by 12:00 noon and extends beyond 2:00 p.m., the traveler will receive the GSA second highest tier meal rate toward lunch.
- When travel begins by 6:00 p.m. and extends beyond 8:00 p.m., the traveler will receive the GSA second highest tier meal rate toward dinner.

- Travelers shall not be paid for any meals included in a convention or conference registration fee paid by the County with the exception of continental breakfast(s), which is not considered a meal for purposes of this policy. If the traveler elects to eat elsewhere, the meal will be at the traveler's expense.

- Food provided by an airline service will not be considered a meal.
- Receipts are not required in order to receive a meal allowance.

10. Lodging and Meals – Per Diem Method: Travelers with continuous travel involving an overnight absence from official headquarters may request per diem or actual cost method, but not both. For those choosing the per diem method, this section will apply. Receipts are not required in order to receive a per diem. The per diem method will cover meals and lodging and is paid at a rate of \$20 for each full or partial quarter of day (for a total of \$80 per day). Per diem rates, as set forth above, are established pursuant to the authority provided in Section 112.061, Florida Statutes, as amended from time to time in accordance with Section B-5 above.

a. Daily quarters are designated as 12:00 midnight to 6:00 a.m., 6:00 a.m. to 12:00 noon, 12:00 noon to 6:00 p.m., 6:00 p.m. to 12:00 midnight.

b. Travelers shall not be paid for any meals included in a convention or conference registration fee paid by the County with the exception of continental breakfast(s), which is not considered a meal for purposes of this policy. In this case, travelers will not receive the \$20 per diem amount for the quarter in which a meal was provided.

11. *Miscellaneous* – The following charges should be included on the Estimate of Expenses.

a. Parking: Parking charges should be estimated and receipts should be obtained.

b. Tolls: Charges for bridge, road and tunnel tolls should be estimated. Receipts for out-of-state tolls must be obtained. In-state tolls must be either noted as paid by transponder (Sun Pass, E-Pass, etc.) or actual receipts obtained.

c. Other: Miscellaneous expenses such as business center usage, internet fees, books, tapes, etc. shall be held to the minimum amount required for efficient County business. Receipts should be obtained.

For overnight travel, each traveler is allowed a maximum of \$10 per trip for gratuities such as bellhops, skycaps, or valet. Receipts are not required for this.

C. Non-Authorized and Non-Reimbursable Expenses Such expenses include, but are not limited to the following:

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1. laundry and dry cleaning
2. personal telephone calls
3. gratuities in excess of \$10 per trip
4. entertainment and alcoholic beverages
5. room service
6. meal allowance when travel does not include overnight lodging
7. any other non-business related expense that does not provide a direct benefit to the County.

D. Process for Closing Out Travel Once Completed (Actual Travel Expenses)

1. In order to close out the Travel Form, the remaining section of the Travel Form (Actual Travel Expenses section) should be completed and submitted to Finance within ten (10) business days of the return of the traveler. The Actual Travel Expenses section of the form shall have the original signatures of the traveler, Division Manager or designee, and Department Director or designee. The form shall be submitted to Finance for review and processing, unless the actual amount of the travel expenses exceeds the amount approved on the estimate by more than 20%. In this case, the form shall be forwarded to the County Administrator or designee for approval prior to forwarding to Finance. In addition, any out-of-state travel without pre-approval shall require signature approval of the County Administrator or designee.

2. Documentation shall be attached, including but not limited to the following, if applicable:

- Proof of attendance
- Transportation, lodging, registration receipts
- Any additional receipts or documentation for reimbursement as described in Procedure Section B
- If using a County vehicle, charges for gasoline, lubricants, repairs, towing, etc., will be reimbursed if supported by receipts

3. Lost Receipts – In the event that any receipts are lost or not provided for miscellaneous expenses such as tolls, parking, etc., then the traveler will be reimbursed provided that they attach documentation to the Travel Form explaining the situation and clarifying the amount of the reimbursement. This documentation must have the signature of the traveler, and the approval of the Department Director or designee in order to be accepted by Finance.

4. The traveler has the option to decline a reimbursement if under \$5. The appropriate box should

be marked if the reimbursement is to be declined.

5. Employees are not required to reimburse the County for reimbursement amounts of \$5 or less.

6. For international travel, all expenditures should be made in the currency of the foreign country. These expenditures should be converted to U.S. dollars prior to completing the Actual Travel Expenses section of the Travel Form. A detailed conversion must be attached as back up.

E. Canceling the Travel

In the event that a Travel Form has been approved and the traveler becomes unable to travel for any reason, the following procedure should be followed:

- The traveler should make all possible attempts at obtaining reimbursement for any payments that have been made by the County. Examples of this would include pre-payments for hotel, airfare, or registration fees. Any attempts to obtain reimbursement should be documented and attached.
- Departments/Divisions are responsible for tracking credits related to unused/canceled transportation tickets and registration fees.
- The traveler shall ensure that the Travel Form is completed by placing the words "Travel Canceled" on the Actual Travel Expenses section of the form. The Travel Form must be approved and show the original signature of the Department Director or designee and then must be submitted to Finance in order to close out and finalize the travel.
- In certain circumstances at the discretion of the Department Director, employees may be required to reimburse the County for canceled travel expenses and may be subject to disciplinary actions.

FOR MORE INFORMATION CONTACT: Office of Management and Budget; Comptroller's Finance and Accounting Department; Risk Management Division

REFERENCE: FSS 112.061; Administrative Regulations 7.10, 7.11, 2.12.03, 2.12.04, and 2.12.08

APPROVED: 9/2/87

REVISED: 9/18/89; 11/19/90; 3/19/92; 11/24/92; 6/27/06; 7/31/12; 10/11/22

7.12.01 REIMBURSEMENT OF EMPLOYEES FOR TRAVEL OR MOVING EXPENSES

I. POLICY

Because of the requirements of certain positions in the Administrative Pay Plan or other positions authorized by County Administration, it may be necessary to recruit employees outside the local area. When this is necessary, reimbursement of moving or travel expenses may be authorized in accordance with the following procedures.

II. PROCEDURES

A. A written request for authorization of reimbursement of travel or moving expenses shall be submitted to the Director of the Human Resources Division by the appropriate Division Manager, through the Department Director, prior to extending an offer to a prospective employee that would include reimbursement for such expenses.

B. If the Director of the Human Resources Division determines the request is justified, based upon past practices and dollar value involved, he/she shall indicate his recommendation and forward the request to the County Administrator or his/her designee for approval. This approval will be for an estimated maximum amount.

C. After travel or moving expenses have been incurred, the requesting division shall request reimbursement. The reimbursement request shall be supported by detailed receipts, accompanied by a copy of the approval from the County Administrator's Office, and processed through the Human Resources Division to the Finance and Accounting Department for payment. The reimbursement will be charged to the requesting division's budget. The final amount reimbursed will be the initial estimated amount or the actual amount, supported by receipts, whichever is less.

D. Reimbursement shall be authorized consistent with Florida Statutes, Chapter 112.061 and Resolution No. 87-M-11 of the Board of County Commissioners. For purposes of Resolution No. 87-M-11, executive or professional positions are those that are listed in the Administrative Pay Plan structure under the Board of County Commissioners at the level covered under Administrative Executive employment type, Policy 101.

FOR MORE INFORMATION CONTACT: Human Resources Division
REFERENCE: Florida Statutes, Chapter 112.061; Resolution No. 87-M-11, Board of County Commissioners, dated March 23, 1987; Orange County Policy Manual
APPROVED: 6/8/87
REVISED: 6/27/06

7.13 PUBLIC EMPLOYEES CODE OF ETHICS

I. POLICY

A. It is the responsibility of each employee to conduct his/her personal investments and/or business affairs in such a manner as to comply with the full spirit and intent of the Orange County Administrative Regulations, Orange County Policies, and Chapters 112.311 - 112.326, Florida Statutes.

II. PROCEDURES

A. When an employee finds that circumstances may occur or have developed so as to put him/her at variance with the County's Code of Ethics or the Florida Statutes, the employee shall immediately bring such matter to the attention of his/her manager. Questions regarding conflicts of interest or potential conflicts of interest should be referred to the County Attorney's Office for interpretation.

B. Employees of Orange County, whose job it is to enforce County rules and regulations or procure services or supplies, shall not accept loans, advances, "kickbacks," gifts, gratuities, favors, or entertainment from a prospective customer or supplier of services or goods.

C. Members of the Orange County Procurement Committee shall not accept anything of value (meals included) from a firm that currently has a proposal before the Committee. Once a selection is made, working lunches or social functions may be scheduled by the vendor. Discretion should be used by all employees regarding attendance at these functions.

FOR MORE INFORMATION CONTACT: Human Resources Division
REFERENCE: Florida Statutes, Chapters 112.311-112.326; Administrative Regulation 2.08
APPROVED: 9/21/87
REVISED: 6/27/06

7.13.01 DISCOUNTS AND SPECIAL OFFERS TO COUNTY EMPLOYEES

I. POLICY

A. It shall be the policy of Orange County to provide employees with information concerning special discount offers extended by local enterprises and major attractions.

B. Businesses may, upon their own initiative, extend special discount offers to all County employees, providing such offers are not for the purpose or with the expectation of receiving special consideration from County employees acting in their official capacity.

C. The County shall not endorse, recommend or assume responsibilities for the product, service or performance of any special discount.

II. PROCEDURES

A. Local enterprises desiring to extend special discount offers to County employees shall submit their proposed offer in writing to Human Resources Director.

B. Human Resources Director shall notify the business of his approval or disapproval of the proposed offer.

C. If approved, the offer may be publicized in a designated section of the employee news bulletin.

FOR MORE INFORMATION CONTACT: Human Resources Division
REFERENCE: None
APPROVED: 9/21/87
REVISED: 6/27/06

7.13.02 EMPLOYEE AND VOLUNTEER SERVICE AWARDS AND RECOGNITION

I. POLICY

The Board of County Commissioners (BCC) recognizes the following:

A. The hiring and retention of high-quality officers, employees and volunteers is necessary to ensure the most effective and efficient County government possible for the citizens of Orange County.

B. In addition to normal compensation, certain fringe benefits such as mementos for prolonged service with the County, retirement gifts, and awards/recognition for periods or occasions of outstanding service, charitable work and contributions, all serve to encourage County

employees and volunteers to continue rendering service to the citizens and government of the County.

C. A valid public and County purpose is served by expending reasonable sums of money for the items and reasons set forth in Paragraph B, above.

II. PROCEDURES

A. The BCC hereby authorizes the County Administrator or designee and Department Directors or designee to appropriate and expend money from time to time in the same manner as other County expenditures for the following:

1. Mementos and awards for prolonged service with the County as set forth in Section II.B. The cost of a memento, unless otherwise stated, shall not exceed \$20.00. Mementos may be awarded in 5 year increments of service beginning at 20 years of service.

2. Gifts for (Florida Retirement System recognized) retirement from County employment, coordinated through the Human Resources Benefits Section. Retiring employees with 25 or more years of continuous service with the County in a regularly budgeted position may receive a gift valued at not more than \$250.00.

3. Other awards/recognition for periods or occasions of outstanding service to the County government as set forth in Section II.B.

B. Mementos, gifts and awards/recognition may consist of the following:

- A designated number of hours off work with pay (up to one regular work-day.)
- certificates
- trophies
- plaques
- small gifts (such as hats, shirts, paperweights, mugs)
- gift certificates or cards of nominal amount for restaurants, movies, merchandise, etc.
- recognition ceremonies other than retiree service recognition ceremonies, which may include refreshments (e.g. desserts, snack foods, baked goods, fruit, coffee, tea, soda), but not meals unless the County Mayor and/or one or more County Commissioners is in attendance.*
- retiree service recognition ceremonies

which may include refreshments consistent with the examples provided above, but not meals unless the County Mayor and/or one or more County Commissioners is in attendance.*

- Prolonged service recognition and monetary awards administered through Human Resources when using an appropriate tax gross-up methodology: Beginning with 20 years (\$150), and continuing with each 5-year increment thereafter as follows: 25 years (\$200), 30+ years (\$250).

C. Department Directors are responsible for monitoring expenses, ensuring expenses are within their budget and that awards are administered in a manner consistent with this policy.

FOR MORE INFORMATION CONTACT: Human Resources
REFERENCE: None
APPROVED: 6/2/98
REVISED: 12/1/98; 6/27/06; 04/11/17; 01/23/18; 12/17/19; 3/21/23

* Costs for refreshments, or meals when applicable, will be limited to a reasonable amount based on the expected number of attendees and will be processed in accordance with Admin. Reg. 7.14

7.14 WORKING MEALS AND REFRESHMENTS AT EVENTS RELATING TO COUNTY BUSINESS

I. POLICY

Pursuant to Section 2-94 of the Orange County Code, expenditure of public funds for working meals, refreshments, and attending civic/community social occasions in connection with County business is permissible. As such, the County shall reimburse elected and appointed officials and staff ("employees" for purposes of this Regulation) for these costs at functions where the employee is designated as representing the County and which serve a valid public purpose. This Regulation governs situations involving reimbursement to employees for working meals and refreshments and attending events incident to execution of County business; it does not supersede current purchasing or travel regulations for other expenses relating to sponsoring an event.

II. PROCEDURES

A. The Mayor and the Board of County Commissioners authorize Department Directors and their designees to approve and authorize payment at County expense for certain working meals and refreshments at events incident to the execution of

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County business. The County Administrator or designee shall be authorized to approve payment at County expense to cover the cost of civic/community social or charitable occasions.

1. Working meals are meals intended to facilitate the increased productivity of attendees of business conferences and other meetings by helping to ensure efficiency, effectiveness, or compliance with deadlines. Generally, working meals begin or end during the following periods: Breakfast - 6:00 a.m. - 9:00 a.m.; Lunch - 12:00 p.m. - 2:00 p.m.; Dinner - 5:00 p.m. - 8:00 p.m.

2. Refreshments are relatively light fare food items (e.g., snack foods, baked goods, fruits, etc.) and non-alcoholic beverages (e.g., coffee, tea, soda, etc.). intended to facilitate an employee's ability to learn, participate, and be productive during training sessions (e.g., seminars, conferences, workshops).

B. Eligible expenses include, but are not limited to:

1. meal and refreshment costs for non-compensated individuals donating their time, such as County advisory board committees;

2. meal and refreshment costs served at training sessions or retreats, where appropriate (e.g., strategic planning objectives training session, etc.);

3. meal and refreshment costs at meetings, usually on County premises, where County business is conducted and business is required to meet specific deadlines or make efficient use of staff time, or is otherwise relevant for after hours discussion (e.g., planning research corporate lunch meeting);

4. meal and refreshment costs associated with attendance at a public function directly connected to County business or as a designated representative of the County, including reimbursement for one guest when function is held outside of normal working hours (8:00 a.m. - 5:00 p.m., Monday through Friday);

5. meal and refreshment costs at offsite meetings with dignitaries, community leaders, or other high-level visitors;

6. the cost to sponsor a civic/community charitable event (for example, corporate tables); and/or

7. meal and refreshment costs at employee recognition events in accordance with Admin. Reg. 7.13.02.

C. Ineligible expenses include, but are not limited to:

1. meal and refreshment costs of social or political gatherings;

2. alcoholic beverages;

3. tips for meal service in excess of 15% (rounded to the next whole dollar);

4. meal and refreshment costs which are included in a registration fee;

5. meal and refreshment costs at regular meetings attended solely by County staff for the purpose of internal communication;

6. meal and refreshment costs for food and beverage consumed away from the work or training site where business is being conducted, except as noted above in Section II.B.;

7. meal and refreshment costs for vendors or potential vendors, except for engaged vendors and consultants working on-site with County employees for County business purposes (e.g., system installation); and meal and refreshment costs at any other meetings which do not comply with this Regulation or Section 2-94 of the Orange County Code.

D. Employees seeking to pay a vendor or be reimbursed for the cost of a meal or refreshments should complete a Sponsorship of Events/Working Meals Form and secure approval prior to the event. A Sponsorship of Events/Working Meals Form is the form used to gain approval for, and process, food related expenditures particular to working meals and refreshments. The Sponsorship of Events/Working Meals Form should indicate the purpose of the meeting or name of the event, date held, start and finish times of the function, and an estimate of expenses. The form should also list attendees' names, titles, and companies/departments in the spaces provided (use "numerous" for countywide events); the accounting line to be charged; and the name of the requester and date requested. Non-elected employees should submit the form to their department directors or designees for approval.

E. An employee shall retain the approval form for payment/reimbursement until after completion of the event. Upon completion of the event, the employee shall complete the actual expense amount, vendor name, invoice number (if applicable), sign and date in the "Received by" section of the form and attach all receipts, invoices, etc. If the meal or refreshments were paid for by an individual, the individual requesting

reimbursement must validate by signing the form in the appropriate area.

F. Once the Department Director or designee approves payment, he/she shall sign and date in the "payment approval" space on the form and forward all documentation, including all itemized receipts and invoices etc., to the Orange County Comptroller's Finance and Accounting Department for processing.

G. When payment/reimbursement is being requested by the Mayor or Board of County Commissioners after completion of an event, the completed and signed form, with all itemized receipts and invoices etc., should be forwarded directly to the Orange County Comptroller's Finance and Accounting Department for processing.

FOR MORE INFORMATION CONTACT: Office of Management and Budget; Comptroller's Finance and Accounting Department.

REFERENCES: Orange County Code, Section 2-94

APPROVED: 12/17/91

REVISED: 4/6/93; 6/2/98; 6/27/06; 04/11/17

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DRAFT REVISION

08/1/2022

 ORANGE COUNTY ADMINISTRATIVE REGULATIONS	No.: 7.10
	Date: 6/27/06
	Approved By: BCC
Title: LOCAL MILEAGE	Page 1 of 4

I. POLICY

All persons traveling on official County business are expected to follow procedures and exercise good judgment in incurring expenses. It is the responsibility of each Department Director and Division Manager to ensure compliance with these Regulations. Exceptions and/or variations from these Regulations require approval from the Orange County Administrator or designee. Except as otherwise noted, these Regulations shall apply to all Orange County employees and all others who are authorized to travel on County business. The Department Director, Division Manager or designee approving the local mileage shall be responsible for ensuring all approved expenses are necessary and reasonable.

Travel and training outside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties is considered non-local travel and shall be governed by Administrative Regulation 7.12. Travel and training inside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties is considered local travel and shall be governed by Administrative Regulation 7.11.

II. PROCEDURES

A. Definitions.

- *Local Mileage* shall mean all travel inside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties for official business, in which mileage, tolls and/or parking are the only expenses. The travel must be in connection with the official business of the County or the activity must provide a direct, job-related educational benefit for the employee, or the employee must have been requested by a sponsoring organization to participate in the official program. However, an educational class, which the employee is voluntarily enrolled in, does not fall under this Regulation.
- *Non-Local Travel and Training* shall mean all official travel and training outside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties, which involves the expenditure of County funds. This includes travel related to a conference, convention, seminar, training sessions, etc. Non-local travel and training is governed by Administration Regulation 7.12.
- *Local Travel and Training* shall mean all official travel inside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties, which involve the



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expenditure of County funds for items other than mileage, tolls and parking. Local travel and training is governed by Administrative Regulation 7.11.

- *Receipt* shall mean a document showing payment in full.

B. Eligible Expenses

1. Mileage reimbursement is allowable when the traveler uses their personal vehicle to conduct official County business. It is the responsibility of the traveler to report the actual miles traveled on the Statement of Local Mileage Traveling Expense Form (Expense Form).
2. Parking charges may be reimbursed. When available, receipts for all parking charges should be attached to the Expense Form.
3. Reimbursement for bridge, road, and tunnel tolls is allowable. Tolls must be either noted as paid by transponder (Sun Pass, E-Pass, etc.) or actual receipts should be attached when paid by cash.
4. Charges for gasoline, lubricants, repairs, towing, etc. may be reimbursed if necessary for the use of a County vehicle. In this case, receipts must be attached to the Expense Form.
5. Lost Receipts – In the event that any receipts are lost or not provided for miscellaneous expenses such as tolls, parking, etc., then the traveler will be reimbursed provided that they attach documentation explaining the situation and clarifying the amount to be reimbursed. This documentation must have the signature of the traveler and the approval of the Department Director or designee in order to be accepted by Finance.

C. Ineligible Expenses

1. Mileage for personal reasons is not reimbursable.
2. Gratuitous Transportation – No traveler shall be allowed either mileage expenses when gratuitously transported by another person or when transported by another traveler who is entitled to the mileage.
3. Charges for gasoline, lubricants, repairs, towing, etc., will not be reimbursed for use of privately-owned vehicles.
4. Commuter miles (to/from residence and/or to/from work site) are not reimbursable. Commuter miles shall be defined as mileage from an employee's residence to assigned work site and the return trip, regardless of work site location as long as



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the work site is inside the boundaries of Orange County. However, if continuing on to the usual post-of-duty afterward, then mileage will be allowed for that portion of that trip, as clarified in example one below. In addition, if the traveler is attending a meeting, training, site visit, etc. outside of the boundaries of Orange County, then they will be entitled to a portion of the mileage as clarified in the second example below.

Example One - An employee/traveler whose normal work site is the County Administration Center, leaves home and drives directly to Apopka for a business meeting and then reports to the Administration Center. The employee is not entitled to mileage from their home to the meeting because this is considered commuter mileage with the meeting in Apopka being their "assigned work site" for the morning. However, they are entitled to mileage from the meeting to the Administration Center.

Example Two - An employee/traveler is leaving directly from their home to attend an all day workshop in Brevard County and returning directly home. In this case, the employee/traveler is entitled to the mileage in the amount of either (a) the round-trip distance between their usual post-of-duty and the workshop or (b) the round-trip distance from their residence to the workshop, whichever is less. This scenario only applies as an exception to commuter miles because the workshop is located outside of Orange County. If the workshop had been inside Orange County, no mileage would be allowed.

D. Process for Obtaining Reimbursement

1. An Expense Form shall be completed when a traveler wishes to seek reimbursement for allowable expenses, as described in section B above.
2. The Expense Form should be totaled at the end of each month and submitted to the Comptroller's Finance and Accounting Department (Finance) by the last day of the following month. For example, travel during March 1st - 31st should be submitted to Finance by April 30th. In the event that this timeframe cannot be met due to unusual circumstances, a memo explaining the situation that is signed by the traveler, Division Manager, and the Department Director or designees should be attached to the Expense Form.
3. In an effort to avoid processing checks of less than \$5, the following guideline has been established. When the traveler is unable to accumulate a total of at least \$5 during the month, they may choose to hold their Expense Form until they have accumulated at least \$5 for a period of 90-days, whichever occurs first.
4. The origin and destination shall be identified by the name/title of location and the physical address.



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5. Mileage shall be totaled and shown from point-of-origin to point-of-destination.
6. The purpose of travel shall identify the work-related activity (i.e., training, meeting, site visit, etc.).
7. Department/Division and traveler's name shall be printed or typed clearly in the appropriate space.
8. The Expense Form shall be forwarded to Finance with appropriate signature authorizations completed.

E. Miscellaneous


- ~~1. The Office of Management and Budget will review mileage rates annually and a County mileage rate will be recommended to the County Administrator. The County Administrator may adjust the rate on an annual basis as needed.~~
12. Employees receiving Administrative Travel Requirement Allowance cannot claim mileage if that mileage is confined to Orange County.
23. Any local traffic or parking violations are the traveler's responsibility.
34. Refer to Administrative Regulations 2.12.03 and 2.12.08 for more information on private vehicle usage for County business.

FOR MORE INFORMATION CONTACT: Comptroller's Finance & Accounting Department; Office of Management and Budget

REFERENCE: Administrative Regulations 7.12, 7.11, 7.12, 2.12.03, and 2.12.08 Federal Mileage Rates

DRAFT REVISION

09/22/2022

 ORANGE COUNTY ADMINISTRATIVE REGULATIONS	No.: 7.12
	Date: 9/21/89
	Approved By: BCC Revised: 9/18/89; 11/19/90; 3/19/92; 11/24/92; 6/27/06; 7/31/12
Title: NON-LOCAL TRAVEL AND TRAINING	Page 1 of 9

I. POLICY

All persons traveling on official County business are expected to follow procedures and exercise good judgment in incurring expenses. It is the responsibility of each Department Director and Division Manager to ensure compliance with these Regulations. The Department Directors or designees approving the travel request shall be held responsible for all approved expenses as being necessary and reasonable. Exceptions and/or variations from these Regulations require approval from the Orange County Administrator or designee. Except as otherwise noted, these Regulations shall apply to all Orange County employees and all others who are authorized to travel on County business.

Travel and training inside the boundaries of Orange, Osceola, Lake, Seminole, and Brevard counties is considered local travel and shall be governed by Administrative Regulation 7.11. Local mileage shall be governed by Administrative Regulation 7.10.

II. PROCEDURES

A. Definitions

- *Non-Local Travel and Training* shall mean all official travel and training outside the boundaries of Orange, Osceola, Lake, Seminole and Brevard counties, which involves the expenditure of County funds. This includes travel related to a conference, convention, seminar, training sessions, meeting, site visit, etc. The travel must be in connection with the official business of the County or the activity must provide a direct, job-related benefit for the employee, or the employee must have been requested by a sponsoring organization to participate in the program. However, an educational class in which the employee is voluntarily enrolled in does not fall under this Regulation. In certain limited circumstances, the County Administrator or designee may approve lodging for travel within the boundaries of Osceola, Lake, Seminole, and Brevard counties; in these limited situations such travel shall be governed by this Regulation as Non-Local Travel and Training.
- *Local Travel and Training* shall mean all official travel inside the boundaries of Orange, Osceola, Lake, Seminole, and Brevard counties, which involves the



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expenditure of County funds for items other than mileage, tolls, and parking. Local travel and training shall be governed by Administrative Regulation 7.11.

- *Local Mileage* shall mean all travel inside the borders of Orange, Osceola, Lake, Seminole, and Brevard counties for official business in which mileage, tolls, and/or parking are the only expenses. Local mileage shall be governed by Administrative Regulation 7.10.
- *Receipt* shall mean a document showing payment in full.

B. Process for Requesting Non-Local Travel (Estimate of Travel Expenses)

1. Prior to travel, a Travel Request and Reimbursement Form (Travel Form) must be completed for any authorized travel where costs to the County are anticipated unless specific prior approval is received from the County Administrator or designee. This form may be obtained from the County's intranet site. Costs should be estimated carefully because if the actual costs exceed the estimate by more than 20%, approval for reimbursement will be required by the County Administrator or designee.
2. Documentation should be attached to the Travel Form that includes information on the nature and purpose of the activity. For example, travel requests for a conference, convention, seminar, etc., must include a copy of the program or agenda that states the registration fees and whether any meal or lodging is included in the registration fee. If a program or agenda is not available, a written justification for travel should be submitted with the Travel Form.
3. The original Travel Form should be completed and submitted to the Comptroller's Finance and Accounting Department (Finance) at least thirty (30) calendar days in advance of the scheduled departure date, along with the required documentation and original signature approvals of the traveler, Division Manager or designee, and Department Director or designee. For travel submitted less than thirty (30) days in advance, an advance payment may not be provided. Employees are encouraged to seek "early bird" registration discounts by submitting their requests in a timely fashion. The Division shall retain a copy of the completed Travel Form in order to close-out the travel later in the process (including cancellation if the need should arise).
4. Travel advances for less than \$25 shall not be provided.
5. The rates for mileage will be the standard mileage rates for business established by the IRS effective January 1 or as amended during the year, to take effect when the new County fiscal year begins on October 1. The Office of Management and Budget will review the rates for mileage, meal allowances, and per diem annually



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~~and a recommendation will be given to the County Administrator. The County Administrator may adjust these rates on an annual basis as needed.~~

6. Departure and return dates including times – Travel time begins or ends when the traveler leaves from or returns to the traveler's home or official headquarters, whichever is closest (see "destination miles" below at section 8-d). A reasonable check-in time at the airport will be allowed.
7. Registration Fee – The County will pay for activities included in the basic registration fee. Additional charges for activities that are not included in the basic registration fee will be covered by the County if determined to be a benefit to the County by the Department Director or designee. For such activities, the cost and activity shall be separately identified.
8. Transportation
 - a. If travel involves the need for a common carrier, rental car, etc., the traveler should make tentative arrangements and attach a copy of the tentative arrangements to the Travel Form. Upon approval from the Department Director or designee, the travel arrangements should be confirmed.
 - b. All travel must be by a standard travel route. If a person travels by an indirect route or extends the stay for his or her own convenience, any extra costs shall be the responsibility of the traveler. The most economical and efficient mode of transportation shall be used. Both travel costs and time will be considered. Documentation of the additional cost shall be provided prior to travel.
 - c. Airline – Commercial air travel is permitted when it is advantageous to the County. All travelers shall purchase the least expensive fare if possible. The County encourages the use of non-refundable fares when the travel plans are certain. First-class or business-class fare shall be paid by the County only when the traveler certifies and provides documentation that states less expensive accommodations were not available and the traveler must travel at that particular time. A traveler choosing to use first-class or business-class air transportation when coach class is available will be responsible for the additional cost. Additional accident or life insurance for persons traveling by common carrier will not be reimbursed.
 - d. Private Vehicle – The use of privately-owned vehicles for the travel must be authorized by a Department Director or designee. For additional information regarding the use of a private vehicle for County business, see Administrative Regulations 2.12.03 and 2.12.08.



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Charges for gasoline, lubricants, repairs, towing, etc. will not be paid when using a privately-owned vehicle. However, you may claim destination miles or vicinity miles, or a combination of both, as explained below.

- **Destination Miles** – Mileage shall be shown from point-of-origin to point-of-destination. When leaving from the official headquarters, the point-of-origin is the official headquarters. If leaving from the traveler's residence, the point-of-origin is the official headquarters or the traveler's residence, whichever is closer to the point-of-destination. A printout showing the mileage calculations should be attached.
- **Vicinity Miles** – Vicinity mileage necessary to conduct official business is allowable and must be shown as a separate item on the travel request. A vicinity mileage form shall be attached that shows the mileage calculations. This form can be found on the County Intranet.

- e. **County vehicle** – The use of County-owned vehicles shall be authorized by a Department Director or designee, when feasible.

For additional information regarding the use of County vehicles for County business, see Administrative Regulations 2.12.04 and 2.12.08.

If the use of a County vehicle is authorized, enter the vehicle number on the Travel Form. Also, the traveler may estimate their expenses for gas in advance of the trip, or may wait until returning to be reimbursed. If the traveler chooses to estimate, the amount should be entered on the appropriate line. The traveler shall obtain receipts.

- f. **Taxi** – Limousine, taxi, ride share, and mass transit fares necessary for official County business are allowable and receipts should be obtained. Gratuities for such services up to 15% of the total will be paid if so stated on the receipt.

- g. **Rental Car** – Rental cars are allowed only if approved by the Department Director or designee.

For additional information regarding rental car procedures, see Administrative Regulation 2.12.08.

Automobiles rented by an employee should be rented in the County's name with the employee's name following. Employees should not accept any insurance coverage for the rental car, as coverage is provided by the County's self-insurance program. Risk Management can provide a



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Certificate of Insurance if requested. Any such insurance coverage accepted by the traveler will not be reimbursed.

- h. **Gratuitous Transportation** – No traveler shall be allowed either mileage or transportation expenses when gratuitously transported by another person or when transported by another traveler who is entitled to the mileage.
9. **Lodging and Meals – Actual Cost Method:** Travelers with continuous travel involving an overnight absence from official headquarters, may request actual cost or per diem method, but not both. For travelers choosing the actual cost method, this section will apply. The actual cost method will cover the actual cost of lodging as well as provide a meal allowance for individual meals in accordance with section 9-b below. Travel that does not include overnight lodging is not eligible for meal allowances.

a. *Lodging*

- Actual expenses for lodging, substantiated by receipts, shall be paid at the single-occupancy rate unless authorized-County travelers share a room, at which time the double-occupancy rate shall be allowed.
- Travelers shall not be given advance payments or reimbursements for any lodging included in a convention or conference registration fee paid by the County.
- The County shall not pay lodging expenses for a traveler who is sponsored or reimbursed by another person or organization.
- Travelers will not be given advance payments or reimbursement for lodging when the lodging receipt is in someone else's name other than the employee, unless it is a shared room with an authorized County traveler. Only the employee whose name is on the receipt should request advance payment or reimbursement.
- Lodging in Orange, Osceola, Lake, Seminole, and Brevard Counties is not permitted. Exceptions may be approved by the County Administrator or designee with written justification. Where such approval has been granted by the County Administrator or designee, the traveler shall comply with this Regulation (7.12) in its entirety instead of Administration Regulation 7.11 (Local Travel and Training).
- Only business calls will be reimbursed, if noted accordingly on the lodging receipt.
- Orange County is exempt from the Florida Sales and Use Tax and the Tourist Development Tax when the lodging is paid directly by County funds. When possible, advance payments for this purpose will be made upon request. A copy of the Sale and Use Tax



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Division Consumer's Certificate of Exemption should be presented to the hotel/motel at check-in. Every effort should be made by the traveler to obtain an exemption from these taxes; however, if the traveler is unable to do so, a written explanation of that fact should be included with the travel request.

b. *Meal Allowances*

- Travelers utilizing the actual cost method will receive a meal allowance for each individual meal while on County business using the U.S. General Services Administration ("GSA") meals expenses second highest tier rates, at the time the expense is incurred, as may be amended. The meal allowance shall be used towards all meals, taxes, and service/gratuity charges. Meal allowance rates, as set forth below, are established pursuant to the authority provided in Section 112.061, Florida Statutes, as amended from time to time in accordance with Section B-5 above. Convention Center Sales Representatives will be reimbursed for meals in accordance with Administrative Regulation 11.03.01.
 - When travel begins by 6:00 a.m. and extends beyond 8:00 a.m., the traveler will receive the GSA second highest tier meal rate \$6.00 toward breakfast.
 - When travel begins by 12:00 noon and extends beyond 2:00 p.m., the traveler will receive the GSA second highest tier meal rate \$11.00 toward lunch.
 - When travel begins by 6:00 p.m. and extends beyond 8:00 p.m., the traveler will receive the GSA second highest tier rate \$19.00 toward dinner.
- Travelers shall not be paid for any meals included in a convention or conference registration fee paid by the County with the exception of continental breakfast(s), which is not considered a meal for purposes of this policy. If the traveler elects to eat elsewhere, the meal will be at the traveler's expense.
- ~~Continental breakfast provided at no additional charge by a conference, hotel, or other sponsor is considered a meal and should not be included in a meal allowance request or reimbursement.~~
- Food provided by an airline service will not be considered a meal.
- Receipts are not required in order to receive a meal allowance.

10. Lodging and Meals – Per Diem Method: Travelers with continuous travel involving an overnight absence from official headquarters may request per diem



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or actual cost method, but not both. For those choosing the per diem method, this section will apply. Receipts are not required in order to receive a per diem. The per diem method will cover meals and lodging and is paid at a rate of \$20 for each full or partial quarter of day (for a total of \$80 per day). Per diem rates, as set forth above, are established pursuant to the authority provided in Section 112.061, Florida Statutes, as amended from time to time in accordance with Section B-5 above.

- a. Daily quarters are designated as 12:00 midnight to 6:00 a.m., 6:00 a.m. to 12:00 noon, 12:00 noon to 6:00 p.m., 6:00 p.m. to 12:00 midnight.
- b. Travelers shall not be paid for any meals included in a convention or conference registration fee paid by the County with the exception of continental breakfast(s), which is not considered a meal for purposes of this policy. In this case, travelers will not receive the \$20 per diem amount for the quarter in which a meal was provided~~these meals will be deducted at the rates shown above in section 9-b. Continental breakfast provided at no additional charge by a conference, hotel, or other sponsor is considered a meal and should not be included as a meal allowance request or reimbursement. (For example, \$6.00 will be removed from the per diem if a breakfast is provided by the conference, and thus the traveler would only receive \$14.00 for that particular quarter.)~~

11. *Miscellaneous* – The following charges should be included on the Estimate of Expenses.

- a. **Parking:** Parking charges should be estimated and receipts should be obtained.
- b. **Tolls:** Charges for bridge, road and tunnel tolls should be estimated. Receipts for out-of-state tolls must be obtained. In-state tolls must be either noted as paid by transponder (Sun Pass, E-Pass, etc.) or actual receipts obtained.
- c. **Other:** Miscellaneous expenses such as business center usage, internet fees, books, tapes, etc. shall be held to the minimum amount required for efficient County business. Receipts should be obtained.

For overnight travel, each traveler is allowed a maximum of \$10 per trip for gratuities such as bellhops, skycaps, or valet. Receipts are not required for this.

C. Non-Authorized and Non-Reimbursable Expenses Such expenses include, but are not limited to the following:



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1. laundry and dry cleaning
2. personal telephone calls
3. gratuities in excess of \$10 per trip
4. entertainment and alcoholic beverages
5. room service
6. meal allowance when travel does not include overnight lodging
7. any other non-business related expense that does not provide a direct benefit to the County.

D. Process for Closing Out Travel Once Completed (Actual Travel Expenses)

1. In order to close out the Travel Form, the remaining section of the Travel Form (Actual Travel Expenses section) should be completed and submitted to Finance within ten (10) business days of the return of the traveler. The Actual Travel Expenses section of the form shall have the original signatures of the traveler, Division Manager or designee, and Department Director or designee. The form shall be submitted to Finance for review and processing, unless the actual amount of the travel expenses exceeds the amount approved on the estimate by more than 20%. In this case, the form shall be forwarded to the County Administrator or designee for approval prior to forwarding to Finance. In addition, any out-of-state travel without pre-approval shall require signature approval of the County Administrator or designee.
2. Documentation shall be attached, including but not limited to the following, if applicable:
 - Proof of attendance
 - Transportation, lodging, registration receipts
 - Any additional receipts or documentation for reimbursement as described in Procedure Section B
 - If using a County vehicle, charges for gasoline, lubricants, repairs, towing, etc., will be reimbursed if supported by receipts
3. Lost Receipts – In the event that any receipts are lost or not provided for miscellaneous expenses such as tolls, parking, etc., then the traveler will be reimbursed provided that they attach documentation to the Travel Form explaining the situation and clarifying the amount of the reimbursement. This documentation must have the signature of the traveler, and the approval of the Department Director or designee in order to be accepted by Finance.
4. The traveler has the option to decline a reimbursement if under \$5. The appropriate box should be marked if the reimbursement is to be declined.



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5. Employees are not required to reimburse the County for reimbursement amounts of \$5 or less.
6. For international travel, all expenditures should be made in the currency of the foreign country. These expenditures should be converted to U.S. dollars prior to completing the Actual Travel Expenses section of the Travel Form. A detailed conversion must be attached as back up.

E. Canceling the Travel

In the event that a Travel Form has been approved and the traveler becomes unable to travel for any reason, the following procedure should be followed:

- The traveler should make all possible attempts at obtaining reimbursement for any payments that have been made by the County. Examples of this would include pre-payments for hotel, airfare, or registration fees. Any attempts to obtain reimbursement should be documented and attached.
- Departments/Divisions are responsible for tracking credits related to unused/canceled transportation tickets and registration fees.
- The traveler shall ensure that the Travel Form is completed by placing the words "Travel Canceled" on the Actual Travel Expenses section of the form. The Travel Form must be approved and show the original signature of the Department Director or designee and then must be submitted to Finance in order to close out and finalize the travel.
- In certain circumstances at the discretion of the Department Director, employees may be required to reimburse the County for canceled travel expenses and may be subject to disciplinary actions.

FOR MORE INFORMATION CONTACT:

Office of Management and Budget;
Comptroller's Finance and Accounting
Department; Risk Management Division

REFERENCE:

FSS 112.061
Administrative Regulations 7.10, 7.11, 2.12.03,
2.12.04, and 2.12.08