

# **DELRAY BEACH POLICE OFFICERS' RETIREMENT SYSTEM**

## **TRAVEL POLICY**

This Travel Policy ("Policy") sets forth the guidelines that will be followed when a City of Delray Beach Police Officers' Retirement System ("System") Board of Trustees ("Board") trustee ("trustee") or Pension Administrator ("Administrator") travels on Board business.

In accordance with F.S. §112.661(14), the System's Investment Policy provides for the continuing education of the Board trustees and the Administrator in matters related to investments and the Board's responsibilities. This Policy is intended to establish standard travel reimbursement rates, procedures, and limitations when trustees and the Administrator travel to attend Policy-allowed events.

It is the intent of this Policy that travel expenses related to Board business be limited to those expenses necessarily incurred by Board trustees or the Administrator in the performance of a public purpose and must be within the limitations prescribed by this Policy.

By adoption of this Policy, the Board directs the Administrator to ensure that the Policy is enforced as written unless the Board has approved an exception to it. Adoption of this Policy supersedes any previously adopted policies. Hereafter, this document will solely determine the reimbursement policy for all Board travel expenses.

### **ATTENDANCE**

Pursuant to the System's Investment Policy, Board trustees and the Administrator are encouraged to attend continuing education seminars and conferences relating to investments and the responsibilities of a public pension trustee. Travelers shall be reimbursed for two seminars or conferences within the state of Florida and one seminar or conference within the continental U.S. per year. Reimbursement for additional travel will require Board approval, which must occur prior to travel arrangements being made.

### **REGISTRATION**

All registration fees will be paid or reimbursed from the System. Trustees who want to attend a seminar or conference must notify the Administrator, who will be responsible for registering the traveler and paying all related expenses using a City of Delray Beach ("City") issued credit card. If a trustee makes a direct payment, he/she shall submit the appropriate form to request reimbursement.

To avoid cancellation fees, all travelers should consider their availability prior to registering for an event. When a traveler cannot attend an event and a cancellation fee will be incurred, an attempt will be made to substitute another trustee or System staff member.

## COVERED STAY

The term "covered stay" refers to the period of time for which expenses for an event will be covered.

The covered stay will start the day preceding the first educational session and end on the last day of the registered event. In no event will the hotel room be covered the night following the last educational session unless approved in advance by the Board. Board approval will be based on location and availability of flights. All travelers are expected to make a reasonable effort to return the day the event ends unless extending travel for personal reasons. Travelers who extend their stay for personal reasons will not be reimbursed for any expenses after the conclusion of the last session. The Board may consider the travel Systems of all attendees in determining the reasonableness of the same day return.

Notwithstanding the above, if it can be documented that purchasing an airline ticket for an extended stay will result in savings that exceed the cost of the hotel and other expenses for the additional covered day(s), the Board may approve the extended stay.

If the event hotel is within 20 miles of Delray Beach City Hall (for Trustees) or 20 miles of the traveler's residence (for staff), the hotel stay is not a covered expense and will not be reimbursed.

## TRANSPORTATION

Mode At all times, each traveler must use the most economical mode of transportation.

Tolls Tolls will be reimbursed at actual cost upon presentation of a valid receipt. Note: Sunpass accounts can be accessed on the internet and printed.

Parking Long-term airport and hotel self-parking fees will be reimbursed during the period of the covered stay. If self-parking is available but a traveler chooses to valet park, the additional fee/gratuity will be at his/her own expense. If only valet parking is available, the actual cost will be reimbursed. If the parking charges do not appear on the hotel bill, a receipt will be required for reimbursement.

Mileage Mileage for a personal car will be reimbursed at the published IRS mileage rate. When travel is by air, mileage between the traveler's home and the airport will be reimbursed. When air travel is not involved, mileage will be reimbursed for twice the number of miles from the travelers' home to the conference destination. If travel is required to get from the hotel to the conference facility, mileage in a personal car for such travel will be reimbursed. All other mileage incurred while at the destination will not be reimbursed. No mileage will be reimbursed if a City employee uses a City vehicle or receives a car allowance from the City. For local events, mileage will not be reimbursed if the distance to the event facility is less than the traveler's normal commute to the City.

Gas If a City employee uses a City vehicle or receives a car allowance, gas will be reimbursed with receipts. Otherwise, gas will not be reimbursed.

Taxis and Ride-sharing services Travelers will be reimbursed at the lesser of the actual cost of transportation between the airport and the hotel or the advertised hotel shuttle rates. Travelers will also be reimbursed for the actual cost of taxi or ride-sharing service in the event such transportation is required. Receipts are required for reimbursement. For local events, travelers may take a taxi or use a ride-sharing service to and from their home if it is less expensive than long-term parking at the event facility.

Rental Cars Travelers may hire a rental car to travel to the event destination if they can demonstrate to the Administrator in advance that the total cost of the rental car (including additional liability insurance) is more economical than using a personal car. The traveler will be responsible for booking his/her rental car and additional liability insurance. The traveler will be reimbursed for fees, gas, and additional liability insurance for the covered stay period; mileage in the rental car will not be reimbursed. Receipts are required. If use of the rental car extends beyond the time necessary for the Board-related travel, the costs attributed to the extra time or mileage will not be reimbursed. The System will not be responsible for any accident damage or liability. Once at the event destination, travelers may hire a rental car if they can demonstrate to the Administrator in advance that the rental cost will be less than the cost of transportation to and from the airport plus hotel parking.

Airfare Travelers may travel by air to the event destination if they can demonstrate to the Administrator in advance that the total cost of the airfare is more economical than the cost of using his/her personal car or rental car. Travelers will be reimbursed the cost of the flight, fees, luggage, and taxes. Any costs associated with an extended stay, a traveling companion, or upgrades will not be reimbursed and will be the personal responsibility of the traveler. When booking a ticket for an extended stay, rates for the covered stay should be submitted with the actual ticket receipt. The lower of the two fares will be reimbursed. Use of frequent flier miles for business travel will not be eligible for any type of reimbursement.

## HOTELS

If the traveler is staying at the event hotel, the Administrator will book the hotel at the time of registration and pay for the hotel using the City-issued credit card. Except as provided below, travelers who elect not to stay at the event hotel will be reimbursed at the actual cost of their stay in an amount not to exceed the negotiated room rate at the event hotel. If the event hotel is sold out and the event coordinator has negotiated rates at other participating hotels in the area, travelers will be reimbursed for stays at a participating hotel comparable to the event hotel at the rate negotiated by the event coordinator.

The traveler will be personally responsible for costs associated with room upgrades, traveling with companions, and not making timely reservations. A timely reservation is one made no later than the conference registration. Mandatory daily rates charged by hotels for their amenities (referred to as resort fees) are covered expenses and will be reimbursed.

Sales taxes will be reimbursed if the City's tax-exemption is not honored. The City's tax-exempt certificate will be provided to each traveler prior to their departure; it will be the traveler's responsibility to present the certificate at time of check-in to ensure that the tax adjustment is made prior to check-out.

## MEALS

Travelers will be reimbursed for meals based on the published U.S. General Services Administration (GSA) rates for the event location.

No reimbursement will be made for any meals, regardless of whether the traveler partakes of them, that are included in the airfare, registration fee, or are otherwise offered complimentary unless a dietary, medical, or religious restriction applies. This includes a continental breakfast, as opined by the Attorney General, and meals provided by vendors.

Subject to the above restrictions, meal reimbursements for travel days will be determined as detailed below. When the mode of transportation is by air, the assumed departure time will be two (2) hours before the flight time and the assumed return time will be one (1) hour after the flight lands.

Departure Date: There will be no breakfast allowance on the day a traveler departs for the event unless travel begins before 6:00 a.m. and extends beyond 8:00 a.m. An allowance for lunch and dinner will be made if the departure time is before 11:30 a.m. An allowance for dinner only will be made if the departure time is between 1:00 p.m. and 6:00 p.m.

Return Date: An allowance for breakfast will be made on the morning following the last night of the authorized hotel stay. An allowance for lunch will be made if the traveler returns home between 1:00 and 5:00 p.m. An allowance for lunch and dinner will be made if the traveler returns home after 7:00 p.m. No meals will be reimbursed following the end of the last educational session if a trustee extends the trip for personal reasons.

## GRATUITIES

Gratuities for taxis, ride-sharing, shuttles and valet parking (where covered) in the amount of 15% will be reimbursed. In addition, reasonable and customary gratuities paid to hotel staff will be reimbursed when added to the expense reimbursement request.

## PERSONAL TRAVEL

Travelers will not be reimbursed for any expenses related to personal travel. If a traveler extends a travel event for personal reasons, it will be at their own expense. However, if an event such as a flight cancellation or severe illness occurs during the course of the trip over which the traveler has no control and which prevents the traveler from returning on the scheduled date, the Board may approve additional reasonable expenses resulting from that event. This exception does not apply when a trustee was already Systemning to extend the trip for personal reasons.

## EXPENSE REPORTS

The Administrator will present each traveler with a partially completed expense report. Within 30 days of returning from the event, travelers must submit the expense report with required receipts to the Administrator. Expense reports submitted more than 30 days from the date of return will not be reimbursed, except as approved by the Board.