

# CENTRAL FLORIDA EXPRESSWAY AUTHORITY

## MEMORANDUM

DATE: December 1, 2015

TO: CFX Board Members

FROM: Laura Kelley, Executive Director

COPIES: Darleen Mazzillo, Executive Assistant

SUBJECT: Travel Policy Update

A handwritten signature in blue ink, likely belonging to Laura Kelley, Executive Director, is written over the 'FROM' and 'COPIES' lines of the memorandum.

Board approval is requested for the attached redlined Travel Policy update. The policy has been updated to reflect the Central Florida Expressway Authority name. No other substantive changes have been made.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY (CFX)  
ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

TRAVEL POLICY

December 10, 2015

August 17, 2010

This Travel Policy is an update of the existing ~~OOCEA~~ travel policy previously adopted on August 17, 2010~~February 23, 2004~~.

Advancement and reimbursement of travel expenses incurred by CFX ~~OOCEA~~ Board Members, employees (including the Executive Director), and consultants, shall be governed by Section 112.061, Florida Statutes (per-diem and travel expense of public officers, employees and authorized persons.) Section 112.061, Florida Statutes, is hereby adopted as part of this policy and incorporated by this reference. Duplication in this policy of any part of section 112.061 is not to the exclusion of the remainder of section 112.061, but is for the convenient reference of CFX ~~OOCEA~~ Board members and staff.

All requests and approvals for travel required herein will be provided on an Authorization Form provided by the Department of Financial Services, pursuant to section 112.061(11)(a), Florida Statutes, or a functionally equivalent form provided by CFX~~the Authority~~.

All requests and approvals for reimbursement will be provided on a Voucher Form provided by the Department of Financial Services, pursuant to section 112.061 (11)(b), or a functionally equivalent form provided by CFX~~the Authority~~.

Reimbursement of travel expenses is limited to those expenses necessarily incurred by the traveler in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed by section 112.061, Florida Statutes.

#### Travel and Reimbursement Approval

1. Travel Approval - All travel must be authorized and approved by the Executive Director or his/her designee prior to the travel date. Each travel request shall provide the purpose of the trip, estimated costs, as well as the benefit to CFX~~the Authority~~. Travel Authorization Forms must be signed by the traveler; approved by the immediate supervisor and the Executive Director or his/her designee. The following additional approvals are required for the types of travel and reimbursements specified below:

- a. The CFX~~Authority~~ Board must approve travel outside the continental United States in advance for CFX~~Authority~~ Board Members, employees and the Executive Director.
- b. Authorization Forms for CFX~~Authority~~ Board Members, employees, and the Executive Director for travel that extends outside the State of Florida, must receive written approval in advance from the Chairman or Vice-Chairman of the Board, with a copy of the approval provided to the other Board Members.



Travel outside of Florida by a Board Member must be approved in advance by another Board Member who is not traveling on the subject trip.

Travel reimbursements for a ~~CFXn-Authority~~ Board Member in excess of \$1,000.00, must be approved by action of the Board. Reimbursement requests shall not be split in an effort to avoid the \$1,000.00 limit.

## 2. Reimbursement of Travel

- a. All Voucher Forms must be signed by the traveler and the traveler's immediate supervisor. The same person cannot provide both signatures.
- b. The Executive Director's Voucher Forms for travel expense reimbursement must be approved in writing by the Chairman or Vice-Chairman of the Board with a copy provided to the other Board Members.
- c. Travel reimbursements for Board Members shall be signed by a Non-Traveling Board Member.
- d. Travel reimbursements for the General Counsel shall be signed by the Executive Director.
- e. All Voucher Forms must be submitted for reimbursement within 20 days following the last authorized travel date.
- f. No ~~CFXAuthority~~ department may exceed its travel budget without: (i) Executive Director's written approval and (ii) Board approval of an amendment to the department's travel budget in advance of any over-budget travel expenditure.
- g. ~~CFXThe-Authority~~ will use the most recent organizational chart to authorize and indicate who each employee's immediate supervisor is for travel and reimbursement purposes. The Chairman or the Vice Chairman of the Board must approve the Executive Director's travel and reimbursements.
- h. No reimbursement will be made without the executed Authorization Form included with the Voucher Form.

## 3. Personal Expenses

- a. No personal expenses of any kind will be reimbursed. This includes but is not limited to, personal telephone calls.
- b. There shall be no reimbursement for travel, meals, materials, or other items that are included in registration fees reimbursed by ~~CFXOOGEA~~.

## 4. Receipts

Receipts must be submitted for reimbursement of expenses.