

CFX CODE OF POLICIES
Chapter 1: Administrative Services

EFFECTIVE DATES

Art.	Title	Adopted By	Last Revision	Version Date
1	Travel Policy	Res. 2025-449	N/A	Aug. 14, 2025

CONTENTS

ARTICLE 1: TRAVEL POLICY.....	1-1
Division I: General Provisions	1-1
Section 1.1 Title	1-1
Section 1.2 Authority.....	1-1
Section 1.3 Statement of Policy	1-1
Section 1.4 Establishment of Per Diem, Subsistence Rates, and Mileage	1-2
Division II: Travel and Reimbursement Approval	1-2
Section 1.5 Travel Requests.....	1-2
Section 1.6 Travel Approval.....	1-2
Section 1.7 Reimbursement of Travel.....	1-3

CHAPTER 1: ADMINISTRATIVE SERVICES
ARTICLE 1: TRAVEL POLICY

Adopted By: Res. 2025-449
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Division I: General Provisions

Section 1.1 Title

The provisions of this Article shall be known and cited as the **“Travel Policy”**.

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Section 1.2 Authority

- 1.2.1 Subsection 348.754(2)(m), Florida Statutes, empowers the Central Florida Expressway Authority (**“CFX”**) to do everything necessary or convenient for the conduct of its business and its general welfare to comply with Chapter 348, Part III, Florida Statutes, or any other law.
- 1.2.2 Section 112.061, Florida Statutes, establishes standard travel reimbursement rates, procedures, and limitations, with certain justifiable exceptions and exemptions, applicable to all public officers, employees, and authorized persons whose travel is authorized and paid by a public agency.
- 1.2.3 CFX is generally subject to the requirements of Section 112.061, Florida Statutes; however, Subsection 112.061(14), Florida Statutes, authorizes the CFX Governing Board (the **“Board”**) to, so long as such rates are applied uniformly to all CFX travel, establish rates that vary from:
- (A) The standard per diem rates provided in Subsection 112.061(6)(a), Florida Statutes;
 - (B) The standard subsistence rates provided in Subsection 112.061(6)(b), Florida Statutes; and
 - (C) The standard mileage rate provided in Subsection 112.061(7)(d), Florida Statutes.

Adopted: 2025-449

Section 1.3 Statement of Policy

- 1.3.1 To continue CFX’s historical transparency and consistency in terms of its approval of travel expenses and to best facilitate the day-to-day business of CFX, the Board hereby:
- (A) Adopts this **“Travel Policy”**; and
 - (B) Elects to exercise its authority under Subsection 112.061(14), Florida Statutes, to establish per diem, subsistence, and mileage rates for its public officers, employees, consultants, and other authorized persons that best align with CFX’s needs and the current business environment.
- 1.3.2 The Board further seeks to ensure that CFX’s per diem, subsistence, and mileage rates are properly vetted, aligned with those utilized by other government agencies, and routinely adjusted to ensure that they remain competitive, reasonable, and updated.

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Section 1.4 Establishment of Per Diem, Subsistence Rates, and Mileage

- 1.4.1 Per Diem and Subsistence Rates.** The per diem and subsistence rates for costs incurred by any CFX public officer, employee, consultant, or other authorized person on official agency travel shall be as follows:
- (A) For travel within the Continental United States, CFX hereby adopts the per diem and subsistence rates as set and routinely adjusted by the U.S. General Services Administration.
 - (B) For travel within, to, or from Alaska, Hawaii, or any U.S. Territory, CFX hereby adopts the per diem and subsistence rates as set and routinely adjusted by the U.S. Department of Defense.
 - (C) For foreign travel, CFX hereby adopts the per diem and subsistence rates as set and routinely adjusted by the U.S. Department of State.
- 1.4.2 Mileage Rates.** For costs associated with the use of a privately owned vehicle for official agency travel by any CFX public officer, employee, consultant, or other authorized person, CFX hereby adopts the mileage rate as set and routinely adjusted by the General Services Administration for use of a privately owned automobile.

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Division II: Travel and Reimbursement Approval

Section 1.5 Travel Requests

- 1.5.1** All requests and approvals for official agency travel must be made using the Authorization Form provided by the Florida Department of Financial Services, pursuant to Section 112.061(11)(a), Florida Statutes, or via a functionally equivalent process.
- 1.5.2** All requests and approvals for reimbursement will be provided on a Voucher Form provided by the Florida Department of Financial Services, pursuant to Section 112.061(11)(b), Florida Statutes, or via a functionally equivalent process.
- 1.5.3** 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, except as to the specific per diem, subsistence, and mileage rates as adopted in this Article, comply with the limitations prescribed by Section 112.061, Florida Statutes.

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Section 1.6 Travel Approval

- 1.6.1** All employee travel must be authorized and approved by the Executive Director or their designee prior to the travel date. Each travel request must provide the purpose of the trip, the estimated costs, as well as the benefit to CFX.
- 1.6.2** The Chairman or Vice Chairman of the Board must authorize and approve the Executive Director's travel.

- 1.6.3 Travel requests must be submitted by the traveler and approved by: the Finance Department, the traveler's immediate supervisor, the Chief Financial Officer or their designee, and the Executive Director or their designee.
- 1.6.4 The following additional approvals are required for the types of travel and reimbursements specified below:
- (A) The Board must approve travel outside the continental United States in advance for Board Members, employees, and the Executive Director.
 - (B) Authorization for 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.
 - (C) Travel by a Board Member within the State of Florida must be approved in advance by another Board Member who is not traveling on the subject trip.

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Section 1.7 Reimbursement of Travel

- 1.7.1 All travel reimbursements must be signed by the traveler and the traveler's immediate supervisor. The same person cannot provide both signatures.
- 1.7.2 The Executive Director's reimbursement for travel expenses must be approved in writing by the Chairman or Vice-Chairman of the Board, with a copy provided to the other Board Members.
- 1.7.3 Travel reimbursements for Board Members shall be signed by a non-traveling Board Member; however, travel reimbursements for a Board Member exceeding \$2,000.00 must be approved by action of the Board. Reimbursement requests shall not be split to avoid the \$2,000.00 limit.
- 1.7.4 All travel reimbursements must be submitted within 20 days following the last authorized travel date.
- 1.7.5 No department may exceed its travel budget without: (A) Executive Director's written approval; and (B) Board approval of an amendment to the department's travel budget in advance of any over-budget travel expenditure.
- 1.7.6 CFX will use the most recent organizational chart to authorize and indicate who each employee's immediate supervisor is for travel and reimbursement purposes.
- 1.7.7 No reimbursement will be made without the approved authorization included with the reimbursement request.
- 1.7.8 Proof of payment must be submitted for reimbursement of applicable expenses.
- 1.7.9 No personal expenses of any kind will be reimbursed, nor shall there be any reimbursement for travel, meals, materials, or other items that are included in registration fees paid for by CFX.

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END OF ARTICLE 1