

April 26, 2011

Employee Travel**Human Resources**

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POLICY:

- a. County employees may be permitted to attend professional meetings and seminars to further their job knowledge, subject to appropriate funds being budgeted.
- b. An employee attending a routine, in state, budgeted professional conference or seminar shall have obtained the prior approval of his/her supervisor and Department/Office Director to be eligible for reimbursement of expenses from the County.
- c. Budgeted out-of-state, non-budgeted in state or "out of the ordinary travel", non-budgeted out-of-state travel and travel outside the continental limits of the United States shall be approved in advance by the County Administrator.
- d. The number of employees traveling shall be the minimum number necessary to accomplish the purpose of the trip.

PROCEDURE:

- a. Approval for travel, travel advances and reimbursement shall be made on the appropriate forms pursuant to the procedures established by the County Administrator and the Management and Budget Director. All supporting documentation pertaining to the travel request shall be included with those forms.
- b. All travel reimbursement and per diem shall be reimbursed at rates established within Florida Statute 112.061.
- c. All travel and advancement requests shall be submitted in sufficient time to minimize the need for expedited handling, except in the case of emergency travel upon authorization by the County Administrator.
- d. Unbudgeted overnight out of state travel by a County Commissioner, the County Administrator and/or the County Attorney shall be governed by State law.

FOOTNOTES & REFERENCES TO RELATED AR's: Supersedes: AR 7.06-3 dated April 1, 1997; AR 7.06-4, dated August 4, 1998, AR 7.06-5, dated April 25, 2006, AR 7.06-6 dated August 22, 2006, AR 7.06-7 dated May 13, 2008.