AN ORDINANCE RELATING TO THE TRAVEL POLICY; AMENDING SECTIONS 2-162, 2-163, 2-164 AND 2-165 OF THE CODE OF ORDINANCES OF THE CITY OF NAPLES FOR THE PURPOSE OF AMENDING THE CITY’S TRAVEL POLICY; PROVIDING A SEVERABILITY CLAUSE, A REPEALER PROVISION AND AN EFFECTIVE DATE.

WHEREAS, the cost of fuel has risen but the IRS has retained the same rate used in the City’s travel policy, which was 14 cents per mile; and

WHEREAS, depending on the vehicle, employees may pay 12 to 25 cents per mile for gasoline in their vehicle; and

WHEREAS, the City recognizes the need to update the amount for mileage reimbursement so that employees travelling on business using their personal car and taking only fuel reimbursement do not suffer due to the cost of gasoline; and

WHEREAS, certain other sections of the travel policy are difficult to follow and are in need of update.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPLES, FLORIDA:

Section 1. That Section 2-162 of the Code of Ordinances, Naples, Florida, is hereby amended to read as follows (with underlining indicating additions and strikeout indicating deletions):

Sec. 2-162. Authority to incur travel and business expenses.

(a) Each councilmember, city employee or other person who is authorized by the city council or city manager to travel to attend a convention, conference, seminar, meeting, or other matter on behalf of the city and in connection with official city business, when the expenses are within the intent of the adopted budget, shall be reimbursed for expenses pursuant to the provisions of this chapter.

(b) Traveling expenses shall be limited to those expenses necessarily incurred by the traveler in the performance of duties related to the functions and responsibilities of the city.

(c) Business expenses shall apply to those expenditures which are incurred in the performance of the public purpose to be performed, including meetings with governmental officials, seminars and training programs, pickup and delivery of parts and equipment, recruitment of personnel or industry, community promotion and any other related activities essential to the performance of the public purpose.

Section 2. That Section 2-163 of the Code of Ordinances, Naples, Florida, is hereby amended to read as follows (with underlining indicating additions and strikeout indicating deletions):

Sec. 2-163. Restrictions on travel.
This section establishes types of authorized business travel for individuals at various levels of the organization and establishes maximum use of administrative leave to attend professional development conferences, conventions and training courses as follows:

(1) *Out-of-town travel.* Per fiscal year, out-of-town business travel shall not exceed 10 working days unless approved by the city manager.

(2) *Out-of-state travel.* Out-of-state business travel is limited to 1 trip per fiscal year.

(3) *Approval.* All requests for business travel require the prior approval of both the department head and the city manager. on a standard form provided by the city manager, except for the city clerk and the legal department. The city manager, at his option, may delegate the approval function to another public official. Business travel requests shall be routed through the finance department prior to committing funds.

(4) *Investigations.* The city manager may waive limitations of this division for police and emergency fire services investigations on a case-by-case basis.

(5) *Exceptions.* Given unique circumstances, the city manager may approve additional travel requests. Requests for exceptions must be submitted in writing to the city manager in advance of obligating public funds for business travel.

Section 3. That Section 2-164 of the Code of Ordinances, Naples, Florida, is hereby amended to read as follows (with underlining indicating additions and strikeout indicating deletions):

Sec. 2-164. Expenditure control.

(a) *Lodging.* When required, the city will pay reasonable lodging expenses at the single occupancy rate for a standard room in a non-luxury facility or conference hotel, when the times of travel deem lodging a necessary expense. An authorized individual will pay any cost differences for multiple occupancy. The city will pay room charges only; additional non-business expenses such as movies or room service will not be paid by the city for an individual. Business phone calls will be paid for by the city. A detailed billing of hotel expenses must be submitted to the city manager either for reimbursement or for documentation of city credit card use.

(b) *Transportation.* The city will pay all reasonable and necessary transportation costs incurred for required travel relating to work and training. Air travel will be paid for shall be paid at the commercial coach fare rate at the lowest rate available for a reasonable travel schedule. only. Verification of the lowest available airfare is required. Receipts must be provided to the city manager. Use of ground transportation, such as taxis or parking, is reimbursable upon submittal of receipts, with receipts required for any individual expense in excess of $5.00. Vehicle rental will
not be reimbursed unless preapproved by the city manager. The city will not reimburse insurance purchases as part of a vehicle rental, as the city is self-insured for vehicle accidents.

(c) Personal vehicles. Reimbursement for use of a personal vehicle shall be in accordance with the rate set by the Internal Revenue Service mileage reimbursement guidelines. The reimbursement rate covers all vehicle expenses, including gasoline. Reimbursement for travel in an individual's personal vehicle is limited to the lesser of the rate set by the Internal Revenue Service mileage reimbursement guidelines or the cost of round-trip coach airfare. Any additional time required for the trip due to driving must be charged to vacation or personal leave time. City-owned gasoline credit cards are available for use only with city-owned vehicles. Use of personal vehicles for travel may be authorized by the City Manager. At the discretion of the City Manager, reimbursement for use of a personal vehicle may be either:

1. The mileage rate set by the Internal Revenue Service mileage reimbursement guidelines. The reimbursement rate covers all vehicle expenses, including gasoline.

2. Fuel receipt reimbursement with the submittal of receipts for fuel, provided that such reimbursement does not exceed 25 cents per mile.

Reimbursement for travel in an individual's personal vehicle is limited to the lesser of the rate set by the Internal Revenue Service mileage reimbursement guidelines or the cost of round-trip coach airfare. Any additional time required for the trip due to driving must be charged to vacation or personal leave time.

(d) Fuel Credit Cards. City-owned gasoline-fuel credit cards are available for use with only city-owned vehicles only.

(d) Use of personal vehicle when city vehicle is available. If a city vehicle is available, and for personal reasons, an authorized individual chooses to drive the individual's own vehicle, the department director may authorize the reimbursement of gas only if circumstances warrant. In these cases, reimbursement for travel in an individual's personal vehicle shall be estimated in advance using a standard rate, and reimbursement will be limited to that cost, subject to receipts. In no circumstances shall the reimbursement exceed the charitable reimbursement rate set by the Internal Revenue Service mileage reimbursement guidelines or the cost of round-trip coach airfare. Any additional time required for the trip due to driving must be charged to vacation or personal leave time. City-owned gasoline credit cards are not available for use with personal vehicles.

(e) Meals. Authorized individuals are eligible for a meal and incidental per diem, subject to maximum allowances. Tips and gratuities for meals are included in the basic travel allowance for meals. The city will not authorize a per diem for meals included in the payment of a registration. Maximum meal and incidental allowances are as follows:
Section 4. That Section 2-165 of the Code of Ordinances, Naples, Florida, is hereby amended to read as follows (with underlining indicating additions and strikeout indicating deletions):

Sec. 2-165. Certification of availability of budget funds.

It is the responsibility of the department head director to ensure that budget funds are available prior to the approval of business travel and that the travel is necessary. The signature of the department head director on the travel report form certifies the availability of budget funds and the necessity of the business travel.

Section 5. That if any word, phrase, clause, subsection or section of this ordinance is for any reason held unconstitutional or invalid, the
invalidity thereof shall not affect the validity of any remaining portions of this ordinance.

Section 6. That all sections or parts of sections of the Code of Municipal Ordinances, all ordinances or parts of ordinances, and all resolutions or parts of resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

Section 7. This ordinance shall take effect December 17, 2008.

APPROVED AT FIRST READING THIS 3RD DAY OF DECEMBER, 2008.


Bill Barnett, Mayor

Approved as to form and legality:

Robert D. Pritt, City Attorney

Tara A. Norman, City Clerk

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Date filed with City Clerk: 1-2-09