

**FLORIDA ASSOCIATION OF COUNTIES, INC.
POLICY**

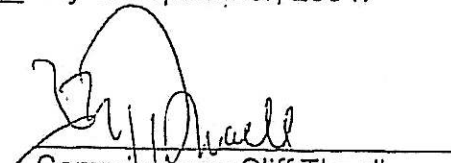
Subject: Staff Travel

Objective: To create a policy for payment of staff travel costs which will create clearer guidelines and lower the total budgetary impact of staff travel to the Association.

- All out of town travel must be approved by the Executive Director or the Deputy Executive Director prior to departure.
- Any employee on overnight travel has the option of not charging hotel accommodations or meals to the Association and receiving a flat \$560 per diem.
- Personal vehicle use shall be reimbursed at State approved amount per miles (Chapter 112).
- The following travel expenses will be reimbursed at actual costs:
 1. Hotel
 2. Transportation; auto rental, airfare, cab fare
 3. Tolls
 4. Parking fees
 5. Communication expense
 6. Registration fees
 7. Meals, as approved by traveler's supervisor
- Staff shall at all times endeavor to minimize costs when selecting accommodations and making travel reservations and in keeping entertainment expenses to a prudent and acceptable level.
- All reimbursements shall be detailed and submitted, with receipts or other documentation, on the approved form.
- Other expenses which are not specifically authorized by this policy may be approved by the Executive Director.

Reservation of Authority: The FAC Board of Directors reserves the right to modify, amend or abolish this policy by majority vote at any regular meeting of the Board.

As approved by the Board of Directors, this 23 day of September, 2004.



Commissioner Cliff Thaell
President