

RESOLUTION NO. 2026 R-_____

SEMINOLE COUNTY, FLORIDA

RESOLUTION

of the

SEMINOLE COUNTY BOARD OF COUNTY COMMISSIONERS

AMENDING THE SEMINOLE COUNTY ADMINISTRATIVE CODE BY AMENDING SECTION 3.50 (TRAVEL) TO REVISE TRAVEL REIMBURSEMENT DOCUMENTATION; REVISING GSA RATES FOR MEALS AND INCIDENTALS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Seminole County Ordinance No. 89-28 created the Seminole County Administrative Code; and

WHEREAS, Seminole County Resolution Numbers 89-R-438 and 05-R-151 adopted the Seminole County Administrative Code; and

WHEREAS, the Seminole County Administrative Code needs to be amended from time to time to reflect changes in the administration of County government; and



WHEREAS, Section 3.50 authorizes employee reimbursement for work-related travel and related gratuities including travel reimbursement for transportation related expenses such as parking, toll expenses, and gratuities at airports, hotels, and ride-sharing companies as well as reimbursement of meals and incidental expenses utilizing the General Services Administration rates; and

WHEREAS, Section 3.50 requires employees to provide certain documentation for reimbursement for work-related travel; and

WHEREAS, it is necessary to provide updated guidance on the required documentation for travel reimbursement; and

WHEREAS, the rates for per diem meals need to be increased to comport with current General Services Administration (GSA) rates; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Seminole County, Florida that:

Section 1. The foregoing recitals are incorporated herein by reference and form an integral part of this Resolution.

Section 2. Section 3.50 of the Seminole County Administrative Code is hereby amended by replacing it in its entirety with the amendment attached to and made a part of this Resolution as Exhibit A.

Section 3. This Resolution and the attached Exhibit A will take effect immediately following adoption by the Board of County Commissioners and will remain in effect until terminated or superseded by further action of the Board.

ADOPTED this _____ day of _____, 2026.

ATTEST:



BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

GRANT MALOY
Clerk to the Board of
County Commissioners of
Seminole County, Florida.

By: _____
ANDRIA HERR, Chairman

Date: _____

Attachment:
Exhibit A: Section 3.50



SECTION 3. COUNTY ADMINISTRATION

3.50 TRAVEL

A. GENERAL POLICY

(1) ~~It is the intent of Seminole County to reimburse employees travel as authorized by Section 112.061, Florida Statutes. This Policy establishes consistent standards for County employee travel, ensuring that all travel is necessary, cost-effective, and properly documented. Employees and non-employees traveling on official business must exercise the same care in incurring expenses as a prudent person traveling for personal reasons. Only reasonable and necessary expenses directly related to County business are eligible for reimbursement, unless otherwise mandated by state or federal law. It is the employee's responsibility to be familiar with and understand this Policy prior to traveling. Failure to adhere to this policy may result in disciplinary action as outlined in Administrative Code Section 24.15 Personnel Policies and Procedures.~~

(2) ~~Employees and non-employees traveling on official business are expected to exercise the same care in incurring official expenses that any prudent person exercises when traveling for personal reasons. This Policy is not intended to address every issue, exception, or contingency that may arise during an employee's travel. Therefore, when using this Policy, prudent judgment should be exercised. Deviations from the Policy must be approved by the County Manager or their designee on the reimbursement request. This Policy does not apply to travel under the State Mutual Aid Agreement (SMAA) or the Emergency Management Assistance Compact (EMAC).~~

(3) ~~It is the responsibility of the traveler to be familiar with these rules and be knowledgeable of the reimbursable expenses. All travel must be pre-authorized and approved in writing (including the purpose of travel) by the Employee's' Department Director or designee on the Seminole County Travel Pre-authorization Form. Travel for Department Directors must be approved by the County Manager or designee. The County Manager must approve out-of-state and international travel as well as travel for authorized non-County employees traveling on behalf of the County, unless the travel is specified as a contractual obligation.~~

(4) ~~All travel must be authorized and approved by the appropriate agency head and funds must be available in the budget. Travel plans, seminars, conferences and training known in advance should be documented as part of a department's travel budget request. However, it is expected that opportunities for and requirements of travel related to County business are often unknown at the time of budget adoption by the Board of County Commissioners (BCC). Thus, types of travel should be anticipated and must be documented as part of a department's travel budget request. Travel that falls within the parameters of the above descriptions is considered to be approved through the budget process. Additional funding for travel must be processed by way of the approved budget transfer policy. Budget transfer requests over \$1,000.00 for funding to a single destination must be approved by the BCC. Payment for lodging, transportation, and registration is recommended to be prearranged using a County P-Card. The County~~



Tax-Exempt form should be used when paying with a P-Card. P-Card purchases must adhere to all provisions set forth in the Seminole County Administrative Code Section 3.55 "Purchasing Policy."

~~(5) The County Manager must approve travel by authorized persons not employed or under contract by the County who are called upon to contribute time and services as consultants or advisors or participants when the travel is on behalf of the County. Funding for this travel must have been approved through the budget process or must be processed by way of the approved budget transfer policy. All requests for travel reimbursement must be approved by the Employee's' Department Director or designee and submitted with supporting documentation within 45 days of return. Expenses without sufficient supporting documentation will not be reimbursed. The required supporting documentation is provided in section B of this Policy. It is the intent of this Policy that 'proof of payment' refers to receipts reflecting a zero-dollar balance or indicating that payment has been made. Receipts are not required for per diem reimbursement.~~

~~(6) Meals shall be reimbursed as provided by County Ordinance. Dollar limits exclude alcohol, but may include tips up to 20%. **Receipts are required for reimbursements exceeding the statutory meal allowances.**~~

~~(7) Other expenses which may be reimbursed include:~~

~~Registration fees — receipt required~~

~~Tolls and parking fees — receipt required~~

~~Taxi fares/Ride-sharing applications (such as, but not limited to, Uber or Lyft) — receipt required for all fares. Tip on taxi service is allowed, not to exceed 20% of fare.~~

~~Hotel and single occupancy room rate — receipt required.~~

~~Copy of charge card receipt is required if paid by credit card. Room service meals are reimbursable under provisions for meal allowances. Use of food and beverage dispensers in hotel rooms is not reimbursable.~~

~~Business telephone calls or on-line access charges for use of computer or fax — receipt or documentation required as well as justification.~~

~~Vicinity mileage is allowed from office or home, whichever is less, to the destination or to the airport if applicable.~~

~~Airport parking — receipt is required. Travelers will be reimbursed for up to ten (10) days parking at Orlando Sanford International Airport, Orlando International Airport and the Daytona Beach airport. However, this parking is discouraged, and instead, carpooling or rides to and from the airport are suggested. Airport parking out of town will be reimbursed as needed.~~

~~(8) All reimbursable expenses must be reported on the approved travel voucher no more than two (2) weeks after the end of the travel period. Receipts are~~



~~required for all expenditures except for meals as noted in the Florida Statutes or as referenced above.~~

~~(9) Reimbursement or a travel advance repayment will be made after the travel takes place.~~

~~(10) Cash advances must be approved by the Department Director and should be requested two (2) weeks in advance from County Finance. County Finance should be notified of the expected return date. Expenses from the cash advance must be reported with receipts within five (5) working days of the last day of the trip or, if cash is unused, it must be returned to County Finance within five (5) working days in the form of a personal check, money order or cash. Travel advances will not be issued for less than \$250.00 and may not exceed 100% of the estimated cost of the trip. No advance will be issued if a previous advance is outstanding. County Finance should notify the County Manager of any cash advance outstanding over five (5) working days from the expected date of return. Failure to comply with policy will result in a payroll deduction of the total cash advance.~~

~~(11) Pre-registration and County payment is encouraged for hotel reservations to ensure waiver of sales tax charges.~~

~~(12) A credit card bill must be substantiated by receipts attached and a full explanation of the charge provided on the travel voucher.~~

~~(13) Employees using a credit card must not expect reimbursement for any item that is not used for the business purpose. Expenditures on the card, if not directly related to the business, will not be paid by the County. For example, if you stay in a hotel on business and you watch a movie for pay that appears on the hotel bill, the movie expense will not be paid by the County.~~

~~(14) There is no reimbursement for travel and/or meals that are complimentary or covered in a registration or other similar fee. Continental breakfast, rolls, danish, snacks, drinks or other small incidental food items provided by the registration shall not be considered a meal.~~

~~(15) If an employee wishes to alter travel plans for personal business, any additional cost of transportation must be paid by the employee.~~

~~(16) Employees are permitted one (1) personal phone call to a single location per day not to exceed \$5.00 plus any hotel connection fees.~~

~~(17) Any employee failing to comply with this policy may be subject to disciplinary action as described in the Personnel Policies and Procedures.~~

B. TRAVEL REIMBURSEMENT POLICY FOR ECONOMIC DEVELOPMENT REIMBURSABLE EXPENSES

(1) Conference and Registration Fees. Conference and registration fees will be reimbursed.

Documentation Requirement: Receipt and conference schedule/agenda.



(2) **Lodging.** Lodging costs are reimbursable and should be booked at the standard room rate. Overnight lodging within a 50-mile travel distance from the traveler's assigned work location must be indicated on the Pre-authorization Form. Employees are encouraged to utilize pre-established group rates for lodging unless extenuating circumstances prevent staying at the designated location. Hotel room service meals are reimbursable subject to Section B.(4) of this Policy.

Documentation Requirement: Itemized receipt showing check-in and check-out dates, daily room rate, additional charges, taxes, and proof of payment

(3) **Transportation.**

(a) **Air Travel.**

(i) Air travel should be used when it is the most cost-effective option. When choosing an airline, consideration should be given to non-stop travel, the airline's additional required fees, and the airline's propensity for flight delays and/or cancellations.

(ii) Baggage fees for the first checked bag are eligible for reimbursement.

(iii) Upgrades and optional services are not reimbursable unless pre-approved for ADA, medical, or business necessity.

Documentation Requirement: Airline itinerary and receipt showing employee's name, travel dates, and proof of payment.

(b) **Personal Vehicle Use.**

(i) When readily available, employees must use a county vehicle. If a County vehicle is not readily available, employees must notify their supervisor in advance that they will be using their personal vehicle for official travel.

(ii) Employees using personal vehicles for official travel will be reimbursed at the standard mileage rate, set annually by the Internal Revenue Service (IRS).

(iii) Vicinity mileage incurred in the conduct of official County business includes local travel (including travel to and from County locations other than the employee's assigned work location) or business travel to a destination. It does not include travel to and from the employee's home and assigned work location unless the employee's home is the point of origin for approved travel. Examples of vicinity travel include:

- Travel between a hotel and a conference or meeting location.
- Travel between various locations of business.
- Travel to or from an airport, train station, or bus terminal.
- Travel to a destination when not otherwise covered by another form of transportation.



(iv) Vicinity mileage is not reimbursable for personal errands such as sightseeing, shopping, or recreational activities.

Documentation Requirement: Documentation indicating beginning location, tolls, destination, and miles driven. (e.g., Google Maps, MapQuest, or other similar products).

(c) County Vehicle Use. When utilizing a county vehicle, the Employee must adhere to all provisions set forth in the Seminole County Administrative Code Section 34.25 "Vehicle Use Policy."

Documentation Requirement: Itemized receipt(s) for fuel, tolls, and parking (if applicable).

(d) Taxi, Shuttle, Micro-Transit, Rideshare Services, and other.

(i) Expenses related to taxi fares, shuttle, micro-transit, rideshare services (e.g., Uber, Lyft), trains, and rail travel are reimbursable when used for official County business. Such services should be used when they are the most economical and efficient means of local transportation. Bicycle or scooter rentals are not eligible for reimbursement.

(ii) Reimbursable uses include, but are not limited to:

- Travel between airports, train stations, bus terminals, and lodging.
- Travel between lodging and official meeting or conference sites.
- Gratuities for taxi or rideshare drivers may be reimbursed up to \$4 on fares \$20 or less, or 20% on fares exceeding \$20.

Documentation Requirement: Itemized receipt(s) and documentation indicating date of travel, beginning location, and destination.

(e) Rental Vehicles.

(i) Rental vehicles may be authorized by the Department Director.

(ii) Standard vehicles are encouraged unless larger vehicles are necessary for official business.

(iii) The basic insurance coverage options through the rental company should be selected when available.

Documentation Requirement: Rental agreement, receipt showing rental charges, and proof of payment. Receipts are required for fuel, tolls, and parking (if applicable).

(4) Meals and Incidental Expenses (M&IE).

(a) Meals and incidental expenses will be reimbursed according to the published U.S. General Services Administration (GSA) Meal & Incidental Expense



(M&IE) rates for the travel destination. The GSA M&IE rates include incidental expenses for fees and tips given to porters, baggage carriers, and hotel staff, including valet parking. Current rates can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

(b) If meals are included in the cost of the event registration, the per diem claim must be reduced by the GSA rate for that meal. Continental breakfast and snacks are not considered meals.

Documentation Requirement: A copy of the GSA Meals and Incidental Expenses (M&IE) Rates for the travel destination. The Travel Reimbursement Request must indicate the first and last day of travel, as well as the full days.

(5) Parking Expenses.

(a) Parking Fees, including valet parking when self-parking is unavailable, and accompanied by original receipts or Expressway statements. Valet Attendant tips are considered incidental expenses (see Meals and Incidental Expenses).

(b) Airport parking (carpooling and/or rideshare services are encouraged when costs are less than parking).

(c) Other reasonable travel expenses when approved by the Department Director.

Documentation requirement: Original receipts or proof of payment.

~~(1) All travel associated with economic development must be within the Economic Development budget as approved by the BCC through the budget process. Any additional funding must be obtained through the approved procedure for budget transfers except that budget transfers for a single destination or event in excess of \$1,000.00 must be approved by the BCC. No costs or expenses for travel or entertainment or promotion may exceed the approved budget.~~

~~(2) In addition to reimbursable expenses outlined in Section 3.50A, "General Policy", above, the following expenses of County officials and County employees are reimbursable if approved by the County Manager (or designee):~~

~~(a) Actual, necessary and reasonable costs of travel, meals, single occupancy lodging, presentations, token gifts such as pins and medallions and entertainment expenses of officials and employees of the County and other authorized persons who meet in direct connection with soliciting economic development on behalf of the County. Other persons or guests may be authorized by the County Manager. All expenses must be documented to include receipts and justification.~~

~~(b) Promotional and advertising expenses. Original receipts are required.~~

~~(c) Reimbursable expenditures as listed above when incurred for the purpose of directly promoting economic development include business association~~



~~luncheons, taxi/ride-sharing applications (such as, but not limited to, Uber or Lyft) and airport limousine fares and tips up to 20%; ferry fares and bridge, road and tunnel tolls; storage and parking fees; mandatory valet parking; telephone, telegraph, facsimile and telex charges related to County business only; portage when used to transport County promotional materials; charges for travelers checks; foreign currency exchange fees; and maps. Advertising and promotions include cooperative ventures with airline, rental cars, hotels and attraction and convention and visitors bureaus.~~

~~(d) — Food, beverages, including alcohol, coffee, gratuities associated with meetings, dinners, promotions, cocktail parties, and similar events whether catered or provided at a County or other facility or private location. Original receipts are required and justification must be included.~~

~~(e) — Tips up to 20% of food and beverage are reimbursable.~~

~~(f) — Rental cars are reimbursable. Receipts are required. Justification must be approved by the County Manager if a rental car larger than mid-size is used or if a rental car is driven fewer than twenty (20) miles.~~

C. TRAVEL IN FOREIGN COUNTRIES NON-REIMBURSABLE EXPENSES

The following items are examples of non-reimbursable expenses.

(1) Complimentary Meals: No reimbursement if meals are included in registration or event fees;

(2) Personal Travel Changes: Additional costs due to personal travel alterations must be borne by the employee;

(3) Spouse, family member, or companion travel expenses;

(4) Personal entertainment (movies, in-room streaming, concerts, sporting events, etc.);

(5) Alcoholic beverages;

(6) Mini-bar, in-room snacks, or personal food items beyond per diem allowances;

(7) Laundry, dry cleaning;

(8) Optional valet parking;

(9) Parking fines, traffic violations, or other penalties incurred while traveling;

(10) Upgrades to business class or first-class airfare, hotel suites, or luxury vehicles unless pre-approved for necessary ADA or medical accommodations;

(11) Early check-in, late check-out, or room upgrade fees for personal convenience;



~~(12) Travel insurance or flight/trip cancellation insurance (unless pre-approved);~~

~~(13) Excess baggage fees not related to business materials or equipment;~~

~~(14) Expenses reimbursed by another agency (e.g., conference host, grant, or third party).~~

~~(1) Travel in foreign countries for County business is permitted if approved by the Board of County Commissioners.~~

~~(2) Travelers may select the following reimbursement policy:~~

~~(a) Reimbursement for personal meals and incidental expenses will be reimbursed based on the US Department of State publication, "Maximum Travel Per Diem Allowances For Foreign Areas". Meals and incidental expenses include all meals and beverages including tips, portage, cleaning and other expenses of a personal nature. Per diem reimbursement requests may be up to, but not exceed, amounts itemized in the most recent publication. Receipts will not be required.~~

~~(b) Receipts are required for: hotel accommodations; air or ground transportation expenses such as trains, ferries, car rental, parking fees and tolls; business telephone calls; and faxes. Receipts are required for any expense not included in the meal and incidental per diem allowance.~~

~~(c) Taxi/Ride-sharing applications (such as, but not limited to, Uber or Lyft) fares and tips up to \$15.00 per trip do not require receipts.~~

~~(d) There is no reimbursement for meals that are complimentary, covered in a registration or other similar fee, or that are provided by any other person or entity. The traveler must reduce the per diem allowance by an appropriate amount to reflect any meals not paid by the traveler.~~

~~(e) The County will not reimburse "danger pay allowance" itemized in the "Maximum Travel Per Diem Allowances For Foreign Areas" for travel in any country.~~

~~(3) The County will not utilize lodging per diem amounts. Hotel bills will be reimbursed at actual cost and require receipts.~~

~~(4) A traveler who desires to be reimbursed for actual expenses must request reimbursement under Section I, General Travel, or Section II, Economic Development, of the Travel Policy.~~

~~(5) Reimbursements for each trip must all be requested under the same section of the Travel Policy. For example, reimbursement of any one trip may not be split between the Economic Development Section and the Foreign Travel Section.~~

D. INTERNATIONAL TRAVEL



When international travel is required for economic development or other business purposes, cultural norms require different treatment than domestic travel. These policies allow for variations in cultural norms and enhanced scrutiny.

(1) Foreign travel must be approved by the Chairman of the Board of County Commissioners.

(2) Meals and Incidental Expenses will be reimbursed based on the U.S. Department of State's 'Maximum Travel Per Diem Allowances for Foreign Areas' or at the actual cost with a receipt.

(3) Taxi/Rideshare transportation is reimbursed at the actual cost, provided a receipt is submitted.

(4) Gratuities should be consistent with customary norms of the travel destination.

Documentation Requirement: A copy of the U.S. Department of State Foreign per Diem Rates in US Dollars (DSSR 925) for the travel destination. Receipts are not required for meals if using the per diem method. For reimbursement of actual cost, a receipt must be submitted with the reimbursement request.

D-E. AUTHORITY.

Resolution 99-R-125 adopted September 21, 1999

Resolution 2022-R-103 adopted August 23, 2022

Resolution 2026-R-_____adopted_____