

ORDINANCE NO. 2026-\_\_\_\_

SEMINOLE COUNTY, FLORIDA

2        **AN ORDINANCE OF SEMINOLE COUNTY, FLORIDA REPEALING**  
3        **PART 2 (TRAVEL EXPENSES) OF CHAPTER 5, (ADMINISTRATION) OF**  
4        **THE SEMINOLE COUNTY CODE OF ORDINANCES IN ITS ENTIRETY;**  
5        **PROVIDING FOR CODIFICATION AND SEVERABILITY; AND**  
6        **PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the County’s travel expense ordinance was adopted in 1997; and

8        **WHEREAS**, in 1999, the Seminole County Board of County Commissioners (“Board”) adopted Resolution 1999-R-125, establishing Section 3.50, Travel, in the Seminole County Administrative Code; and

**WHEREAS**, the Board desires to repeal the County’s travel expense ordinance set forth in Part 2 of Chapter 5 of the Seminole County Code of Ordinances to avoid duplicative and conflicting regulations.

14        **NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA:**

16        **Section 1. Incorporation of Recitals.** The above recitals represent the legislative findings of the Seminole County Board of County Commissioners supporting the need for this Ordinance.

18        **Section 2. Repealing Chapter 5, Part 2, Travel Expenses.** Repealing Chapter 5, Part 2 in its entirety:

20                                **CHAPTER 5 – ADMINISTRATION**

                                         \*        \*        \*

22                                **PART 2. RESERVED TRAVEL EXPENSE**

**~~Sec. 5.21. Meal Allowance.~~**

24        ~~Meal allowances shall be generally as set forth in Florida Statutes, provided however, that meals shall be reimbursed at actual cost not to exceed \$50.00 a day if accompanied by original~~

26 receipts for said expenditures and travel is outside of Seminole County and begins before 6:00 a.m.  
and extends beyond 8:00 p.m. Allowances for partial day travel under the same circumstances  
28 shall be: Breakfast \$10.00, Lunch \$13.00, Dinner \$27.00.

**30 ~~Sec. 5.22. Reimbursable travel expenses directly required for the solicitation of economic  
development in Seminole County.~~**

In addition to those travel expenses reimbursable pursuant to the provisions of Section  
32 112.061, Florida Statutes, officials of Seminole County, employees of Seminole County and other  
persons authorized by Seminole County who travel and incur expenses therefore for the specific  
34 purpose of soliciting economic development on behalf of the County, may also be reimbursed for  
the actual cost of the following travel expenses, upon verification by original receipt and approval  
36 by the County Manager.

- (a) — ~~Presentation, promotion and advertising expenses.~~
- 38 (b) — ~~Business association lunches.~~
- (c) — ~~Mandatory valet parking.~~
- 40 (d) — ~~Portage when used to transport County promotional materials.~~
- (e) — ~~Charges for issuance of travelers checks.~~
- 42 (f) — ~~Foreign currency exchange fees.~~
- (g) — ~~Maps of the area traveled.~~
- 44 (h) — ~~Food and beverages, including alcohol, consumed and gratuities incurred at  
meetings, dinners, promotions, cocktail parties and similar events, whether catered or provided at  
46 a County or other public facility or private location, provided that attendance at said event is for  
the specific purpose of soliciting economic development for Seminole County.~~

48           (1) ~~Reimbursement for gratuities is limited to 15 percent of the total~~  
~~reimbursable expenditures per person per event for food and beverages.~~

50           (2) ~~The reimbursement for food and beverage expenditures under this Section~~  
~~are for actual costs, as verified by original receipts, requires approval by the County Manager, and~~  
52 ~~may exceed the maximum reimbursable amount as set forth in Section 5.61, above.~~

          (i) ~~Actual charges for rental cars, verified by original receipt. If a rental car is larger~~  
54 ~~than mid-size or is driven less than 20 miles, justification for said charges must be submitted to~~  
~~and approved by the County Manager prior to reimbursement for said charges.~~

56 **~~Sec. 5.23. Travel in foreign countries.~~**

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

          (b) ~~In lieu of those travel expenses reimbursable pursuant to the provisions of Section~~  
60 ~~112.061, Florida Statutes, or pursuant to other provisions of this Ordinance, officials of Seminole~~  
~~County, employees of Seminole County and other persons authorized by Seminole County who~~  
62 ~~travel and incur expenses in foreign countries may be reimbursed for personal meals and incidental~~  
~~expenses based upon the United States Department of State publication, "Maximum Travel Per~~  
64 ~~Diem Allowances for Foreign Areas." Meals and incidental expenses shall include all meals,~~  
~~beverages, tips, portage, cleaning and other expenses of a personal nature. Per diem reimbursement~~  
66 ~~requests may be up to but may not exceed amounts itemized in the most recent United States~~  
~~Department of State publication.~~

          (c) ~~Receipts shall not be required for per diem reimbursement for meals and incidental~~  
68 ~~expenses, but shall be required for hotel accommodation, air and ground transportation expenses,~~  
70 ~~including taxies, ferries, car rental, parking fees and tolls, business telephone calls, faxes and any~~

other expenses not included in the meal and incidental expense allowance. Taxi fares and tips less  
72 than \$15.00 do not require receipts.

(d) — ~~No reimbursement is permitted for meals that are complimentary, covered in a  
74 registration or other similar fee or that are provided by any other person or entity without charge.  
Per diem allowances shall be reduced by an amount comparable to the cost of such meals as are  
76 not paid for or charged to the traveler.~~

(e) — ~~"Danger Pay Allowances," as itemized in the "Maximum Travel Per Diem  
78 Allowance for Foreign Areas" publication are not reimbursable by the County.~~

(f) — ~~Lodging in foreign countries shall not be reimbursed by per diem, but shall instead  
80 be reimbursed at actual cost. Receipts shall be required for lodging reimbursement.~~

(g) — ~~Travelers electing to be reimbursed pursuant to this Section must specifically  
82 request said method of reimbursement. In the event this method is selected for a trip, then  
reimbursement pursuant to Section 112.061, Florida Statutes, or other provisions of this Ordinance  
84 shall not be permitted for that trip.~~

**Secs. ~~5.24~~5.21—5.40. Reserved.**

86 **Section 3. Codification.** It is the intention of the Board of County Commissioners that  
the provisions of this Ordinance will be repealed and removed from the Seminole County Code of  
88 Ordinances, and that the word “ordinance” may be changed to “section”, “article”, or other  
appropriate word or phrase and the sections of this Ordinance may be renumbered or re-lettered to  
90 accomplish such intention, except that Sections 1, 3, 4 and 5 of this Ordinance are not to be  
codified.

92 **Section 4. Severability.** If any provision or application of this Ordinance to any person  
or circumstance is held invalid, then it is the intent of the Board of County Commissioners that

94 such invalidity will not affect other provisions or applications of this Ordinance that can be given  
effect without the invalid provision or application and, to this end, the provisions of this Ordinance  
96 are declared severable.

**Section 5. Effective date.** This Ordinance will take effect upon filing a copy of this  
98 Ordinance with the Department of State by the Clerk to the Board of County Commissioners.

**BE IT ORDAINED** by the Board of County Commissioners of Seminole County, this  
100 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

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

\_\_\_\_\_  
ANDRIA HERR, Chairman

CMP