



Travel & Expense Procedures Manual

WAKULLA COUNTY
BOARD OF COUNTY COMMISSIONERS

September 2008

TABLE OF CONTENTS

Section I: Authority.....	Page 1
Section II: Objective	Page 1
Section III: Definitions	Page 1
Section IV: Scope & Applicability	Page 1
Section V: Exceptions.....	Page 2
Section VI: Types of Travel.....	Page 2
Section VII: Travel Authorization	Page 2-3
Section VIII: Travel Advances	Page 4
Section IX: Prepayment of Charges.....	Page 4
Section X: Reimbursement of Expenses.....	Page 4-7
Section XI: Local Mileage Reimbursement.....	Page 8-9
Section XII: Receipts are Needed for the Following.....	Page 9
Section XIII: Forms	Page 10-15

SECTION I: AUTHORITY

Florida Statutes, Section 112.061

SECTION II: OBJECTIVE

To establish regulations and procedures for the Wakulla County Board of County Commissioners, employees and authorized persons where authorized travel is necessary and reimbursement is requested.

SECTION III: DEFINITIONS

Elected Officials – County Commissioners.

Appointed Officials – The County Administrator

Employees – All other employees of the Wakulla County Board of County Commissioners.

Authorized Person – A person, other than a public officer or employee, who is authorized to incur travel expenses in the performance of the County's official duties, such as a consultant or contractor, a volunteer, or a candidate for an executive or professional position.

Purchasing Card – A VISA card issued to specific employees to utilize for authorized travel related expenses.

SECTION IV: SCOPE AND APPLICABILITY

Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Wakulla County Board of County Commissioners and must be within limitations described herein and in Chapter 112.06, Florida Statutes, and is in the best interest of the County. This policy applies to all travel as defined in Section VI for any purpose and for which reimbursement will be claimed by officials, employees, and authorized persons of the Wakulla County Board of County Commissioners. Such persons are eligible to travel in the conduct of County business or to attend meetings, conferences, conventions, and training sessions for the benefit of the County, at County expense, pursuant to proper authorization prescribed herein. Under no circumstances will an employee be reimbursed travel expenses incurred for the purpose of taking merit system or job placement examinations for the purpose of applying for jobs, whether written or oral. Reimbursement for travel expenses incurred for the purpose of obtaining certifications required for continued employment with Wakulla County are allowable expenses.

Candidates for employment with Wakulla County will be covered under this policy when the County Administrator deems it in the best interest of the County. In addition, consultant travel

which is not covered within the scope of the consultant's contract and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with this policy. Further, travel by members of volunteer boards and committees in the performance of the County's official duties must receive prior approval and will be reimbursed in accordance with this policy.

SECTION V: EXCEPTIONS

Any exceptions or unusual circumstances not provided for in this policy must be documented and will be subject to review and approval by the appropriate official or designee.

SECTION VI: TYPES OF TRAVEL

- A. Class "A" Travel: continuous travel for a period of 24 hours or more out of the County. The travel day for Class "A" travel shall be a calendar day (midnight to midnight).
- B. Class "B" Travel: continuous travel of less than 24 hours which involves overnight absences out of the County. The travel day for Class "B" travel shall begin at the same time as the travel period. Class A and Class B Travel shall include any assignment of official business outside of regular office hours and away from regular places of employment when it is considered necessary to stay overnight and for which travel expenses are approved.
- C. Class "C" Travel: travel for short or day trips where the traveler is not away from his or her official headquarters overnight.
- D. Local Travel: travel of less than 24 hours in which the traveler is not away from official headquarters overnight and which involves the use of a privately owned vehicle or a County vehicle for official business within Wakulla and the surrounding counties and for which no meal reimbursements are claimed.

SECTION VII: TRAVEL AUTHORIZATION

All travel will be conducted pursuant to authorized annual budget allocations. Prior to incurring any Class A, Class B, or Class C travel expenses for which reimbursement or cash advance is requested, a Travel Authorization form (see Forms) should be completed and approved by the County Administrator or other appropriate authority. The Travel Authorization form must be submitted to the supervisor at least ten (10) working days prior to the start of travel. Local mileage which is included in the annual budget allocation for travel does not need prior authorization and should be reimbursed in accordance with Section X of this policy. Authority for approval of Class A, Class B, and Class C travel is designated as follows:

Elected Officials:

- Travel of individual County Commissioners shall be approved in advance, whenever possible, by the Board of County Commissioners via an agenda item at a regularly scheduled Board meeting. In cases where travel cannot be agendaed for approval prior to the trip, it shall be agendaed within two meetings following the conclusion of the travel.

Appointed Officials:

- Travel of the County Administrator shall be approved by the Chairman of the County Commission or the Vice-Chairman in the absence of the Chairman.

Employees:

- Employees' travel must be approved by their division head, department head **and** the County Administrator, or their designees, except as specified below:

Candidates for Employment in an Executive or Professional Position

- Travel for candidates for employment in an executive or professional position must be approved by their prospective department head **and** the County Administrator.

Other Authorized Persons

- Consultants and contractors must have their travel authorized in advance by the department head from whose budget the travel expenses will be paid and the County Administrator.
- Volunteers and other authorized persons not previously described in this section, traveling for the purpose of performing official duties of the County, must have their travel authorized by the department head from whose budget the travel expenses will be paid **and** the County Administrator.

In the absence of the County Administrator, the department head and/or the division director, the Travel Authorization Form may be approved by their respective designees.

Signatures on the Travel Authorization Form should be obtained in the following order:

1. Traveler
2. Supervisor
3. Division head, if different from supervisor
4. Department head
5. County Administrator

The following guidelines shall be used when approving requests for travel:

- Funds are available in the budget.
- A determination is made that a public purpose is achieved in taking the trip.
- The number of persons traveling is the minimum number required to accomplish the purpose of the trip.
- The method of travel (e.g., air, vehicle) is specified and the routing and other arrangements are the most economical available and result in the shortest time away or

the lowest overall cost consistent with the distance to be traveled and the purpose of the trip.

SECTION VIII: TRAVEL ADVANCES

Employees who are in possession of a Wakulla County Purchasing Card are not eligible for a travel advance. All other Officials and employees may obtain travel advances upon completion and approval of the Travel Authorization and the Application for Advance on Travel Expenses (see Forms). The advance amount must be indicated on the travel advance form and should be submitted to Finance at least ten (10) working days prior to the start of travel. Advances should not be sought for amounts less than \$100 unless an explanation of the necessity for the advance is provided. Employees are only allowed to receive advances in the amount of 85% of the per diem and mileage (if driving their personal vehicle).

Upon completion of the travel, all travel advances should be settled within ten (10) working days of return from traveling. No advances for additional trips shall be given until all prior advances have been settled through the submission of a Travel Expenditures Report. Failure to settle advances promptly may result in disciplinary action and/or deduction through the employee's payroll.

Employee's who travel on a frequent basis are encouraged to obtain a Wakulla County Purchasing Card in lieu of continuously seeking a travel advance.

It is the responsibility of the authorizing division to ensure that the traveler complies with this section of the policy. Exceptions to this section of the policy may be made upon written justification of circumstances which necessitate multiple advances.

SECTION IX: PREPAYMENT OF CHARGES

Employees should utilize their county issued Purchasing Card for items such as airline tickets, lodging, car rental, shuttle services, and registration/conference fee's as this is the preferred method of payment. Employee's who do not hold a Purchasing Card may request prepayment of these items upon receiving the proper approvals and completing the necessary forms which includes a completed Disbursement Request Form (see Forms) along with a signed/approved Travel Authorization Form. These forms should be submitted to the Finance Office ten (10) working days prior to the date that payment is needed. The requirements in Section VIII and Section X for filing Travel Expense Reports and settling advances apply regardless of payment method.

SECTION X: REIMBURSEMENT OF EXPENSES

Within ten (10) days of completing authorized travel, travelers must file a Travel Expense Report form. The Travel Expense Report should reflect the name of the traveler, the entire

cost of the trip, including all advances and direct payments made. The traveler must sign and date the Travel Expense Report form for completeness and correctness as to the actual travel performed. The completed Travel Expense Report form must then be signed by the appropriate division head and department head or their designee. The form is then forwarded to the Finance Office for final review and processing. If the County is due a return of funds from a travel advance, a check payable to Wakulla County should be attached to the Travel Expense Report.

The following describes allowable expenses and the documentation required. In general, where receipts are required, original receipts should be submitted. If an original receipt is not available, an explanation must be included on the Travel Expense Report. Further, a copy of the meeting/conference/convention/training agenda, when one is provided, must be attached to the Travel Expense Report. When one is not provided, this should be indicated on the form.

Any changes or additions to the cost of the travel made after the Travel Authorization Form was approved must be explained on the Travel Expense Report form.

A. Meals and Per Diem

1. Travel outside the County/State in order to conduct bona fide County business shall be reimbursed by one of two methods:
 - Daily Per Diems: the most current State of Florida per diem rate to include both lodging and meals, or
 - The actual expenses for lodging at a single occupancy rate, to be substantiated by paid bills.
2. Meal expenditures will be reimbursed according to the most current State of Florida per diem meal rates. All travelers shall be allowed the following amounts while traveling on official business:
 - a. Breakfast: \$6 (when travel begins BEFORE 6 a.m. and extends BEYOND 8 a.m.)
 - b. Lunch: \$11 (when travel begins BEFORE 12 noon and extends BEYOND 2 p.m.)
 - c. Dinner: \$19 (when travel begins BEFORE 6 p.m. and extends BEYOND 8 p.m.)
3. Under no circumstances may an employee be reimbursed for any meal or lodging included in a convention or conference registration fees paid by the County. A continental breakfast provided as part of the conference/convention registration fee is considered breakfast and may not be claimed for reimbursement. An evening reception or other function that serves only hors d'oeuvres is not considered dinner and may be claimed for reimbursement. However, should the conference/convention registration fee include the

provision of any lunches or dinners, these meals may not be claimed for reimbursement.

4. When a meal is provided by a hotel or an airline, the traveler is not allowed to claim the meal for reimbursement.
5. Reimbursement for lodging expense is limited to single occupancy or occupancy shared with another County traveler. Cost of lodging shared with a non-official or non-employee (e.g., family members) is limited to the single room rate. An itemized hotel receipt must be submitted to claim reimbursement (a credit card receipt is not sufficient). All other reimbursable expenses, such as parking or phone calls, should be properly listed on the travel reimbursement voucher.
6. When traveling within Florida and not utilizing a Wakulla County Purchasing Card, an advance check for lodging should be requested from Finance and picked up by the traveler to bring on the trip in order to qualify for a sales tax exemption. The traveler must also take a copy of the County's tax exempt certificate. No sales tax will be reimbursed for Florida accommodations that should have been tax exempt.
7. Per Diem may not be used to calculate reimbursement due for days of travel which does not include hotel costs, for example, the final day of a trip. Allowable rates for per diem are provided for in Section 112.061(6), F.S. All travelers are allowed the authorized per diem for each day of travel, \$60 per day or \$20 per quarter. Per diem shall be calculated using four six-hour periods (quarters):

12:01 a.m. to 6:00 a.m.
6:01 a.m. to 12 noon
12:01 p.m. to 6:00 p.m.
6:01 p.m. to 12:00 midnight

If actual expenses exceed the allowable per diem, the amount allowed for meals as provided in Florida Statutes, plus actual expenses for lodging at a single occupancy rate.

When lodging, transportation and/or meals are paid or provided by any federal, state or local governmental agency, the traveler shall be reimbursed only for the actual expenses paid by the traveler and not paid or reimbursed by another governmental entity.

B. Transportation

Employees must use the most efficient and economical means of travel. The most economical mode of travel is determined by the following conditions: the nature of the business; the most efficient and economical means of travel, considering time of the traveler, impact on productivity of the traveler, cost of transportation, and

projected per diem expenditures, the number of persons making the trip as well as the amount of any equipment or materials that may need to be transported.

- Airline Travel – Coach Fare, by the route and/or rate best suited for the interest of the County, is allowed and must be documented by a paid receipt. Should a traveler select a different route and/or rate, for their own benefit, reimbursement will be limited to the Coach fare, by the route and/or rate, determined by what is in the best interest of the County. Reimbursement of first class air fare is specifically limited to trips under emergency conditions when coach accommodations are not available. In those instances where an electronic airline ticket was purchased, documentation should include a copy of the traveler's itinerary, identifying the purchase of the airline ticket, or a separate paid receipt for the airline ticket. Preferred method of payment is the Wakulla County Purchasing Card.
- County-Owned Vehicles – When available, county-owned vehicles may be used for travel. Receipts for expenses must be presented.
- Private Vehicle – Use of a private car for travel is authorized when approved on the Travel Authorization Form. A traveler using his/her privately owned vehicle will be reimbursed at the most current IRS rate in effect on the date(s) of travel. All mileage shall be shown from point of origin to point of destination. When possible, mileage should be computed and reimbursed on the basis of the current map of the Florida Department of Transportation for in-state travel at: <http://www3.dot.state.fl.us/mileage/>. Alternate methods of computing mileage if less, such as the use of an Internet map website, may be authorized on the Travel Authorization Form. Road and bridge tolls may be claimed in addition to mileage upon presentation of receipts. Vicinity mileage necessary for the conduct of official business is allowable but must be listed separately on the reimbursement request and the purpose explained.
- Train or Bus – Travelers must use the most economical accommodations on short trips, not involving overnight travel. On longer trips, travelers are entitled to comfortable single accommodations. However, in no case will reimbursement exceed the rate of Coach fare for air travel to the destination.
- Taxi, Public Transportation, Parking and Car Rental – The actual costs incurred for normal use of taxi, public transportation and parking are reimbursable. Receipts are not required for reimbursement of parking, taxi and public transportation costs under \$20, however, if the Purchasing Card is utilized as the payment method a receipt IS required. In those cases where receipts are not available (i.e., mass transit

tokens/porters) reimbursement may still be sought with a written explanation of the circumstances.

Car rental expense is reimbursable but only when prior approval is obtained on the Travel Authorization Form and a receipt is attached. However, a County approved traveler should not purchase collision-damage waivers when renting a car, as the County's self-insured program is adequate to cover claims. The purchase of "Personal Accident Insurance" by a traveler is also non-reimbursable as employees on authorized business are covered under Workmen's Compensation. The state contract for car rental providers should be used whenever possible. Please contact your department head or supervisor for preferred state rental car vendors and associated discount rates. Expenses incurred for collision-damage waivers or personal accident insurance will not be reimbursed unless prior approval of an exception is granted.

C. Telephone and Fax

Only the cost of business calls and faxes with a stated business purpose are reimbursable. "Collect" calls to County offices are acceptable when required.

D. Registration Fees

Fees for registration, including meals and other programmed events sponsored by the conference or convention organization, should be paid with a county issued Purchasing Card whenever possible. Optional fees for recreation and/or entertainment activities associated with a conference or convention are not reimbursable. Fees for non-county officials or non-county employees (e.g., family members) to participate in activities are not reimbursable.

E. Miscellaneous

Any other necessary expense, not otherwise provided for but incurred for the benefit of the County, must appear together with identification on the Travel Expense Report form. Other miscellaneous gratuities for the hotel, taxis, the airport, porters, etc. should be identified here. The amount should be reasonable and, whenever possible, the traveler should obtain and attach receipts to the expense report to substantiate miscellaneous expenditures.

SECTION XI: LOCAL MILEAGE REIMBURSEMENT (CLASS C)

Reimbursement for local mileage shall be submitted on the Local Travel Reimbursement form and shall specify:

- the date of the travel;
- the origin;
- the destination;

- the number of miles traveled;
- the purpose of the travel, and;
- the amount requested for reimbursement.

If the expenses being requested for reimbursement pertain to use of a privately owned vehicle, the reimbursement amount is calculated by multiplying the number of miles traveled by the most current IRS mileage allowance. No receipts are required.

If the expenses being requested for reimbursement pertain to use of a County vehicle, receipts for actual expenses for fuel or tolls must be attached.

The Travel Reimbursement Form shall be submitted monthly and must be signed by the employee requesting the reimbursement and the appropriate department head or his designee to include the County Administrator.

XII. RECEIPTS ARE NEEDED FOR THE FOLLOWING:

Anytime a Wakulla County Purchasing Card is utilized as the payment method the traveler is required to obtain a receipt.

- A. Taxi fares in excess of \$25 on a per fare basis OR when the fare has been paid using a Wakulla County Purchasing Card.
- B. Storage, parking fees or tolls in excess of \$25 on a per transaction basis. Such fees are not allowed on a weekly or monthly basis unless it can be established that such method results in a savings to the county.
- C. Dry cleaning, laundry and pressing expenses when official travel extends beyond seven days and such expenses are necessary to complete the official business portion of the trip.
- D. Passport and visa fees required for official travel.
- E. Receipts for actual and necessary fees charged to purchase traveler's checks for official travel expenses.
- F. Actual cost of maps for official business.
- G. Receipts or cancelled checks for registration fees paid by the traveler.

Travel & Expense Procedures Manual

FORMS

Date	Ticket Number or State Vehicle Number	From	To	Amount	Name of Common Carrier or State Agency Owning Vehicle

STATE OF FLORIDA PURCHASING CARD CHARGES

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE STATE OF FLORIDA PURCHASING CARD

Date	Merchant/Vendor	Description of Item Acquired	Amount
		Airfare	
		Hotel	
		Parking	
		Tolls	
		Gas (Rental Car Only)	

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN NON-REIMBURSABLE ITEMS WERE PURCHASED USING THE STATE OF FLORIDA PURCHASING CARD

Date	Merchant/Vendor	Description of Item Acquired	Amount
Total (This amount must appear on the "Less Non-Reimbursable Items Included on Purchasing Card" on the first page)			\$0.00

GENERAL INSTRUCTIONS

Class A travel - Continuous travel of 24 hours or more away from official headquarters.

Breakfast - when travel begins before 6 a.m. and extends beyond 8 a.m.

Class B travel - Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Lunch - when travel begins before 12 Noon and extends beyond 2 p.m.

Class C travel - Travel for short or day trips where the traveler is not away from his official headquarters overnight.

Dinner - when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during night-time hours due to special assignment.

Note: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler's regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher. Rate of Per Diem and Meals shall be those prescribed by Section 112.061, Florida Statutes.

Non-reimbursable items may not be charged on the State of Florida Purchasing Card. Inadvertent non-reimbursable charges are to be deducted from the travel reimbursement claimed on the reverse side of this form on the line "Less Non-reimbursable Items Included on Purchasing Card" and the above "Non-Reimbursable Items" section of "State of Florida Purchasing Card Charges" section above must be completed. Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles, beginning at midnight; less than 24 hours travel will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Claims for meals allowance involving travel that did not require the traveler to be away from headquarters overnight should be included in the "Class C Meals" column. Vicinity travel must appear in the separate column. When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly to the State agency, then the "Travel Performed by Common Carrier or State Vehicle" section above should be completed. If travel is by common carrier and the carrier is paid by the use of the State of Florida Purchasing Card, then the "State of Florida Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental cars (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a State-owned vehicle, the word "State" should be inserted in the "Map Mileage Claimed" column on the reverse side of this form, and the above section designated as "Travel Performed by Common Carrier or State Vehicle" should be completed. If lodging is paid by the use of the State of Florida Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card Charges" should be completed. Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any State employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "State of Benefits to the State" section must be completed or a copy of the Authorization to Incur Travel Expense, Form DBF-AA-13, must be attached. Additionally, a copy of a agenda and and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.

WAKULLA COUNTY, FLORIDA AUTHORIZATION TO INCUR TRAVEL

Traveler's Name: _____

Traveler's Title: _____

Department Name: _____

Division Name: _____

Destination: _____

Purpose of Trip: _____

ITEM	Departure Date:		TOTAL	Return Date:						
	Rate	Time:		SUN. /_	MON. /_	TUES. /_	WED. /_	THURS. /_	FRI. /_	SAT. /_
Lodging & Meals:										
Hotel			\$ -							
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda)			\$ -							
Breakfast Standard \$6 or			\$ -							
Lunch Standard \$11 or			\$ -							
Dinner Standard \$19 or			\$ -							
Per Diem in Lieu of Actual Expense(s) for Meals and Lodging at \$20 Per Quarter of Each Day			\$ -							
Transportation:										
Common Carrier (e.g. plane, bus, train)				Account Number to be Charged for Trip:				Amount:		
Rental Car Fee										
Fuel for Rental or County Owned Vehicle										
Use of Personal Vehicle:		Miles								
# of Miles per Official DOT Mileage Map (attach documentation if calculated by other than DOT map)	\$ 0.445		\$ -							
# of Vicinity Miles at Destination (allowable for official business, but must be requested separately)	\$ 0.445		\$ -							
Miscellaneous Expenses:										
Registration										
Tax Fares										
Public Transportation										
Parking										
Communications (only calls/internet connection & faxes for County related business may be reimbursed)										
Other Miscellaneous Expenses Allowed by Policy										
TOTAL ESTIMATED EXPENSES			\$ -	OTHER INFORMATION:						
APPROVAL SIGNATURES										
Traveler's Signature: _____			Date: _____							
Supervisor's Signature: _____			Date: _____							
Department Director's Signature: _____			Date: _____							
County Administrator's Signature: _____			Date: _____							



**WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR ADVANCE ON TRAVEL EXPENSES**

Employee Name: _____ Fund Code: _____
Employee No. #: _____ Telephone No. #: _____
Destination: _____ Travel Period: _____
Estimated Departure Time: _____ Estimated Return Time: _____
Purpose of Trip: _____

ESTIMATED COST OF TRAVEL

	Mode of Transportation (choose one):
\$ _____ - Transportation (mileage or fuel ONLY)*	Commercial Airline <input type="checkbox"/>
\$ _____ - Lodging Incidentals**	County Vehicle <input type="checkbox"/>
\$ _____ - Meals (use per diem rates)	Rental Vehicle <input type="checkbox"/>
\$ _____ - Other Incidentals (tolls, airport parking, etc.)	Personal Vehicle <input type="checkbox"/>
\$ _____ - TOTAL ESTIMATED TRAVEL EXPENSES***	
\$ _____ - ADVANCE REQUEST (85% of total est. travel expenses)	

* Estimated cost for common carrier and rental charges billed directly to the County shall not be included in the travel advance calculation.

** Estimated cost for lodging charges billed directly to the County shall not be included in the travel advance calculation.

*** If the per day allowance exceeds \$80, an explanation must be furnished

I hereby certify that the above estimated expenses are anticipated to be incurred by me as necessary traveling expenses in the performance of my official duties; attendance at the conference or convention directly relates to the official duties of the county. If the travel advance exceeds actual travel expenses incurred, I will refund Wakulla County the remaining unexpended funds within ten (10) work days after completion of the travel period.

EMPLOYEE'S SIGNATURE DATE

SUPERVISOR'S SIGNATURE DATE

EMPLOYEE'S TITLE

SUPERVISOR'S TITLE

NOTE: This completed form should be submitted along with the Travel Authorization for processing.

