

+
BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601

BOARD POLICY - SECTION NUMBER: 03.01.01.00

SUBJECT: **BOARD OF COUNTY COMMISSIONERS' POLICY FOR**
AUTHORIZATION AND REIMBURSEMENT FOR
TRAVEL

EFFECTIVE DATE: **JUNE 20, 2007**

SUPERSEDES: **DECEMBER 17, 2003**

Purpose:

The purpose of this policy is to provide Board of County Commissioners a guide for approval of travel authorization and reimbursement of per diem and other expenses incurred in performance of travel.

Policy:

It is the policy of the Board of County Commissioners to pay per diem and travel expenses to public officers and employees and other authorized persons who incur travel expenses in the performance of official duties. The guidelines are set forth in accordance with Florida Statute 112.061.

The County Administrator or highest approving authority of other units of government funded by the Board of County Commissioners is delegated permission to travel and to authorize travel by their employees and other authorized persons.

A member of the Board may authorize their own travel subject to approval by the Chairman of the Board. Travel by the Chairman will be approved by the Vice Chairman.

A summary of all County Commissioners' expenses, including travel, is provided by the County Administrator's Office on a quarterly basis.

Responsibility:

The County Administrator is responsible for providing all organizations under the Board of County Commissioners the Procedures and Guidelines for reimbursement of travel expenses.

Authorized rates shall be those as set forth by the BOCC from time to time by Resolution.

Approved By: Board of County Commissioners

Approval Date: June 20, 2007