

FLORIDA MUNICIPAL POWER AGENCY  
EXECUTIVE COMMITTEE

PROCEDURE No. 2

REIMBURSEMENT OF TRAVEL EXPENSES TO MEETINGS

1. **Overview.** This procedure explains and implements the policy of reimbursing travel expenses incurred by Executive Committee Members, or Alternates, or other duly authorized All-Requirements Project Participant representatives in connection with authorized business travel as described in this procedure.

2. **Desired Results.** To facilitate active participation in the governance of FMPA's All-Requirements Power Supply Project ("ARP") by reimbursing travel expenses for authorized ARP representatives to attend meetings.

3. **Applicability.** (a) This Executive Committee procedure applies only to the official Executive Committee Member, or Alternate, or other duly authorized ARP representative in connection with authorized business travel as described in this procedure.

(b) The FMPA Board of Directors is separately responsible for establishing a policy or procedures, if any, for expenses incurred by its Directors, Alternates and any other member representatives in connection with authorized business travel related to the Board of Directors.

4. **Authorized Committee Members.** (a) Subject to all provisions in this procedure, FMPA shall reimburse each official Executive Committee Member, or Alternate, or other duly authorized ARP representative ("**Committee Member**") for reasonable and necessary expenses legitimately incurred in connection with authorized business travel as described in this procedure.

(b) Reimbursement is limited to one duly authorized Committee Member—whether the Executive Committee Member, or Alternate, or other duly authorized ARP representative—per ARP Participant per authorized business trip.

5. **Authorized Travel.** The following travel shall be reimbursed pursuant to this procedure:

- (1) Executive Committee meetings; and
- (2) Other Committee Meetings:

- (A) ARP Business Model Working Group;
- (B) Audit and Risk Oversight Committee;
- (C) Business Planning and Budget Committee;
- (D) Conservation and Renewable Energy Advisory Committee; and
- (E) Policy Makers Liaisons Committee.

6. **Reimbursement Guidelines.** The following guidelines apply for Executive Committee Meetings and other committee meetings:

- (1) Reimbursable costs for Committee Members traveling less than 400 miles roundtrip for a one-day meeting shall include mileage and tolls.
- (2) Committee Members traveling 400 miles or more roundtrip for a one-day meeting qualify for mileage, tolls, lodging and meals.
- (3) Committee Members traveling 600 miles or more roundtrip for any meetings qualify for air fare, transportation (e.g. taxi or rental car, rental car gasoline, parking fees and tolls), lodging and meals.
- (4) Committee Members required to meet two or more consecutive days who are traveling 100 miles or more roundtrip qualify for mileage, tolls, lodging and meals.

7. **General Guidelines.** (a) FMPA has previously enacted Ordinance No. 88-1, which authorizes its officers, and employees to be reimbursed for meals, lodging, travel expenses and entertainment. Section 166.021(10), Florida Statutes, provides that municipalities and agencies thereof (which includes FMPA) may provide for a per diem and travel expense policy that differs from the uniform provisions for the payment of per diem and travel expenses, set out in section 112.061, Florida Statutes, which applies in the absence of a specific FMPA provision. Therefore, the travel expense reimbursement policy described in this procedure, and as may be amended from time to time, controls over any conflicting statutory provision and any earlier policy proclamation by FMPA including Ordinance No. 88-1.

(b) With the exception of meals, reimbursement shall be made based on actual costs for reasonable and necessary expenses incurred while engaged in FMPA business.

(c) Travel expenses are limited to those expenses necessarily and reasonably incurred in the performance of a public purpose authorized by law to be performed by FMPA and must be within all the limitations prescribed by this procedure.

(d) FMPA shall reimbursement Committee Members for use of personal or Member utility automobiles in accordance with this policy at the standard mileage rate set by the Internal Revenue Service.

(e) Reimbursement is subject to review and approval by FMPA's General Manager and CEO or his/her designated representative (the "**General Manager**"). Any questions about the application of this procedure are subject to review and approval by the General Manager.

(f) Committee Members must travel by a usually traveled route. If any Committee Member travels by an indirect route for his/her own convenience, any extra costs will be borne by the traveler and reimbursement for expenses shall be based only on the charges as would have been incurred by a usually traveled route.

(g) Committee Members shall take into account the most economical method of travel for each trip considering: (1) the nature of the business, (2) the most efficient and economical means of travel, considering the time of the traveler, cost of transportation and expenses required, and (3) the number of persons making the trip and the amount of equipment or material to be transported.

(h) Various modes of transportation can be used by Committee Members when traveling, including common carriers (train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm), privately owned vehicles, chartered vehicles, and private aircraft, subject in all cases to the restrictions and limitations described herein.

(i) A Committee Member who travels by common carrier will be reimbursed for the actual cost of the most economical class of air travel available, as substantiated by a receipt. This does not include optional fees for a larger seat, a preferred/choice seat or early boarding. If transportation other than the most economical class is provided by common carrier, the Committee Member must reimburse FMPA for charges in excess of the most economical class. The only exception to the preceding sentence is if the extra expenses have been approved by the General Manager because there is no reasonable alternative. When such approval is granted, FMPA's records must evidence the approval with a description of the justification.

(j) A Committee Member will not be allowed either mileage or transportation expenses when they are gratuitously transported by another person or when

they are transported by another Committee Member who is entitled to mileage or transportation expense.

(k) A Committee Member who travels on a private aircraft will be reimbursed for the actual amount charged and paid for the fare, or the actual costs incurred, up to the cost of a commercial airline ticket for the same flight. Reimbursement will be received even though the owner or pilot of the aircraft is entitled to transportation expense for the same flight.

(l) A Committee Member who becomes sick or injured while away from his/her assigned work location and is therefore unable to perform FMPA's official business may continue to receive subsistence as described herein during this period of illness or injury until he/she is able to perform FMPA's official business or returns to his/her assigned work location, whichever is earlier.

(m) A Committee Member shall be paid for meals for FMPA-related travel in accordance with U.S. General Services Administration (GSA) established per diem rates by travel destination, as set forth by GSA each fiscal year effective October 1. The meal amounts are available at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). With this per diem policy, Committee Members shall not be required to provide receipts for meals. The per diem for meals must be adjusted for a meal(s) provided by FMPA or paid for by FMPA, such as part of a hotel, conference or registration fee. The GSA provides a meal breakdown <http://www.gsa.gov/portal/content/101518> for deducting meals from a travel reimbursement request. For the first and last calendar day of travel, the traveler will receive 75% of the per diem for meals, as provided by the GSA meal breakdown <http://www.gsa.gov/portal/content/101518>.

(m) A Committee Member will not be reimbursed for any meal that is provided by FMPA or paid for by FMPA at no cost to the Committee Member. In addition, a Committee Member will not be reimbursed for any meal or lodging included in any convention or conference registration fee paid by FMPA.

(o) A Committee Member will be reimbursed for incidental travel expenses, including but not limited to: taxi, bus, subway, shuttle and ferry fares; bridge, road and tunnel tolls; storage or parking fees; gasoline for a rental car; airline baggage fees; and FMPA-related communication expenses, including Internet access when accompanied by a business justification; and gratuities.

(p) When a Committee Member's spouse accompanies that person on any authorized travel, FMPA may, at its convenience and discretion, pay certain of the spouse's expenses that are incident to such travel. If any separate expense of the spouse is paid in conjunction with the travel expense of a Committee Member, FMPA will invoice

the Committee Member, who shall promptly reimburse FMPA for such expense. FMPA will not advance any funds to Committee Members for spouse-related travel expenses. Meals for spouses may be furnished by FMPA when they are incidental to specific occasions or Agency sponsored functions and when they are approved by the General Manager. Examples of such occasions are FMPA provided group lunches during meetings and meals at other FMPA events.

8. **Travel Expense Report.** (a) Reimbursement for expenses is on the basis of a properly completed and approved FMPA Travel Expense Report, in a form as attached. The General Manager has the authority to update the Travel Expense Report form as necessary.

(b) Receipts indicating the purpose of the expense are necessary for all expenses reimbursed in excess of \$5 when such receipts are customarily and ordinarily available.

(c) Any expenses incurred while traveling must include documentation as to who, what, where, why and when.

(d) Expenses that are more than 60 days old will not be reimbursed unless unusual circumstances exist. Any exceptions must be approved by the General Manager.

(e) If the Committee Member is waiting on final charges or credits for erroneous charges, the Travel Expense Report should be submitted for approval with a statement attached that other charges/credits may be coming later and explain the reason for the charge/credit.

(f) Travel Expense Reports are not required to be sworn to before a notary public or other officer authorized to administer oaths, but any claim authorized or required by this policy must contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official FMPA duties and shall be verified by a written declaration that it is true and correct as to every material matter; and any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation of a claim that is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor as described in the Florida Statutes. Any person who received an advance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment.

9. **Reimbursement Process.** (a) Travel Expense Reports shall be submitted to the General Manager for review and approval in a form as attached. The General Manager has the authority to update the Travel Expense Report form as necessary.

(b) Travel Expense Reports shall clearly indicate what amounts are reimbursable to the Committee Member and what amounts are reimbursable to the Member's city/utility. Submission of a request for direct reimbursement to a Committee Member shall constitute a certification that the Committee Member has not and will not be reimbursed by the city/utility for the same expense.

(c) Committee Members and/or their city/utility will be reimbursed by direct deposit, rather than physical check, in order to minimize the administrative time and costs of this procedure. Any exception to this must be approved by the General Manager.

10. **Responsibility.** (a) FMPA's General Manager shall be responsible for assuring that reimbursements are made on a timely basis and consistent with this procedure.

(b) If this procedure is not followed, notification of the failure must be timely given, once discovered, to the Chairperson of the Executive Committee.

11. **Revision or Amendment.** The provisions of this procedure may be revised or amended by the General Manager without approval of the Executive Committee whenever necessary to conform to applicable law, as it may be revised or amended.

12. **Effective Date.** This procedure is effective as of October 1, 2010.

DATE ADOPTED: June 24, 2010.

Attachment – Travel Expense Report Form

**History.**— Originally adopted on 6/24/2010. Amended on 12/01/2015.