

**Lee County Board Of County Commissioners  
Agenda Item Summary**

Blue Sheet No. 20031461

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Amend Administrative Code 3-21 Travel Authorization and Reimbursable Expenses and authorize a resolution effective January 1, 2004 to reimburse Lee County employees traveling on Lee County business in accordance with the current domestic rates published in the most current edition of the Runzheimer Travel Guide. Also authorize employees to be reimbursed for personal vehicle use as set forth by the U.S. General Service Administration's Standard Mileage Rate of \$.36/mile.

**WHY ACTION IS NECESSARY:** To update County policy and foster consistency as the Lee County Port Authority, Visitor Convention Bureau and Economic Development currently use this policy.

**WHAT ACTION ACCOMPLISHES:** Updates current County travel reimbursement policy to better reflect true travel costs incurred by employees by using the Runzheimer Travel Guide and the updated US General Services Administration Standard Mileage Rate.

**2. DEPARTMENTAL CATEGORY:**  
COMMISSION DISTRICT #

**CIE**

**3. MEETING DATE:**

**12-16-2003**

**4. AGENDA:**

- CONSENT ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**  
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER
- B. DEPARTMENT County Administration
- C. DIVISION

BY: Donald D. Stilwell, County Manager *115.101 PDS*

**7. BACKGROUND:** Currently county policy reimburses employees for travel per Florida Statute 112.061 at a rate of \$3 for breakfast, \$6 for lunch and \$12 for dinner. Mileage reimbursement for conducting business in a personal vehicle is currently \$.29/mile.

Continued on page 2.

**8. MANAGEMENT RECOMMENDATIONS:** Recommend adoption of updated reimbursement policy.

**9. RECOMMENDED APPROVAL:**

| A<br>Department Director | B<br>Purchasing or Contracts | C<br>Human Resources | D<br>Other | E<br>County Attorney | F<br>Budget Services |                      |                        | G<br>County Manager                       |
|--------------------------|------------------------------|----------------------|------------|----------------------|----------------------|----------------------|------------------------|---|
| <i>HS</i><br>12-4-03     | <i>N/A</i><br>15             | <i>N/A</i><br>15     | <i>NA</i>  | <i>Debra Jester</i>  | <i>OA</i><br>12/5/03 | <i>OM</i><br>12/6/03 | <i>Risk</i><br>12/5/03 | <i>GC</i><br>12-4-03<br><i>W.H. Henry</i> |

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

**Rec. by CoAtty**  
Date: *12/4/03*  
Time: *3:27*  
Forwarded To: *Budget*  
*12/4/03 3:30*

RECEIVED BY  
COUNTY ADMIN: *TD*  
*12/4-2003*  
COUNTY ADMIN  
FORWARDED TO: *BH*  
*12/4-2003*

**7. BACKGROUND:**

During the 2003 legislative session Senate Bill 1426 was passed and signed into law by Governor Bush which allows counties and certain special districts to adopt different per diem rates than listed above. County Administrator recommends adopting the Runzheimer Travel Guide for reimbursement of meal for employees traveling on business. The Lee County Visitor and Convention Bureau and the Department of Economic Development, departments that incur a high amount of travel, were granted an exemption from County policy in 1997 to utilize the Runzheimer Travel Guide. The Lee County Port Authority has also recently been granted the authority to reimburse their employees based on this system as well. We recommend this reimbursement system as the most effective because the rates are updated quarterly by region so they better reflect the true costs incurred by the traveler. Travelers will be reimbursed by the regional rate as outlined in the attached guide. For areas not included on the Runzheimer list, the closest city in the region will be used. Use of the Runzheimer system will allow us to have a consistent reimbursement policy among all County departments and with reimbursement procedures currently employed by the Clerk of Courts Finance Department.

Attached are the 2003 Fourth quarter Runzheimer figures and the most recent travel reimbursement rates from the U General Services Administration.

# DRAFT

## ADMINISTRATIVE CODE BOARD OF COUNTY COMMISSIONERS

**CATEGORY:**  
Financial/Fiscal/Budget

**CODE NUMBER:**  
AC-3-21

**TITLE:**

Travel Authorization and Reimbursable Expenses  
(Florida Statute 112.061)

**ADOPTED:**  
4/7/93

**AMENDED:** 9/21/94

**ORIGINATING DEPARTMENT:**  
Administrative Services

**PURPOSE/SCOPE:**

To define various categories of travel, approvals required and procedures for prepayment, advances and reimbursement.

**POLICY/PROCEDURE:**

When County officials or employees spend their personal resources for travel or education, which is in the course of County business or in support of a County purpose, such officials and employees may be reimbursed for such expenses from County funds.

Travel and related expenses may be authorized for employees attending annual meetings, conferences, etc. where CEU's or credits towards licenses are issued when such licenses or certifications are required for their assigned job.

Travel categories are defined as follows:

Local Travel – Object Code 4010 – Requires Supervisor (or designee) Approval when authorized, County employees may, for County business, utilize their personal vehicles and incur personal expenses for travel within Lee County and shall be eligible for reimbursement for allowable expenses of such travel.

Definition: Local travel within Lee County including Gasparilla Island, Boca Grande and one day travel to nearby or adjacent counties. Also identified as Class "C" travel. This category includes short trips where mileage is the only reimbursement and also one day seminar type trips.

Allowable reimbursements: For local travel the allowable reimbursements will be the approved mileage ~~rate~~ rate for miles actually traveled and other actual travel-related expenses such as tolls, parking fees, transit fares, phone calls and conference training, registration fees, or meals (if they are part of the program and included in the cost of the registration fee). For local travel, reimbursement may be made through an open purchase order or petty cash (as appropriate and shall be paid in accordance with the Florida Statute mileage rate (\$ .20 per mile through 9/30/94; \$.25 per mile from 10/01/94 through 9/30/95; and beginning 10/01/95 \$.29 per mile thereafter) and actual cost for other expenses: U.S. General Services Administration rate (\$.36/mile) and actual cost for other expenses:

In-State Travel – Object Code 4022 – Requires Division Director (or designee) Approval

# DRAFT

AC-3-21 (Continued)

Definition: Travel that is required in the course of County business within the State of Florida that does not fall within the definition of local travel. Also identified as either Class "A" or Class "B" Travel as appropriate.

Allowable reimbursements: The allowable reimbursement for in-state travel will be the approved travel mileage rate for miles actually traveled when utilizing a personal vehicle; common carrier fares; automobile rental; tolls, taxi or transit fares; parking fees; private charters; lodging; meals; phone, telegraph and facsimile fees; and conference, training or registration fees.

Expenses such as hotel, airfare, registration fees, etc. may be prepaid through issuance of a purchase order or reimbursed to the traveler after the travel takes place.

Travel advances may be issued to a County employee when specifically authorized by the County ~~Administrator~~ Manager.

#### Out-of-State Travel – Object Code 4023 – Requires Department Director (or designee) Approval

Definition: Travel required within the course of County business that is within the United States of America. Also generally identified as Class "A" Travel, but may also possibly be Class "B" Travel.

Allowable reimbursements: The allowable reimbursement for out-of-state travel will be the approved travel mileage rate for miles actually traveled when utilizing a personal vehicle; common carrier fares; automobile rental; tolls, taxi or transit fares; parking fees; private charters; lodging; meals; phone, telegraph or facsimile fees; and conference, training or registration fees.

Expenses such as hotel, airfare, registration fees, etc. may be prepaid through issuance of a purchase order or reimbursed to the traveler after the travel takes place.

Travel advances may be issued to a County employee when specifically authorized by the County ~~Administrator~~ Manager.

#### International Travel – Object Code 4024 – Requires County Administrator (or designee) Approval

Definition: Travel required during the course of County business to locations outside the United States of America. Due to the nature of their role in Lee County operations, VCB personnel are exempt from requiring County ~~Administrator's~~ Manager's approval of their international travel.

#### Allowable Reimbursements:

The allowable reimbursement for foreign travel will be in accordance with Administrative Code AC-3-7 "Allowed Expenditures for Entertainment/Promotion", and any applicable Federal Guidelines. Otherwise it will be the approved travel mileage rate for miles actually traveled when utilizing a personal vehicle; common carrier fees; automobile rental; tolls; taxi or transit fares; parking fees; private charters; lodging; meals; phone, telegraph or facsimile fees; and conference, training or registration fees.

Expenses such as hotel, airfare, registration fees, etc. may be prepaid through issuance of a purchase order or reimbursed to the traveler after the travel takes place.

Travel advances may be issued to a County employee when specifically authorized by the County ~~Administrator~~ Manager.

# DRAFT

AC-3-21 (Continued)

## TRAVEL GUIDELINES

A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the County in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary. However any meals or lodging included in the registration fee will be deducted from the reimbursable expenses in accordance with Florida Statute 112.061(8)(a)5.

Whenever possible the employee should use Lee County's tax exempt number so that Lee County will not be charged sales tax. It is recognized that it is sometimes impossible to use this number because of uninformed hotel personnel or similar reasons. When using the actual expense method for reimbursements, any sales taxes which are applied to lodging bills shall be considered as part of the actual expenses and will be reimbursed in the same manner as other expenses that may be considered a travel expense.

## ALLOWANCES

Travel day – a period of 24 hours consisting of 4 quarters of 6 hours each. Fractional parts of quarters paid as full quarters.

Class "A" Travel – continuous travel of 24 hours or more away from official headquarters.

Class "B" Travel – continuous travel of less than 24 hours which involves overnight absence from official headquarters.

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

The rate of Per Diem and Subsistence Allowance for all Class "A" and "B" travelers shall be in accordance with Florida Statute 112.(5)(b) which in 1993 is \$50.00, or actual cost of lodging at single occupancy rate plus meal allowances. Class "C" travelers may receive subsistence as provided by Florida Statute 112.(5)(b).

MEAL & MILEAGE ALLOWANCES – Shall be paid in accordance with the Runzheimer Travel Guide Florida Statute 112. ~~Amounts indicated are 1993 allowances.~~

Breakfast – when travel begins before 6:00 A.M. and extends beyond 8:00 A.M. - ~~\$3.00~~

Lunch -- when travel begins before 12:00 noon and extends beyond 2:00 P.M. - ~~\$6.00~~

Dinner – when travel begins before 6:00 ~~P.M.~~ P.M. and extends beyond 8:00 ~~P.H.~~ P.M. or when travel occurs during nighttime hours due to special assignment - ~~\$12.00~~

Mileage - \$.20 per mile through 9/30/94; \$.25 per mile 10/01/94 – 9/30/95; ~~and~~ beginning 0/01/95 \$.29 per mile ~~thereafter~~ through 12/31/03 and starting 01/01/04 \$.36 per mile thereafter.

Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed by Florida Statute 112.061.

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AC-3-21 (Continued)

## TIPS & GRATUITIES

Pursuant to Florida Administrative Code Rule 3A-42, effective March 5, 1990, tips and gratuities are now reimbursable as follows:

- a. Taxi – actual tips not to exceed 15% of the fare.
- b. Mandatory valet parking, not to exceed \$1.00 per occasion, and incurred in performance of public business.
- c. Portage – not to exceed \$1.00 per bag or total of \$5.00.

## REQUIRED DOCUMENTATION (FORMS)

Local Travel Report: This form will be required to be completed in conjunction with Class “C” Travel. Approval must be obtained prior to actual travel except for the short trips such as errands or meetings pertaining to County business.

Non-Local Travel Report: This form will be required to be completed in conjunction with all Class “A” or Class “B” Travel. Approval by the appropriate authorizing official must be obtained prior to the actual travel and all pertinent purchase orders should be issued.

## REQUIRED DOCUMENTATION

All original invoices will be sent in to Finance with the final reimbursement request. Copies will be used to request individual payments for registration, rental vehicles, airfare or any other expense. In the event no reimbursement will be sought, it will still be necessary to submit all original receipts attached to a travel report to Finance.

## RENTAL VEHICLES

Written justification is necessary for the use of rental vehicles. The justification should be based on the cost of renting vs. using alternative local transportation. i.e. taxi, bus, shuttle, etc. This justification will be required to be on ~~file~~ file in Finance.

## ACCELERATE ARRIVAL OR DELAY DEPARTURE

It is acceptable to accelerate arrival or delay departure, if approved at the proper level. It will also be necessary to provide Finance with documentation that there will be no additional cost to the County. This may be accompanied by comparison of airfares on different days compared to hotel and per diem rates.

## LODGING SELECTION

When ~~choosing~~ choosing a hotel, conference and surrounding hotel rates may vary drastically. While moderate price range rooms will not be questioned, written justification will be required by Finance for higher priced accommodations.

## TRAVEL REIMBURSEMENT FOR OUTSIDE PERSONS

Persons who contribute time and service as consultants, advisors or other contracted professionals to the County may be reimbursed for travel expenses incurred for a County purpose. Such reimbursements must be authorized by the County ~~Administrator~~ Manager, County Attorney or Hearing Examiner and shall be subject to the policies and procedures in accordance with Florida Statute 112.061 as approved for regular employees of Lee County. Reimbursements for these charges may not be paid for out of the 4000 object code series.

Travel for members of the public who are clientele of a County program and when such travel is a

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AC-3-21 (Continued)

legitimate part of the County program must be authorized by the County ~~Administrator~~ Manager, County Attorney or Hearing ~~examiner~~ Examiner and shall be subject to policies and procedures in accordance with Florida Statute 112.061 as approved for regular employees of Lee County. Reimbursements for these charges may not be paid for out of the 4000 object code series.

In accordance with the provisions of Florida Statute, Section 112.061, candidates for employment in executive and professional positions with Lee County may be reimbursed for travel expenses (object code 4025) in accordance with policies and procedures, approved for regular employees of Lee County (No Travel Form is required). The County ~~Administrator~~ Manager, County Attorney, Hearing Examiner or Department Director will be responsible for ~~Approving~~ approving such travel and reimbursement of expenses.

**Runnzheimer Figures  
for the 4th Quarter  
Date Posted: November 10, 2003**

| STATE | CITY                          | BREAKFAST | LUNCH | DINNER |
|-------|-------------------------------|-----------|-------|--------|
| AK    | ANCHORAGE                     | 13        | 12    | 28     |
| AK    | ANCHORAGE                     | 13        | 12    | 28     |
| AL    | BIRMINGHAM                    | 11.15     | 10.45 | 28     |
| AL    | HUNTSVILLE                    | 10.15     | 10.7  | 25.5   |
| AL    | MOBILE                        | 10.95     | 10.75 | 27.3   |
| AL    | MONTGOMERY                    | 8.05      | 9.5   | 22.9   |
| AR    | FORT SMITH                    | 9.8       | 9.25  | 25.75  |
| AR    | LITTLE ROCK                   | 10.7      | 10.8  | 28.25  |
| AZ    | PHOENIX                       | 13.1      | 12.65 | 28.55  |
| AZ    | PHOENIX                       | 13.1      | 12.65 | 28.55  |
| AZ    | PHOENIX                       | 13.1      | 12.65 | 28.55  |
| AZ    | SCOTTSDALE                    | 13.1      | 11.9  | 31.2   |
| AZ    | SCOTTSDALE                    | 13.1      | 11.9  | 31.2   |
| AZ    | SCOTTSDALE                    | 13.1      | 11.9  | 31.2   |
| AZ    | TUCSON                        | 11.2      | 11.05 | 23.8   |
| AZ    | TUCSON                        | 11.2      | 11.05 | 23.8   |
| CA    | ANAHEIM/ORANGE COUNTY         | 12.9      | 13.05 | 29.15  |
| CA    | BAKERSFIELD                   | 11.75     | 11.75 | 24.3   |
| CA    | FRESNO                        | 11.55     | 11.5  | 24.15  |
| CA    | LONG BEACH                    | 13.6      | 12.55 | 27.45  |
| CA    | LOS ANGELES                   | 16.65     | 15.55 | 38.95  |
| CA    | MODESTO                       | 11.25     | 12.4  | 26.5   |
| CA    | OAKLAND/BERKELEY              | 12.35     | 14.25 | 32.7   |
| CA    | OXNARD/VENTURA                | 12.05     | 13    | 27     |
| CA    | RIVERSIDE/SAN BERNARDINO      | 12.2      | 11.85 | 27.25  |
| CA    | SACRAMENTO                    | 14.2      | 13.1  | 28.25  |
| CA    | SALINAS/MONTEREY              | 15.25     | 13.35 | 31     |
| CA    | SALINAS/MONTEREY              | 15.25     | 13.35 | 31     |
| CA    | SAN DIEGO                     | 14.95     | 15.05 | 38.2   |
| CA    | SAN FRANCISCO                 | 18.75     | 16    | 39.35  |
| CA    | SAN FRANCISCO - N & E SUBURBS | 12.7      | 12.85 | 31.85  |
| CA    | SAN FRANCISCO - SOUTH SUBURBS | 13.25     | 12.85 | 32.65  |
| CA    | SAN JOSE/SILICON VALLEY       | 14.9      | 14.05 | 33.6   |
| CA    | SANTA BARBARA                 | 12.95     | 12.35 | 30.3   |
| CA    | SANTA BARBARA                 | 12.95     | 12.35 | 30.3   |
| CA    | STOCKTON                      | 11.45     | 11.15 | 24.2   |
| CO    | COLORADO SPRINGS              | 11        | 10.5  | 25     |
| CO    | COLORADO SPRINGS              | 11        | 10.5  | 25     |
| CO    | DENVER                        | 14.55     | 13.8  | 34     |
| CT    | HARTFORD                      | 12.3      | 12.65 | 32.3   |
| CT    | NEW HAVEN                     | 11.3      | 11.25 | 26.65  |
| CT    | NEW LONDON/NORWICH            | 11.05     | 11.35 | 23.1   |
| CT    | NEW LONDON/NORWICH            | 11.05     | 11.35 | 23.1   |
| CT    | NEW YORK - CT SUBURBS         | 11.9      | 12.25 | 31.9   |
| DC    | WASHINGTON                    | 15.85     | 17.2  | 44.9   |
| DE    | WILMINGTON                    | 10.75     | 11.55 | 23.5   |



|    |                               |       |       |       |
|----|-------------------------------|-------|-------|-------|
| FL | DISNEY WORLD @ AREA           | 12.65 | 12.3  | 30.5  |
| FL | DISNEY WORLD @ AREA           | 12.65 | 12.3  | 30.5  |
| FL | FORT LAUDERDALE               | 12.5  | 12.6  | 32.7  |
| FL | FORT LAUDERDALE               | 12.5  | 12.6  | 32.7  |
| FL | FORT MYERS                    | 10.75 | 10.25 | 22.35 |
| FL | FORT MYERS                    | 10.75 | 10.25 | 22.35 |
| FL | JACKSONVILLE                  | 10.85 | 10.6  | 26.2  |
| FL | MIAMI                         | 15.95 | 15.15 | 39.65 |
| FL | MIAMI                         | 15.95 | 15.15 | 39.65 |
| FL | ORLANDO                       | 10.65 | 11.7  | 30    |
| FL | PENSACOLA                     | 10.25 | 9.75  | 20.95 |
| FL | SAINT PETERSBURG/CLEARWATER   | 9.65  | 10.6  | 27.1  |
| FL | SAINT PETERSBURG/CLEARWATER   | 9.65  | 10.6  | 27.1  |
| FL | SARASOTA/BRADENTON            | 9.75  | 9.95  | 24.5  |
| FL | SARASOTA/BRADENTON            | 9.75  | 9.95  | 24.5  |
| FL | TALLAHASSEE                   | 9.95  | 10.05 | 26.35 |
| FL | TAMPA                         | 12.65 | 11.55 | 31.6  |
| FL | TAMPA                         | 12.65 | 11.55 | 31.6  |
| FL | WEST PALM BEACH/BOCA RATON    | 12.1  | 12.35 | 26.75 |
| FL | WEST PALM BEACH/BOCA RATON    | 12.1  | 12.35 | 26.75 |
| GA | ATLANTA                       | 14.3  | 14.6  | 37.7  |
| GA | AUGUSTA                       | 10.35 | 10.05 | 23.35 |
| GA | COLUMBUS                      | 9.25  | 8.8   | 21.5  |
| GA | MACON/WARNER ROBINS           | 8.6   | 9.5   | 20.35 |
| GA | SAVANNAH                      | 11.4  | 12.9  | 29.05 |
| HI | HONOLULU                      | 14.55 | 13.9  | 34.15 |
| IA | DES MOINES                    | 8.95  | 9.3   | 21.05 |
| ID | BOISE                         | 10.95 | 11.05 | 27.55 |
| IL | CHICAGO                       | 16.4  | 15.95 | 36    |
| IL | CHICAGO - NORTH SUBURBS       | 11.95 | 13.05 | 28.3  |
| IL | CHICAGO - SOUTH SUBURBS       | 9.3   | 9.8   | 23.6  |
| IL | CHICAGO - WEST SUBURBS        | 11.8  | 11.65 | 26.95 |
| IL | DAVENPORT IA/MOLINE           | 8.75  | 10.2  | 21.85 |
| IL | PEORIA                        | 9.45  | 10.15 | 23.35 |
| IL | ROCKFORD                      | 10.1  | 10.55 | 27.1  |
| IL | SPRINGFIELD                   | 9.8   | 9.85  | 26.3  |
| IN | EVANSVILLE                    | 9.7   | 10.45 | 23.95 |
| IN | FORT WAYNE                    | 10.5  | 10.4  | 27.25 |
| IN | GARY/HAMMOND                  | 7.65  | 8.75  | 24.25 |
| IN | INDIANAPOLIS                  | 12.75 | 11.5  | 27.55 |
| IN | SOUTH BEND                    | 10.25 | 10.75 | 23.7  |
| KS | WICHITA                       | 10.7  | 11.45 | 24.6  |
| KY | LEXINGTON                     | 11.25 | 10.85 | 24.1  |
| KY | LOUISVILLE                    | 12.65 | 11.55 | 30.05 |
| LA | BATON ROUGE                   | 10.15 | 11    | 27.5  |
| LA | LAFAYETTE                     | 9.5   | 10    | 22.9  |
| LA | NEW ORLEANS                   | 12.95 | 13.5  | 33.1  |
| LA | SHREVEPORT                    | 10.45 | 10.05 | 23.85 |
| MA | BOSTON - NORTH SUBURBS        | 11.5  | 11.7  | 26.55 |
| MA | BOSTON - SOUTH & WEST SUBURBS | 10    | 10.5  | 22.3  |
| MA | BOSTON/CAMBRIDGE              | 16.5  | 14.75 | 39    |

|    |                                |       |       |       |
|----|--------------------------------|-------|-------|-------|
| MA | SPRINGFIELD                    | 11    | 10.8  | 23.85 |
| MA | WORCESTER                      | 10.85 | 10.55 | 24.8  |
| MD | BALTIMORE                      | 12.15 | 12.95 | 33.1  |
| MD | WASHINGTON DC - MD SUBURBS     | 10.95 | 11.3  | 23.65 |
| ME | PORTLAND                       | 12.4  | 11    | 25.5  |
| ME | PORTLAND                       | 12.4  | 11    | 25.5  |
| MI | ANN ARBOR                      | 9.4   | 10.7  | 24.05 |
| MI | DETROIT - NORTH SUBURBS        | 10.05 | 11.1  | 26.1  |
| MI | DETROIT - SOUTH & WEST SUBURBS | 10.6  | 11.35 | 24.55 |
| MI | DETROIT/DEARBORN               | 12.35 | 13.7  | 31.3  |
| MI | FLINT                          | 8.15  | 10    | 24.05 |
| MI | GRAND RAPIDS                   | 10.15 | 10.45 | 26.35 |
| MI | KALAMAZOO                      | 8.65  | 10.15 | 24.25 |
| MI | LANSING                        | 9.2   | 10.25 | 22.8  |
| MI | SAGINAW                        | 8.65  | 9.85  | 20.8  |
| MN | DULUTH                         | 10.6  | 11.55 | 27.2  |
| MN | DULUTH                         | 10.6  | 11.55 | 27.2  |
| MN | MINNEAPOLIS                    | 12.6  | 13.5  | 32.7  |
| MN | SAINT PAUL                     | 12    | 12.3  | 30.3  |
| MO | KANSAS CITY                    | 12.15 | 13.4  | 32.4  |
| MO | SAINT LOUIS                    | 14    | 13.05 | 38.9  |
| MO | SAINT LOUIS COUNTY SUBURBS     | 10.8  | 10.95 | 27.55 |
| MO | SPRINGFIELD                    | 10.3  | 9.5   | 22    |
| MS | BILOXI/GULFPORT                | 9.8   | 10.2  | 24.35 |
| MS | BILOXI/GULFPORT                | 9.8   | 10.2  | 24.35 |
| MS | JACKSON                        | 9.6   | 10.55 | 26.05 |
| MT | BILLINGS                       | 8.45  | 9.15  | 23.9  |
| NC | ASHEVILLE                      | 10.1  | 11    | 21.4  |
| NC | ASHEVILLE                      | 10.1  | 11    | 21.4  |
| NC | CHARLOTTE                      | 11    | 11.5  | 28    |
| NC | DURHAM/RTP/CHAPEL HILL         | 12.8  | 12.25 | 31.15 |
| NC | FAYETTEVILLE                   | 8.2   | 9.15  | 23.25 |
| NC | GREENSBORO                     | 11.4  | 11.15 | 26.65 |
| NC | RALEIGH                        | 11.45 | 10.65 | 28.6  |
| NC | WINSTON-SALEM                  | 8.8   | 11    | 26.05 |
| ND | FARGO                          | 9.9   | 10.05 | 23.1  |
| NE | LINCOLN                        | 10.6  | 9.95  | 23.75 |
| NE | OMAHA                          | 10.55 | 10.7  | 23.4  |
| NH | MANCHESTER                     | 10.6  | 11    | 23.3  |
| NJ | ATLANTIC CITY                  | 11.9  | 11.85 | 27.6  |
| NJ | NEW YORK - NORTH NJ SUBURBS    | 10.6  | 13.35 | 29.7  |
| NJ | NEW YORK - SOUTH NJ SUBURBS    | 11.25 | 11.4  | 23.4  |
| NJ | NEWARK                         | 12.1  | 12.7  | 27.45 |
| NJ | PHILADELPHIA - NJ SUBURBS      | 10.45 | 10.8  | 26.05 |
| NJ | TRENTON                        | 10.85 | 11.95 | 28.35 |
| NM | ALBUQUERQUE                    | 11    | 10    | 25.5  |
| NV | LAS VEGAS                      | 12.3  | 11.55 | 21.8  |
| NV | RENO                           | 11.35 | 11.8  | 28.3  |
| NY | ALBANY                         | 10.95 | 12.25 | 26.65 |
| NY | BINGHAMTON                     | 8.4   | 9.75  | 21.65 |
| NY | BUFFALO                        | 11.7  | 12.4  | 33.3  |

|    |                                |       |       |       |
|----|--------------------------------|-------|-------|-------|
| NY | NEW YORK - LONG ISLAND SUBURBS | 12.4  | 12.15 | 29.65 |
| NY | NEW YORK - MANHATTAN           | 23    | 21.4  | 47.15 |
| NY | NEW YORK - WESTCHESTER COUNTY  | 13.5  | 13.8  | 29.75 |
| NY | POUGHKEEPSIE                   | 9.1   | 10.6  | 23.85 |
| NY | ROCHESTER                      | 10.8  | 10.8  | 26.9  |
| NY | SYRACUSE                       | 9.05  | 10.6  | 24.4  |
| NY | UTICA                          | 8.75  | 9.85  | 24.15 |
| OH | AKRON                          | 10    | 10.4  | 24.15 |
| OH | CANTON                         | 9.15  | 9.8   | 24.25 |
| OH | CINCINNATI                     | 10.4  | 11.7  | 30.7  |
| OH | CLEVELAND                      | 11.2  | 13    | 33.45 |
| OH | COLUMBUS                       | 10.3  | 10.65 | 27.45 |
| OH | DAYTON                         | 12.15 | 11.35 | 26.75 |
| OH | TOLEDO                         | 10.7  | 11.3  | 25.75 |
| OH | YOUNGSTOWN                     | 9.4   | 9.35  | 22.65 |
| OK | OKLAHOMA CITY                  | 10.3  | 10.1  | 22.65 |
| OK | TULSA                          | 12.15 | 10.9  | 23.1  |
| OR | EUGENE                         | 10.75 | 10.75 | 23.25 |
| OR | PORTLAND                       | 13.4  | 11.7  | 31.6  |
| OR | SALEM                          | 10    | 10.35 | 22.5  |
| PA | ALLENTOWN/BETHLEHEM            | 9.45  | 10    | 23.7  |
| PA | ERIE                           | 8.2   | 9.75  | 23.75 |
| PA | ERIE                           | 8.2   | 9.75  | 23.75 |
| PA | HARRISBURG                     | 11.35 | 11.75 | 25.8  |
| PA | JOHNSTOWN                      | 7.05  | 8.95  | 22.65 |
| PA | LANCASTER                      | 9.65  | 10.25 | 24.25 |
| PA | PHILADELPHIA                   | 13.4  | 15.1  | 35.8  |
| PA | PHILADELPHIA - N & W SUBURBS   | 10.55 | 10.85 | 27.7  |
| PA | PITTSBURGH                     | 12.55 | 13.55 | 38.3  |
| PA | READING                        | 9.4   | 10.6  | 23.85 |
| PA | SCRANTON/WILKES-BARRE          | 9.45  | 10.25 | 22.9  |
| PA | YORK                           | 9.75  | 9.95  | 24.6  |
| RI | PROVIDENCE                     | 11.75 | 12.6  | 24.85 |
| SC | CHARLESTON                     | 10.35 | 10.65 | 29.75 |
| SC | COLUMBIA                       | 9.1   | 10.5  | 25.15 |
| SC | GREENVILLE/SPARTANBURG         | 10.55 | 10.45 | 23.75 |
| SD | SIOUX FALLS                    | 9.9   | 10.35 | 23.9  |
| TN | CHATTANOOGA                    | 10.55 | 11.45 | 25.8  |
| TN | JOHNSON/TRI CITY               | 9.15  | 10.1  | 22.95 |
| TN | KNOXVILLE/OAK RIDGE            | 8.85  | 11.05 | 24.5  |
| TN | MEMPHIS                        | 10.8  | 12    | 26.4  |
| TN | NASHVILLE                      | 14.05 | 12.65 | 32.1  |
| TX | AMARILLO                       | 10    | 10.3  | 21.25 |
| TX | AUSTIN                         | 13.9  | 12.3  | 29.85 |
| TX | BEAUMONT                       | 9.7   | 10.2  | 23.45 |
| TX | BROWNSVILLE/HARLINGEN          | 7.95  | 9.65  | 24    |
| TX | CORPUS CHRISTI                 | 9.75  | 10.6  | 22.15 |
| TX | DALLAS                         | 14.4  | 12.85 | 35.55 |
| TX | EL PASO                        | 11.05 | 10.85 | 28.35 |
| TX | FORT WORTH                     | 11.8  | 11.2  | 27.75 |
| TX | HOUSTON                        | 13.65 | 14.05 | 37.5  |

|    |                            |       |       |       |
|----|----------------------------|-------|-------|-------|
| TX | LUBBOCK                    | 9.65  | 10.45 | 21.15 |
| TX | MC ALLEN                   | 10.3  | 10.65 | 27.45 |
| TX | ODESSA/MIDLAND             | 9.55  | 9.9   | 22.1  |
| TX | SAN ANTONIO                | 14.55 | 13.05 | 33.2  |
| TX | WACO                       | 10    | 10.55 | 23.25 |
| UT | PROVO/OREM                 | 10.55 | 12.1  | 25.3  |
| UT | SALT LAKE CITY             | 12.8  | 12.35 | 35.65 |
| VA | NEWPORT NEWS/HAMPTON       | 9.95  | 10.2  | 23.35 |
| VA | NORFOLK                    | 10.65 | 11.55 | 28.7  |
| VA | RICHMOND                   | 12.1  | 11.8  | 27.7  |
| VA | ROANOKE                    | 10.05 | 9.9   | 27.3  |
| VA | WASHINGTON DC - VA SUBURBS | 13.5  | 12.95 | 29.1  |
| VT | BURLINGTON                 | 12.15 | 12.4  | 26.25 |
| VT | BURLINGTON                 | 12.15 | 12.4  | 26.25 |
| WA | SEATTLE                    | 17.45 | 15.5  | 37.65 |
| WA | SPOKANE                    | 12.1  | 12.3  | 29.65 |
| WA | TACOMA                     | 10.85 | 13.5  | 30.2  |
| WI | APPLETON/OSHKOSH           | 8.7   | 10    | 22.7  |
| WI | GREEN BAY                  | 9.45  | 9.3   | 24    |
| WI | MADISON                    | 10.2  | 10.45 | 26.95 |
| WI | MILWAUKEE                  | 11.1  | 11.35 | 27.3  |
| WV | CHARLESTON                 | 8.95  | 11.45 | 22.6  |
| WV | HUNTINGTON/ASHLAND         | 7.75  | 9.2   | 22.75 |
| WV | WHEELING                   | 8.65  | 9.05  | 24.35 |
| WY | CHEYENNE                   | 9.5   | 10    | 23    |
| WY | CHEYENNE                   | 9.5   | 10    | 23    |



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## Travel

### Privately Owned Vehicle Reimbursement Rates (POV)

The following lists the 2003 Privately Owned Vehicle (POV) reimbursement rates for automobiles, motorcycles, and airplanes.

The Federal Travel Regulation Amendment 112, was published in the Federal Register on January 6, 2003. This amendment has decreased the mileage reimbursement rates for use of Privately Owned Vehicles (POV) on official government travel.

The rates for the use of these modes of transportation, effective January 1, 2003, are as follows:

#### Privately Owned Vehicle Reimbursement Rates:

- Airplane ..... 95.5 cents per mile
- Automobile Rates:
  - 36.0 cents per mile (if no Government Owned Vehicle available)
  - 28.5 cents per mile (if Government Owned Vehicle available)
  - 10.5 cents per mile (if committed to use Government Owned Vehicle)

- Motorcycle POV Rate ..... 27.5 cents per mile

#### Past year's automobile rates are as follows:

- Effective January 1, 1995 ..... \$0.30
- Effective June 7, 1996 ..... \$0.31
- Effective September 8, 1998 ... \$0.325
- Effective April 1, 1999 ..... \$0.31
- Effective January 14, 2000 ..... \$0.325
- Effective January 22, 2001 ..... \$0.345
- Effective January 21, 2002 ..... \$0.365

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LEE COUNTY RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

WHEREAS, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners' meeting; and,

WHEREAS, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed amendments are acceptable, serve a public purpose and are consistent with the terms

and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that:

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed amendment(s) to the Lee County Administrative Code No. AC-3-21 (attached hereto as Exhibit "A"), is (are) approved, and are hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendment(s).
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner \_\_\_\_\_,  
who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_  
and, being put to a vote, the vote was as follows:

DOUGLAS ST. CERNY \_\_\_\_\_  
BOB JANES \_\_\_\_\_  
RAY JUDAH \_\_\_\_\_  
ANDREW COY \_\_\_\_\_  
JOHN E. ALBION \_\_\_\_\_

DULY PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:  
CHARLIE GREEN, CLERK

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Chairman

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Office of the County Attorney