

ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS

CATEGORY:	CODE NUMBER:
Financial/Fiscal/Budget	AC-3-8
TITLE: Staff Development Ordinance 88-18 (as amended) Describes type of expenditures related to Ordinance 88-18 (as amended) that the County Administrator or designee may authorize for payment or reimbursement for certain expenses incurred while attending seminars, workshops, meetings, receptions and related County-sponsored functions.	ADOPTED: 8/3/88
	AMENDED: 4/4/90 9/21/94
	ORIGINATING DEPARTMENT: Human Resources

PURPOSE/SCOPE:

This code is to describe types of expenditures related to Ordinance 88-18 (as amended) that the County-Administrator or designee may authorize for payment or reimbursement for certain expenses incurred while attending seminars, workshops, meetings, receptions and related County-sponsored functions held within Lee County that are **organized**, sponsored or co-sponsored by **the Board** of County Commissioners or its designee.

POLICY/PROCEDURE:

The County Administrator or designee may-authorize payment for or reimbursement for **expenses** incurred such as snacks and refreshments (excluding alcoholic beverages), **meals, lodging**, recognition awards and **incidental** expenses while attending or participating in functions such as training workshops, seminars and **employee recognition events** (length of service safety events, receptions and recognition for new, retiring or resigning employees).

Payment or reimbursement of funds for meals and lodging which are included with the fee for the activity or event shall not exceed actual cost of the meals or lodging. Employees who choose not to take advantage of meals or lodging provided and which are included within the registration fee for the activity or event shall not be reimbursed for any **out-of-pocket** expenditures related to meals or lodging which they obtain on their own. Meals which are not included as part of the function will be reimbursed in accordance with the calculation of Florida Statute 112.061 as amended from time to time.

In no **event** shall any **public funds** be expended pursuant to Ordinance **88-18** (as amended) for alcoholic beverages.

The County Administrator shall provide a quarterly report of expenditures to the Board of **County** Commissioners for payment or reimbursement of such expenses as described above excluding meals which are included as part of **registration** fees for workshops and seminars) that **exceed \$100** for one day events or \$500 per function/event.