

ManaSota League of Cities Travel Process

The traveler must be traveling on behalf of the business of the ManaSota League of Cities (MSLC) only.

The ManaSota League of Cities does not have a credit card which necessitates the traveler making hotel reservations, airline reservations and car rentals by personal credit card or the credit card of the entity they represent. The MSLC does not have Florida tax exempt status.

Travel:

Travel to Tallahassee generally requires a one or more overnight stay. Reservations may be made at the hotels closest to the State or Federal office buildings and Florida League of Cities offices for convenience purposes when lobbying.

Traveler may use their personal vehicle, rental vehicle or airline when traveling to Tallahassee. Travel to Washington, D.C., is generally by airline.

Lobbying:

Appointments with legislators can be made by either the office of the Administrative Coordinator, the traveler, or his/her staff.

Travel Reimbursement:

Travel reimbursements are paid by submission of a Travel Expense form to the Administrative Coordinator. Expenses for hotels, meals, travel expenses, taxis, tolls, mileage, etc., must be noted and receipts attached. No alcoholic beverages are reimbursed.

The Administrative Coordinator or staff reviews the travel for accuracy and provides the Travel Expense request to the Treasurer for payment. The Treasurer mails a reimbursement check to the location stated on the form.

Travel Policy:

Authorization must be received in advance for a member to attend the FLC FAST Fly-In to Washington, D.C. at the expense of the League.

The MSLC will not pay for non-members or members to attend the FLC Conference.

Travel for non-members or members to attend the FLC Legislative Action Days will not be paid. An exception will be made for the attendance by the League's District Board member to attend the FLC Board of Directors meeting.