



MANASOTA LEAGUE OF CITIES TRAVEL POLICY

Travel Policy:

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.

MSLC Board authorization must be received in advance for a Board member to attend events or the Florida League of Cities' (FLC) Federal Action Strike Team (FAST) Fly-In to Washington, D.C., at the expense of MSLC. Travel on behalf of a member's individual government entity will not be reimbursed.

The MSLC will not pay travel expenses for non-members, unless specifically approved in advance by the majority of the MSLC Board.

Travel expense reimbursement shall be made for the MSLC members serving on the FLC Board of Directors or the FLC Nominating Committee for attendance at meetings.

Travel:

Travel to Tallahassee generally requires one or more overnight stay. Reservations may be made at 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.