

**RESOLUTION R-11-133**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY IMPLEMENTING SECTION 125.0104(9), FLORIDA STATUTES WHICH AUTHORIZES CERTAIN TRAVEL AND ENTERTAINMENT EXPENDITURES AS AN EXCEPTION TO THE RATES PRESCRIBED IN SECTION 112.061, FLORIDA STATUTES; DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR AND TO THE DIRECTOR OF THE MANATEE COUNTY CONVENTION & VISITORS BUREAU, TO APPROVE AND REIMBURSE EXPENDITURES FOR TRAVEL AND ENTERTAINMENT RELATING TO ADVERTISING, PROMOTING AND SPONSORING TOURISM IN MANATEE COUNTY, FLORIDA; PROVIDING FOR A LIST OF APPROVED TRAVEL AND ENTERTAINMENT EXPENSES; REPEALING RESOLUTION 93-94; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners of Manatee County has levied and imposed a tourist development tax pursuant to §125.0104, Florida Statutes, and has established a Convention & Visitors Bureau overseeing and implementing expenditures authorized under that statute, including the advertising and promoting of tourism in Manatee County both nationally and internationally; and

**WHEREAS**, §125.0104(9), Florida Statutes provides for the reimbursement of certain travel and entertainment expenses as an exception to the rates and other limitations of §112.061, Florida Statutes; and

**WHEREAS**, on June 15, 1993, the Manatee County Commissioners sitting as the directors of the Manatee County Convention & Visitors Bureau ("CVB") delegated authority to the County Administrator and the Director of the CVB to implement the provisions of §125.0104, Florida Statutes, by adopting Resolution R-93-94 authorizing reimbursement of certain travel and entertainment expenditures; and

**WHEREAS**, the passage of time requires that Resolution R-93-94 be revised and updated by a new resolution setting forth reimbursement rates consistent with the current costs and expenses.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Manatee County, Florida, as follows:

1. The purpose of this resolution is to establish policy guidelines for the County Administrator and the Director of the CVB to implement the provisions of Section 125.0104(9), authorizing certain exceptions to Section 112.061 when certain travel and entertainment expenditures for the purpose of promoting, sponsoring and advertising tourism in Manatee County are incurred. Transportation, lodging, meals, and other reasonable and necessary items

and services are authorized for officers and employees of the CVB, other authorized persons, travel writers, tour brokers or other persons connected with the tourist industry when traveling in connection with trade or travel shows.

2. All travel and entertainment expenditures approved pursuant to this Resolution shall be within the CVB budget as established by the Board of County Commissioners and the CVB.

3. All costs and expenses of travel or entertainment or combination thereof under this resolution shall conform to amounts set aside for travel to the destination and the approved event and shall not exceed the amounts for such trips or events approved by the Board of County Commissioners. Approval may be made by motion of the Board, or CVB, or as a part of one or more plans or a series of plans such as the CVB Advertising or Marketing Plan.

4. Complete and detailed justification for all travel or entertainment related expenditures made pursuant to this resolution shall be shown on the travel expense voucher or attached thereto. There will be no reimbursement or payment for travel or entertainment expenses for any item provided on a complimentary basis. County charge card receipts, including gas and car rental, are due immediately upon return from travel. Reimbursement forms are due within 10 business days upon return from trip.

5. Subject to the requirements and limitations of §125.0104(a) and this resolution, travel and entertainment expenses associated with promoting and advertising tourism in Manatee County are authorized in accordance with the following:

(a) Domestic Travel Expenses

(i) The Director of the CVB may approve travel expenses for persons coming to Manatee County including but not limited to: travel journalists, tour brokers or operators, travel agents and other persons engaged in booking travel, representatives of associations and organizations planning meetings, guest speakers, event promoters, representatives of airlines/airports, media representatives (editors, media managers, etc.), film representatives (directors, producers, crew) tourism-related educational leaders (Visit Florida, TIA, DMAI, FACVB, etc.), as well as sports organizations/agencies that bring sports events/business to Manatee County.

(ii) The County Administrator may approve travel expenses for the Director of the CVB, and Director of the CVB may approve travel expenses for employees of the CVB, when travelling outside the county to meet with including but not limited to: travel journalists, tour brokers or operators, travel agents and other persons engaged in booking travel, representatives of associations and organizations planning meetings, guest speakers, event

promoters, representatives of airlines/airports, media representatives (editors, media managers, etc.), film representatives (directors, producers, crew), tourism-related educational leaders, as well as sports organizations/representatives who bring sports events/business to Manatee County, or while attending or travelling in connection with travel or trade shows.<sup>1</sup>

(iii) Approved travel expenses include the actual, necessary and reasonable costs of transportation, lodging, meals and incidental expenses.

(iv) The cost of lodging and meals, including tips, must not exceed the daily limits of the per diem allowances established by the U.S. General Services Administration ([www.gsa.gov/portal](http://www.gsa.gov/portal)).

(b) Foreign Travel Expenses

(i) The Director of the CVB may approve foreign travel expenses for employees of the CVB, and the County Administrator may approve foreign travel expenses for the Director of the CVB provided that the trip budget and the trip destination have all been approved in advance by the Board of County Commissioners.

(ii) Foreign travel will be conducted in compliance with the restrictions of the CVB budget and federal standards established by the publication "Standardized Regulations (Government Civilians, Foreign Areas)" U.S. Department of State ([www.aoprals.state.gov](http://www.aoprals.state.gov)). Cost of lodging and meals, including tip, must not exceed the daily limits of the allowances set by the U.S. Department of State.

(iii) Other foreign travel expenses:

1. Travelers Checks

Charges incurred will be for the actual purchase fee.

2. Travel Visas/Passports

Charges incurred will be for the actual purchase fee.

3. Foreign Currency Exchange Fees

Charges incurred will be for the actual exchange fee.

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<sup>1</sup> For example, Visit Florida, Travel Industry of America TIA (also known as US Travel), Destinations Management Association International (DMAI), Florida Association Convention and Visitors Bureau (FACVB) etc.

(c) Incidental Travel Expenses

(i) Incidental travel expenses for FOREIGN travel may be reimbursed as provided by the U.S. Department of State ([www.aoprals.state.gov](http://www.aoprals.state.gov)). Receipts are required for all incidentals in excess of \$10.00.

(ii) Incidental travel expenses for DOMESTIC travel shall include:

1. Taxi & Airport Limousines

Receipts are required for charges in excess of ten dollars (\$10.00). Tips to the drivers will not exceed fifteen percent (15%) of the fare.

2. Ferry Fares & Bridge, Road and Tunnel Tolls

Receipts are required for charges in excess of ten dollars (\$10.00) on a per transaction basis.

3. Storage and Parking Fees

Receipts are required for charges in excess of ten dollars (\$10.00) on a per transaction basis.

4. Mandatory Valet Parking

Tips will not exceed two dollars (\$2.00) and not exceed four occurrences daily. Travelers shall seek self-parking first; if none available or if traveler feels unsafe, valet can be used up to four times per day. Receipts are required for each charge. The travel voucher must indicate that valet parking was a mandatory charge by the hotel or restaurant, or a valid reason must be given for reimbursement.

5. Telephone, Facsimile, Wi-Fi, Internet Charges

Receipts and a statement that communication expenses were business related must be submitted. This includes all communications charges (phone, fax, internet, etc.). The travel voucher must indicate justification for the charge.

6. Shipping, Copying, Printing Costs

Receipts are required for charges in excess of ten dollars (\$10.00) and a statement that shipping, copying, and printing charges were business related must be submitted.

7. Laundry and Dry Cleaning

Receipts for laundry and dry-cleaning expenses when official travel extends beyond seven (7) days and such expenses are necessarily incurred to complete the official business portion of the trip.

8. Tuxedo and Costume Rental

Charges incurred will be for the actual rental fee.

9. Portage

Charges incurred for transporting County promotional materials in accordance with the Florida Department of Finance's established accounting and auditing procedures limit reimbursement to one dollar (\$1.00) per bag and a total not to exceed five dollars (\$5.00). The travel voucher must indicate justification for the charge as well as a brief description of the materials being transported.

10. Travelers Checks

Charges incurred will be for the actual purchase fee.

11. Travel Visas/Passports

Charges incurred will be for the actual purchase fee.

12. Foreign Currency Exchange Fees

Charges incurred will be for the fees required to exchange currency as provided in the publication "Standardized Regulations (Government Civilians, Foreign Areas)."

13. Maps

Charges incurred will be for the actual cost.

14. GPS Rental

Charges incurred will be for the actual cost.

15. Hotel Safes

Hotel safe charges are reimbursable only if the charges are mandatory by the hotel and documented by receipt.

(d) Entertainment Expenses

(i) The Director of the CVB may approve entertainment expenses to meet with, including but not limited to: travel journalists, tour brokers or operators, travel agents and other persons engaged in booking travel, and representatives of associations and organizations planning meetings; sports organizations/representatives that bring sports events/business into our area, as well as Manatee County tourism industry members such as area chambers of commerce, hoteliers, restaurateurs, guest speakers, airports/airlines, event promoters, media representatives (editors, media managers, etc.), film representatives (directors, producers, crew) tourism-related educational leaders

(Visit Florida, TIA, DMAI, FACVB, etc.), and CVB outsource vendors such as advertising agency, public relations firm, foreign/international representatives, film industry, research firm, web site designer/ developer, and expenditures for such other events as approved by the Board of County Commissioners pursuant to the paragraphs above.

(ii) Entertainment expenses as used in this resolution encompass the costs of food and beverages, including alcohol, coffee, gratuities and other amenities associated with meetings, dinners, receptions, cocktail parties, and similar events whether catered or provided at a county or other facility or at a restaurant, all of which must be evidenced by receipts.


(iii) Expenditures for alcoholic beverages provided for meetings with persons in the travel and tourism industry identified herein or at an approved event will be paid or reimbursed at actual cost, as part of the actual cost of a meal, or as part of an event. Approval of all expenditures for alcoholic beverages will be made by the County Administrator or his designee.

6. Resolution 93-94 is repealed for all expenditures after the effective date of this resolution.

7. This resolution shall take effect upon adoption by the Board of County Commissioners.

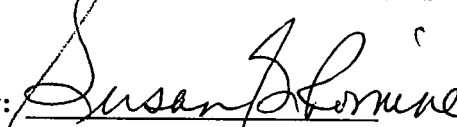
ADOPTED with a quorum present and voting this the 23 day of August, 2011.

**BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA**

By:   
Chairman

**ATTEST: R.B. Shore**

**CLERK OF THE CIRCUIT COURT**

By:   
Deputy Clerk

