



MANAGEMENT DIRECTIVE:

120

TITLE:

Travel Expense Reimbursement

ORIGINATION DATE: May 26, 1988

REVISED: April 12, 2017

POLICY STATEMENT: The Consolidated Government Travel Regulations issued to implement provisions of Chapter 106, Part 7 of the Ordinance Code of the City of Jacksonville shall be used as the authority to pay or reimburse for expenses of persons traveling on official business of JEA and St. Johns River Power Park. Waivers to or modifications of these regulations are not permitted unless authorized by law or by the City Director of Finance. No authority, authorization or permission may be assumed if it does not appear in the travel regulations.

TRAVEL AUTHORIZATION AND APPROVAL (JEA & SJRPP employees including JEA Temporary employees): Pursuant to Sec. 106.703 of the Ordinance Code of the City of Jacksonville, no traveler shall be reimbursed for travel expenses unless **written approval** has been obtained by an approving authority **prior** to the commencement of travel. All JEA travel expense statements must be substantiated with business receipts (where required) and submitted within a reasonable time following travel completion. All travel expense statements must be approved by an approving authority.

OFFICIAL TRAVEL (JEA & SJRPP employees including JEA Temporary employees): Only those incidents that require a traveler to leave the JEA Service Territory to conduct official business, are considered "Travel."

JEA establishes the following APPROVING AUTHORITY whereas;

- Managers shall not have authority to authorize travel or approve travel expense statements for JEA & SJRPP employees.
- Directors shall have the authority to authorize travel and approve Travel Expense Statements for Appointed Staff from the Manager level and below and Civil Service personnel to a maximum of \$3,000.
- Senior Leadership Team members shall have the authority to authorize travel and approve Travel Expense Statements for Appointed Staff from the Director level and below and Civil Service personnel to a maximum of \$7,500.
- The Managing Director/CEO shall have the authority to authorize travel and approve Travel Expense Statements for any JEA or SJRPP employee exceeding \$7,500.
- The Chair or Vice Chair of the JEA Board shall be authorized to approve Travel Expense Statements for the Managing Director/CEO .

- A Quorum of the JEA Board shall be authorized to approve travel for any JEA Board member(s).

BUSINESS AREA / DEPARTMENT AUTHORITY: The leader of a business area or department reserves the right to impose additional limitations on this policy; however, no business area or department may apply policies more liberal than those listed in this policy.

APPROVAL FOR CONTRACTOR TRAVEL: Contract Managers responsible for administering the applicable contract shall be responsible to authorize and approve contractor travel-related expenses. The approving authority shall permit only lawful travel for a public purpose connected with the duties and responsibilities and travel provisions outlined in the contract. The Contractor must seek reimbursement for travel on JEA business in accordance with the applicable contract; therefore, Contractor reimbursement is payable only to the contracting entity and not the traveler directly (unless traveler is the contracting entity.) The Consolidated Government Travel Regulations shall be used as the guideline to pay or reimburse such travel expenses.

APPROVAL FOR TRAVEL (Officials and Stakeholders): Elected officials, regulators and stakeholders responding to JEA's invitation to visit facilities or attend important functions, may be reimbursed for travel expenses at the discretion of the Managing Director/CEO and the JEA Board subject to the provisions herein.

ASSIGNMENT OF RESPONSIBILITY: The Director of Supply Chain Management shall establish and maintain procedures for requesting approval and reimbursement of official travel in accordance with City Ordinance Chapter 106, Part 7, and in order for JEA to accomplish its mission in the most expeditious and economic manner and for accountability of expended funds.

SIGNED: /s/ Paul McElroy

EFFECTIVE DATE: 04/12/2017

Revised: 6/06/2003
10/1/2001
11/29/2000
02/26/2006
07/21/2011

Links to Travel and Expense Reimbursement Procedures will be added as they become available