

**PENSION BOARD POLICIES
FIREFIGHTERS & POLICE OFFICERS
PENSION FUND OF THE CITY OF TAMPA**

Policy Number: 605
Policy: Travel
Eff. Date: 12/18/90 01/25/94 04/14/98 03/14/00 08/08/00 04/23/02 06/25/02 08/26/03 08/23/07 12/15/11 04/27/16 06/22/22 12/13/23
Ref: Board Minutes

POLICY:

The purpose of this policy is to establish policies and procedures for Pension Board trustees and staff who travel out of Hillsborough County and incur expenses in reference to pension related business only.

1. **Authority** – Recognizing that the Board of Trustees has a fiduciary obligation to the Fund, including the judicious expenditure of funds and becoming well-educated on investment or pension fund matters, the Board of Trustees and other authorized persons may attend investment or pension-related educational conferences or training seminars in the continental U.S. The Fund’s investment policy requires Continuing Professional Education (CPE) by each trustee in the amount of 12 hours per term year, and not less than 48 hours per three-year term. Any trustee elected or appointed to the board who is filling a partial term shall be responsible for obtaining the pro rata share of continuing professional education credit.
2. **Disclosure / Approval** - Attendance at conferences or training seminars shall be disclosed at pension board meetings prior to the event, even if attendance is tentative, and shall be disclosed in the minutes as a matter of record as part of the upcoming conferences agenda item. It is the intent of this policy that all trustees and staff disclose planned attendance as early as possible. The only exception to a disclosure made prior to the event start is for travel to meet with a Fund professional and when only one trustee will be in attendance. Should a trustee or staff member be unable to attend an event, he/she shall disclose non-attendance at a pension board meeting, even if the meeting is after the event, so that it may be recorded in the minutes as a matter of record. If a trustee or staff member is unable to attend an event, notification should be given to the pension office as soon as non-attendance is known for cancellation of travel arrangements and refund purposes.

Most circumstances relating to Fund business travel unrelated to training are known sufficiently in advance to receive approval by the Board. Consequently, travel for such business will be dictated by business meeting times and reasonable availability of transportation. For travel circumstances that arise unexpectedly, such as but not limited to travel to Tallahassee to attend legislative sessions or Division of Retirement meetings, such travel shall be reported at the first Board meeting following the travel.

3. **Limits and Additional Disclosure and Approval** – Trustees and staff may attend up to four investment or pension related educational conferences or training

seminars per term year by disclosing planned attendance as set forth in item 2 above. If a trustee or staff member wishes to attend more than four investment or pension related conferences or training seminars per term year, any additional attendance shall require a separate motion from the standard upcoming conference disclosure/receive and file motion, and shall require approval by the Board of Trustees *in advance*.

Conferences and seminars with registration fees in excess of the plan administrator's expenditure authority shall be presented to the Board for approval independently of the standard conference disclosure process. These should be presented along with the latest available conference agenda. When attending an investment or pension related conference or training seminar while representing the Fund, where there is no travel expense, and no per diem or expense reimbursement sought by the trustee or staff member, attendance must be disclosed in advance, but does not count towards the four per term year limit, since there is no expense to the Fund.

The Board, in its discretion, may limit the number of participants per conference.

Courses offered as part of higher education or degree-seeking programs will not be considered applicable training seminars under this policy and tuition will not be considered a registration fee.

4. In order to aid in reconciliation of actual expenditures to credit card charges billed to the Fund, a travel reimbursement form and any required expense receipts must be turned in to the Pension Office for reimbursement of travel expenses within 60 days of completion of travel. Reimbursement forms shall be submitted to the Chairman, or the Vice Chairman in the absence of the Chairman, for approval before being processed for payment. The Vice Chairman shall approve travel reimbursement for the Chairman. Travel reimbursement forms not submitted to the pension office within 60 days of completion of travel shall result in the trustee being placed on the next agenda's upcoming conference listing under outstanding travel.
5. **Expenses** – Traveling expenses will be limited to those incurred by the traveler in the performance of duties related to pension functions and responsibilities. Travel is to be made by the usually traveled or most direct route except in a case where it would be financially beneficial to the Fund not to do so (i.e. a less direct route would result in a substantial cost savings). Persons traveling by an indirect route for their own convenience must bear any extra costs, and reimbursement for expenses will be based only on the charges that would normally have occurred.
6. **Transportation** – Travelers shall use the most cost effective mode of transportation, whether it is by air, ground, or some combination. Travelers using their personal vehicles for pension-related business, including education travel and board meeting attendance, shall be reimbursed according to the IRS guidelines

mileage reimbursement rate per mile in effect at the time of travel. Automobile rental shall be used when the nature of the trip is such that the use of personal, public, or hired transportation is not practical or would be more expensive. The use of full-sized cars is permitted when the price is the same or lower than an intermediate size car or when the number of travelers warrants a larger size car.

7. **Lodging** – Lodging accommodations will be made when travel extends overnight and requires lodging not within Hillsborough County. Lodging will not be paid for by the Fund when travel is confined to Hillsborough County.

Lodging will be provided based on the conference or training seminar location. Days exclusively for registration and/or networking opportunities will not be considered part of the event program, because staff pre-registers individuals for training events and networking opportunities are built in to each event.

For conferences or training seminars held in the State of Florida, the night before and all nights during the conference or training seminar will be paid for by the Fund. The night after the conference or training seminar will not be paid for by the Fund.

For conferences or training seminars held outside the State of Florida, the night before the conference or training seminar, all nights during, and the night the conference or training seminar ends will be paid for by the Fund.

Any changes to the lodging schedule must be approved by the Chairman in advance. The Vice Chairman shall approve any such changes for the Chairman.

Lodging expenses should not exceed the normal rate charged for a single room for the event. It is expected that the traveler will exercise judgment in the selection of a place to stay.

Travelers are expected to take advantage of any lodging, airfare, or other travel discounts available to them, including any applicable government discounts. For efficiency, staff shall not be responsible for obtaining discounts other than those readily available online. Use of any additional discounts or membership training seminar incentives is the responsibility of the traveler. The location of the hotel should be as convenient as possible to the place where business is being transacted taking into consideration, however, the cost of the hotel.

Travelers will be provided with a City of Tampa tax exempt certificate, and it is expected that the *traveler* will ensure that taxes on lodging within the state of Florida are not charged to the pension fund.

Room rate, taxes (if out-of-state) and other required lodging fees, including mandatory resort fees, will be allowed.

Internet connection (Wi-Fi) charges shall be authorized provided that it is used for business or pension-related purposes only and alternative access to free Wi-Fi is unavailable.

8. **Meals and Incidentals** – The maximum daily amount allowed for meals and incidentals is the IRS special per diem rate for high-low substantiation for high-cost locality in effect at the time of travel. On arrival and departure dates for in-state travel, the reimbursed rate shall be 75% of the IRS special per diem rate in effect at the time of travel.

Any requests for per diem in excess of the IRS special per diem rate shall be reviewed and approved by the Chairman on a case-by-case basis, or the Vice Chairman if for the Chairman. Any traveler seeking reimbursement that exceeds the IRS special per diem rate shall be required to submit receipts for reimbursement.

9. **Miscellaneous Expenses** - Travelers shall be reimbursed for miscellaneous expenses for pension business, including:
- hired and public transportation
 - bridge, road, and tunnel tolls
 - self-parking fees, or valet parking fees if self-parking is considered to be a safety risk or is unavailable
 - tips for bellman, skycap, valet, etc.
10. **Prohibited Expenses** – There shall be no reimbursement for alcohol, in-room movies, personal expenses, or expenses associated with a guest. Recreational expenses shall not be reimbursed. If a trustee or staff member wishes to upgrade travel or hotel accommodations to a higher expense level, the trustee or staff member shall not be reimbursed for the cost of the upgrade. In the event a trustee or staff member utilizes personal travel awards, such as frequent flyer miles, the trustee or staff member may not receive a cash reimbursement for the value of such travel award.

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Chairman