

## **RULES AMENDMENT**

The Rules Committee offers the following amendment to File No. 2024-371:

- (1) On **page 1, lines 5 and 16, strike** "Section 106.708 (Meals)" and **insert** "Section 106.702 (Scope), Section 106.706 (Transportation expenses), Section 106.708 (Meals), Section 106.712 (Request for reimbursement), and Section 106.716 (Reimbursement to Duval County legislative delegation coordinator and secretary)";
- (2) On **page 1, line 9, after "MEALS" insert** ", TO ADDRESS CHANGES TO REIMBURSEMENTS FOR EXPENSES INCIDENTAL TO TRANSPORTATION, AND TO UPDATE THE NAME OF CERTAIN POSITIONS PURSUANT TO ORDINANCE 2024-175-E";
- (3) On **page 1, line 14, strike** "Section 106.708 (Meals)" and **insert** "Section 106.702 (Scope), Section 106.706 (Transportation expenses), Section 106.708 (Meals), Section 106.712 (Request for reimbursement), and Section 106.716 (Reimbursement to Duval County legislative delegation coordinator and secretary)";
- (4) On **page 1, line 22½, insert** the following:  
**"Sec. 106.702. - Scope.**

The provisions of this Part 7 shall apply to and authorize reimbursement for expenses incurred in connection with travel performed to and from destinations outside the City on official business of an agency. This part shall be the exclusive authority for reimbursement for such travel expenses. The Director of Finance ~~and Administration~~ is authorized to make rules for the implementation of this Part.

\* \* \*

**Sec. 106.706. - Transportation expenses.**

\* \* \*

(b) Reimbursement may be made for travel performed by public motor vehicle, common carrier, chartered vehicle or privately-owned vehicle, as approved by the approving authority in advance of the travel subject to the regulations provided in this Part and the rules of the Director of Finance ~~and Administration~~. The approving authority shall designate the most economical mode of travel, taking into consideration the following factors:

- (1) The nature of the business.
- (2) The time of the traveler, cost of transportation and meals, lodging and incidental expenses required.
- (3) The number of persons traveling and the equipment and material to be transported.

\* \* \*

(g) The following expenses incidental to transportation of the traveler may be reimbursed:

- (1) Taxi and ride-hailing services ~~Taxi fare~~.
- (2) Ferry fares, and bridge, road and tunnel tolls.
- (3) Storage and parking fees.
- (4) Communication expenses.
- (5) Reasonable tips ~~for transportation of baggage~~, as fixed from time to time by the Director of Finance ~~and Administration~~.

\* \* \*";

(5) On **page 2, line 11½, insert** the following:

**"Sec. 106.712. - Request for reimbursement.**

The Director of Finance~~and Administration~~ shall establish a uniform travel reimbursement form which shall be used by all travelers when requesting reimbursement for traveling expenses under this Part. In addition, the Director of Finance~~and Administration~~ is authorized to consider the special needs of an independent agency and to establish a travel expense reimbursement form that better suits the needs of such independent agency; provided however, the independent agency continues to follow the provisions of this Part with respect to travel expense reimbursement. No travel expense shall be reimbursed unless it is requested on the established form and is accompanied by approved authorization to travel required by Section 106.703. Travel expense reimbursements shall be approved prior to payment by the Director of Finance~~and Administration~~, as to requests for reimbursement from City funds, and by the Chief Finance Officer or Controller of an agency, as to requests for reimbursement from independent agency (including the Duval County School Board) funds. The approving officer may designate a subordinate to perform this function.

\* \* \*

**Sec. 106.716. - Reimbursement to Duval County legislative delegation coordinator and secretary.**

The Director of Finance~~and Administration~~ is authorized to make reimbursement to the Coordinator and Secretary of the Duval County legislative delegation at the per diem and travel rates established by the Joint Legislative Management

Committee of the Legislature, notwithstanding the rates authorized by Sections 106.706, 106.707 and 106.708.

\* \* \*";

- (6) On **page 1, line 1**, amend the introductory sentence to add that the bill was amended as reflected herein.

Form Approved:

/s/ Mary E. Staffopoulos

Office of General Counsel

Legislation Prepared By: Mary E. Staffopoulos

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