

Introduced by the Council President at the request of the Mayor and
Co-Sponsored by Council Member Johnson and amended by the Rules
Committee:

ORDINANCE 2024-371-E

AN ORDINANCE AMENDING 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), PART 7
(TRAVEL EXPENSE REIMBURSEMENT), CHAPTER 106
(BUDGET AND ACCOUNTING CODE), *ORDINANCE CODE*, TO
INCREASE THE PER DIEM RATES OF TRAVEL
REIMBURSEMENT FOR CERTAIN MEALS, TO ADDRESS
CHANGES TO REIMBURSEMENTS FOR EXPENSES
INCIDENTAL TO TRANSPORTATION, AND TO UPDATE THE
NAME OF CERTAIN POSITIONS PURSUANT TO ORDINANCE
2024-175-E; PROVIDING CODIFICATION
INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED by the Council of the City of Jacksonville:

**Section 1. Amending 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), Part 7 (Travel Expense Reimbursement), Chapter 106
(Budget and Accounting Code), *Ordinance Code*. 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), Part 7 (Travel Expense Reimbursement), Chapter 106 (Budget and Accounting Code), *Ordinance Code*, is hereby amended to read as follows:

CHAPTER 106 - BUDGET AND ACCOUNTING CODE

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PART 7. - TRAVEL EXPENSE REIMBURSEMENT

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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.

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Sec. 106.706. - Transportation expenses.

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(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.~~

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Sec. 106.708. - Meals.

(a) Reimbursement is authorized for meals for all travelers while in a travel status at the following fixed subsistence rates, or, at the traveler's option, at the amount submitted, not to exceed the following fixed maximum subsistence rates, but in any case, only when travel begins before and extends beyond the times specified:

- (1) Breakfast: ~~\$10~~20, when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
- (2) Lunch: ~~\$14~~25, when travel begins before 12:00 noon and extends beyond 2:00 p.m.
- (3) Dinner: ~~\$26~~35, when travel begins before 6:00 p.m. and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignments.
- (4) At the option of the traveler, a *per diem* rate of ~~\$50~~80 will be paid for an entire day when travel begins for that day before 6:00 a.m. and extends beyond 8:00 p.m. This *per diem* rate is in lieu of individual meal allowances and may not be claimed for a day of travel if subsection (b) of this Section applies to that day.

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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.

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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.

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Section 2. Codification Instructions. The Codifier and the Office of General Counsel are authorized to make all chapter and

1 division "table of contents" consistent with the changes set forth
2 herein. Such editorial changes and any other necessary to make the
3 *Ordinance Code* consistent with the intent of this legislation are
4 approved and directed herein, and the changes to the *Ordinance Code*
5 shall be made forthwith and when inconsistencies are discovered.

6 **Section 3. Effective Date.** This Ordinance shall become
7 effective upon signature by the Mayor or upon becoming effective
8 without the Mayor's signature.
9

10 Form Approved:

11
12 /s/ Mary E. Staffopoulos

13 Office of General Counsel

14 Legislation Prepared By: Joelle J. Dillard

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