

Synopsis: Meals and other incidental expenses are generally not payable for local travel, which is defined as being within Pinellas, Hillsborough, Pasco, and Manatee counties. Individuals who do not receive car allowances are eligible to be reimbursed for mileage incurred on local travel.

Policy:

1. No reimbursement is payable for meals in the local area except as follows:
 - a. As part of attendance at a meeting of a recognized professional association of which the City is a member or pays for the employee's membership; reimbursement for meals for attendance of such meetings is limited to no more than two (2) per month and are subject to the prior approval of the employee's supervisor; where authorized as payable, the full fee may be paid.
 - b. As part of officially representing the City at a recognized community function; where authorized as payable, the full fee may be paid.
 - c. As part of a civic or community meeting which the employee is required to attend as a representative of the City.
 - d. As a business luncheon/dinner, which is defined as a meeting with representatives of federal, state, or local agencies, representatives of commercial firms, or leaders of recognized civic organizations, for the purpose of conducting business in the public interest.
 - e. As a working meal, which is defined as a meeting with or at the specified direction of the Mayor, the City Administrator, City Attorney, or Council member, during which the primary purpose is to conduct public business.
 - f. As a participant or witness in a trial, arbitration, hearing, mediation, deposition, or other legal proceeding in which the employee's attendance is required and where the employee is away from his or her normal workplace during normal meal periods.
1. Employees who receive a set monthly car allowance are not eligible to be reimbursed for miles driven while traveling within the local area, including miles driven to and/or from an airport in conjunction with an approved trip outside the local area. Employees who do not receive a car allowance are eligible to be reimbursed for the use of their personal vehicle on City business within the local area.
2. Incidental expenses directly related to local travel on City business, such as bridge tolls and parking fees, may be reimbursed through petty cash upon submission of appropriate receipts.