

WRAC TRAVEL POLICY (based on SFWMD Travel Policy)

- Only one member or alternate will be reimbursed for travel expenses.
- Members attending meetings other than assigned committees will not be reimbursed for travel expenses.
- Overnight stay must be at a distance greater than 50-miles from the traveler's official headquarters or residence to the meeting site.
- For overnight stays, SFWMD will pay the cost of accommodations. Members/alternates will be responsible for the cost of incidental expenses. At time of check-in members/alternates will be asked to provide a Credit Card for personal incidental expenses.
- For overnight stays, lodging reservations will be made by WRAC staff only if the reply is received by the deadline established. If the reply is received after the deadline, members/alternates will be required to make own reservations. Hotel bills must be provided for travel reimbursement.
- For overnight stays if member/alternate does not cancel reservations within the allowable 48 hours prior to the meeting without good cause and prior notification to WRAC staff, the SFWMD will seek reimbursement from the member/alternate, or will withhold reimbursement of other expenses for the appropriate lodging cost.
- Meal reimbursement costs are as follows: \$6 for breakfast, \$11 for lunch and \$19 for dinner, unless otherwise provided by the District.
- Mileage is computed from the traveler's point of origin to the point of destination as displayed on map web sites (e.g. MapQuest, Google Maps, etc.).
- The rate per mile for official SFWMD business is currently .445 cents per mile, pursuant to Florida Statutes.
- Incidental travel expenses allowed are: parking fees (no valet parking fees will be reimbursed if self-parking options are available); and tolls (receipt required for amounts above \$5)