



## MANASOTA LEAGUE OF CITIES TRAVEL POLICY (Revised January 14, 2021)

### **Travel Policy:**

The traveler must be traveling on behalf of the business of the ManaSota League of Cities (MSLC) only.

The ManaSota League of Cities does not have a credit card, which necessitates the traveler making hotel reservations, airline reservations, and car rentals by personal credit card or the credit card of the entity they represent. The MSLC does not have Florida tax-exempt status at this point.

MSLC Board authorization must be received in advance for a Board member to attend events or the Florida League of Cities' (FLC) Federal Action Strike Team (FAST) Fly-In to Washington, D.C., at the expense of MSLC. Travel on behalf of a member's individual government entity will not be reimbursed.

The MSLC will not pay travel expenses for non-members, unless specifically approved in advance by the majority of the MSLC Board.

Travel expense reimbursement shall be made for the MSLC members serving on the FLC Board of Directors or the FLC Nominating Committee for attendance at meetings.

Expenses will be reimbursed one time per year for a Board member to travel to Tallahassee for Legislative Action Days or to advocate on behalf of MSLC.

### **Travel:**

Travel to Tallahassee generally requires one or more overnight stay. Reservations may be made at hotels closest to the State or Federal office buildings and Florida League of Cities offices for convenience purposes when lobbying.

Traveler may use their personal vehicle, rental vehicle, or airline when traveling to Tallahassee. Travel to Washington, D.C., is generally by airline.

### **Lobbying:**

Appointments with legislators can be made by either the office of the Administrative Coordinator, the traveler, or his/her staff.

### **Travel Reimbursement:**

Travel reimbursements are paid by submission of a Travel Expense form to the Administrative Coordinator. Expenses for hotels, meals, travel expenses, taxis, tolls, mileage, etc., must be noted and receipts attached. No reimbursement for alcoholic

## Travel Policy (Continued)

beverages will be reimbursed. Expenses will be paid in accordance with yearly GSA rates for per diem.

The Administrative Coordinator or staff reviews the travel for accuracy and provides the Travel Expense request to the Treasurer for payment. The Treasurer mails a reimbursement check to the location stated on the form whether it be to the individual or the City.

**MANASOTA LEAGUE OF CITIES  
TRAVEL EXPENSE REPORT 2025**

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Traveler Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

.....  
Purpose of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

.....  
Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

.....

Travel Information (Attach receipts)	Expense
Transportation: Commercial Air Fare _____ Vehicle Rental _____ Fuel _____ Personal Vehicle _____ Miles x .70 cents per mile	
Tolls, Taxi, Parking, etc.	
Lodging # of nights _____ (receipts required)	
Meals (receipts required)	
Other (Please itemize)	
Total Expenses	\$
NET TOTAL TO TRAVELER	\$

Make check payable to: ManaSota League of Cities, Inc.

I hereby certify that the travel expenses incurred and listed herein are in accordance with the ManaSota League of Cities Travel Policy and are true and accurate.

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date

Mail to: ManaSota League of Cities  
c/o Town Clerk, Town of Longboat Key  
501 Bay Isles Road  
Longboat Key FL 34228

Or email to: [gloeffler@longboatkey.org](mailto:gloeffler@longboatkey.org)

**Contact information to be updated upon  
completion of Executive Director hiring  
process.**