

RESOLUTION NO. 91-116

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, ESTABLISHING GUIDELINES FOR TRAVEL EXPENSES INCURRED BY THE COUNTY COMMISSIONERS FOR OFFICIAL BUSINESS.

WHEREAS, the Board of County Commissioners desires to resolve questions which have arisen regarding travel expenses incurred by individual Commissioners on official business for the County;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AS FOLLOWS:

Section 1. Travel rates and allowances for members of the Board of County Commissioners of St. Johns County are governed by §112.061, Florida Statutes, as it may be amended from time to time, which is incorporated by reference herein.

Section 2. §145.121(2) Florida Statutes authorizes the Board of County Commissioners to set a monthly expense allowance not to exceed \$50.00 per month for the Chairman of the Board of County Commissioners for travel and other expenses related to the performance of his/her duties. This allowance shall be set annually by the Board of County Commissioners; and shall be supported by a statement from the Chairman which details a typical month's travel on official business which shall be updated annually and filed with the Finance Department.

Section 3. An amount for travel expenses for the Board of County Commissioners shall be specified annually in the Board's operating budget. The funds will be allocated first to the Chairman's monthly allowance fixed pursuant to Section 2 above. The remaining funds will then be divided equally among all the Commissioners, including the Chairman, for per diem and travel expenses authorized pursuant to §112.061, Florida Statutes.

Section 4. Travel funds shall be made available to each Commissioner on the following basis:

- a) It shall be assumed that any duties and obligations assigned by the Board in an open meeting to any Commissioner

shall include travel funds necessary for the fulfillment of said duties and obligations, and that said funds shall not be charged against any individual Commissioner.

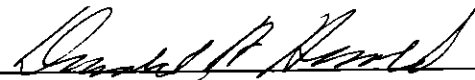
- b) Travel funds shall be made available to each Commissioner for his/her use solely at his/her discretion for the purposes of the conduct of County business. Said funds shall be established in the annual budget for the Board.
- c) Advance courtesy notice of any out of state travel should be given to the Board.

Section 5. Prior to receiving reimbursement, a signed travel voucher on a form to be furnished by the St. Johns County Finance Department accompanied by receipts, if appropriate, must be submitted to the Finance Department.

Section 6. Upon request, the Finance Department will provide each Commissioner a statement containing the balance of funds remaining in his/her travel allowance.

Adopted by the Board of County Commissioners of St. Johns County, Florida this 13 day of August, 1991.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

By: 

ATTEST: CARL "BUD" MARKEL, CLERK

By: 
Deputy Clerk