

**Finance Division Internal Controls for
Monroe County Sheriff's Office Travel Policy
Effective 10/01/06**

PURPOSE: TO ENSURE TRAVEL PAYMENTS COMPLY WITH AGENCY POLICY (GOP CHAPTER 80:17)

Transportation shall be by the most efficient and economical means and by the most usual route traveled.

1 Agency vehicle

Marked - toll cards enable free passage through manned booths

Unmarked - toll card regulations state 'marked vehicles' but are usually accepted for Agency vehicles; if not you will be reimbursed with appropriate receipts

2 If no agency vehicle available, than an employee may choose to:

Fly

Rent a car

Personal car

Mileage (per state mileage chart) will be reimbursed at the authorized rate (currently .445 per mile)

Tolls are reimbursed with appropriate receipts

Method of transportation must be detailed on the travel voucher and preapproved by appropriate personnel.

Per Agency policy:

Transportation shall be by the usually traveled route. The most efficient and economical means of travel shall be used.

3 Agency vehicle available but employee chooses to use their personal vehicle

Mileage is determined from the state mileage chart

Round trip total is divided by 17 (the mpg for an agency Crown Vic)

resulting in the number of gallons one would have used with an available agency car.

Reimbursement will be based on the cost of the number gallons with the appropriate receipts.

Example:

	Miles	
Key West to Tampa	391	
Tampa to Key West	391	
	<hr/>	
	782	Round trip

782 divided by 17 miles per gallon for Crown Vic equals 46 gallons fuel

Employee must submit original fuel receipts upon return along with the return travel voucher. Employee will be reimbursed for the first 46 gallons purchased.