

**RESOLUTION 2023- 180**

A RESOLUTION PROVIDING PROCEDURES AND VOUCHER FOR REIMBURSEMENT FORM FOR COUNTY SPONSORED BUSINESS AND SPECIAL MEETINGS; PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, Nassau County often hosts events including, but not limited to: groundbreaking ceremonies; ribbon cuttings; planning charettes; strategic planning sessions; open houses; community engagement events; special events, and; work events;

**WHEREAS**, Section 125.01(1)(w), Florida Statutes, authorizes the Board of County Commissioners to perform any act not inconsistent with law, which is in the common interest of the people of Nassau County; and

**WHEREAS**, Nassau County created a policy allowing for expenditure of funds for county sponsored events by adoption of Ordinance 2022-023, as amended; and

**WHEREAS**, Chapter 1, Article 1 - In General, Section 1-3 - Expenditure of Funds for County Sponsored Events requires establishment of a justification form and process for such business meetings and special types of meetings by separate resolution; and

**WHEREAS**, the proposed justification form and process are provided as Exhibit "A" to this Resolution.

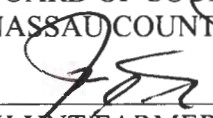
**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners, Nassau County, Florida that:

Section 1. The Business and Special Meeting Procedures and Voucher Form attached hereto as Exhibit "A" is hereby approved.

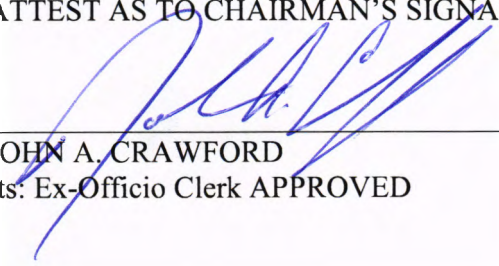
Section 2. This resolution shall take effect upon its passage.

**PASSED AND ADOPTED** this 18 day of October, 2023.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
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KLYNT FARMER  
Its: Chairman

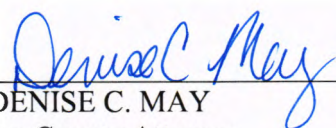
ATTEST AS TO CHAIRMAN'S SIGNATURE



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JOHN A. CRAWFORD  
Its: Ex-Officio Clerk APPROVED

AS TO FORM:



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DENISE C. MAY  
Its: County Attorney

EXHIBIT A - Business and Special Meeting Procedures and Form

For Business and Special Meetings conducted in compliance with Ordinance 2022-023, as amended, the following procedures and form shall be utilized.

**I. Expense Reimbursement**

For Business and Special Meetings conducted in compliance with Ordinance 2022-023, as amended, employees may seek reimbursement for eligible expenses based upon the following procedures and form, attached hereto as Attachment “A” - Voucher for Reimbursement of Expenses.

**A. MEETING EXPENSES**

Meeting expenses shall only be authorized when business and/or special meetings(e.g. economic development meetings) are conducted with outside guests, for the common interest of the people of Nassau County. Such common interest shall be determined based upon the meeting being held to implement and/or support the directives of the Board of County Commissioners (“BOCC”) as established through policies, budgets, plans, etc.

1. Examples of meeting expenses can include, but are not limited to:
  - i. Refreshments, lunches, dinners or light snacks. No alcohol purchases shall be allowed.
2. Limitations. Meeting expenses shall be substantiated by paid receipts with written justification for all expenditures, including a list of all attendees (name, organization, title, and the reason for attending).
  - i. The County recognizes that tips and gratuities are customary. These expenses are authorized and are limited to no more than 20% of the retail cost (exclusive of taxes or other fees).
  - ii. An employee of the BOCC must be in attendance where any meeting expense is incurred.
  - iii. Employees should seek guidance on potential meeting expense levels from the County Manager before expenses are incurred.
  - iv. Employees should seek authorization for business meetings where expenses may be incurred prior to the meeting. Prior authorization is not construed as reimbursement approval.

**B. VOUCHER FOR REIMBURSEMENT OF EXPENSES**

To receive reimbursement for authorized expenses, the County employee must submit a completed and approved voucher form (see Attachment "A") within ten (10) business days after the cost was incurred. Detailed receipts are required for all expenses.

1. Reimbursable expenses must be fully described and supported on the voucher in conformity with County requirements. The following are requirements and examples of documents which shall be included with the reimbursement request:
  - i. Each entry must contain a clear description of the official business purpose and the names of all persons involved in the expenditure.
  - ii. Additional documents, i.e., printouts of maps for mileage calculation, customer copies of credit card charge slips, detailed restaurant receipts, and other expenditure documentation.
  - iii. Requests for meeting expense reimbursement shall include:
    - a) Date, location, and type of meeting;
    - b) The names of ALL attendees (name, organization, title);
    - c) A description of the nature and circumstances requiring the expense (business discussions or activities which occurred); and
    - d) Reason for meeting or business benefit gained.
2. Approval. The County Manager and the County's OMB department must approve reimbursement requests before processing with the Clerk's Finance Department. Requests for reimbursement made by the County Manager must be approved by the Assistant County Manager or Deputy County Manager and the County's OMB department before sending to the Clerk's Finance Department.
3. Incomplete reimbursement requests, including those without proper documentation and/or mathematical errors, will be returned to the employee for completion and/or correction. Reimbursement requests will not be processed until the voucher is considered complete.

**Attachment A – Voucher for Reimbursement of Expenses**

NASSAU COUNTY		EMPLOYEE:	AGENCY		
<b>VOUCHER FOR REIMBURSEMENT</b>		HOME ADDRESS:	HEADQUARTERS		
<b>OF BUSINESS EXPENSES</b>		RESIDENCE (CITY)			
Date	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Attendees and purpose of meeting)	Mileage Claimed	Other Expenses Amount	Other Expenses Type/Description
		Totals	\$ -	\$	
		I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter.			NET AMOUNT DUE EMPLOYEE \$
		EMPLOYEE'S SIGNATURE:			OMB SIGNATURE
		SIGNATURE DATE:			TITLE
		SIGNATURE DATE:			COUNTY MANAGER'S SIGNATURE:
		SIGNATURE DATE:			SIGNATURE DATE:
					0.00