

Jacksonville Police and Fire Pension Fund
Standard Procedure Manual

Miscellaneous Subjects	Section	Page
Statement of Education and Travel Policy	15(a)	6 of 12
	Date Effective	Cancels Issue of
	9-30-2011	

business may also be reimbursed, when separately stated. If the total mileage from point of origin to point of destination exceeds 400 miles, the mileage from point of origin to point of destination exceeds 400 miles, the mileage reimbursement shall be limited to the lesser of:

- (i) *The IRS rate per mile (round trip); or*
- (ii) *The airline common carrier coach fare (round trip) to the nearest airport for all travelers using the private motor vehicle plus the IRS rate per mile from the airport to the point of destination (and then back to the airport).*
- (2) *No other reimbursement for expenses related to the operation, maintenance and ownership of a vehicle shall be allowed when a private motor vehicle is used on public business.*
- f. The use of rental cars may be authorized where taxis or other means of transportation are less economical or otherwise impractical. Every effort shall be made to coordinate travel so that travelers are able to share a rental car and thereby eliminate the use of multiple cars at the same meeting/conference.
- g. The following expenses incidental to transportation of the traveler may be reimbursed:
 - (1) *Taxi, bus, train or subway fares.*
 - (2) *Ferry fares, and bridge, road and tunnel tolls.*
 - (3) *Storage and parking fees.*
 - (4) *Communication expenses.*
 - (5) *Reasonable tips for transportation of baggage (\$1 per bag and no more than \$2 per baggage transfer).*

3. **Frequent Flyer Mileage or Reward Points:**

Travelers may retain frequent flyer mileage or reward points earned when traveling on business for the Fund.

The Fund will not reimburse travelers for tickets purchased with rewards or frequent flyer mileage.

Upgrades are allowed at the traveler's personal expense (by use of personal frequent flier mileage or personal payment).

4. **Lodging:**

- a. *Reimbursement is authorized for lodging expense whenever the traveler is reasonably*

F. Reporting / Disclosure Requirements

This Code permits the acceptance of gifts from non-lobbyists only in certain specified circumstances set forth above. For such gifts, the employee must report and disclose any permissible gift unless the gift is from a relative or

- (a) is given by a personal friend for a special occasion (e.g., holidays, birthdays, weddings, showers, anniversaries, graduation, Valentine's Day, etc.); or
- (b) is a meal (whether at a restaurant or at a home) with a friend or lodging at a friend's home.

Note: Any gift that falls into either (a) or (b) above must be reported and disclosed if it is valued at over \$100.

Reportable disclosure of gifts will include a description of the gift and its approximate value, the name and address of the donor (if possible), the date of the gift, and a copy of any receipt for the gift provided by the donor.

In addition, certain employees are required to make public disclosure of their financial interests. Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interest. This is why public officers and employees are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens monitor the considerations of those who spend their tax dollars and participate in public policy decisions.

Pursuant to Section 112.3145(b), Florida Statutes, all non-clerical/secretarial employees are required to file with the Commission on Ethics, Form 1, Statement of Financial Interests, and Form 10, Annual Disclosure of Gifts from Governmental Entities and Direct Support Organizations and Honorarium Event Related Expenses forms within thirty (30) days of appointment and by July 1 of each year thereafter. Each person required to file Form 1 or Form 6 must file Form 9, quarterly Gift Disclosure, with the Secretary of State on the last day of any calendar quarter following the calendar quarter in which he or she received a reportable gift. Form 9 need not be filed if no such gift was received during the calendar quarter.

VI. Additional Requirements of this Code

*** A. Frequent-Flyer Miles Earned Through State-Reimbursed Travel**

Employees may sometimes be required to travel on State business, requiring them to spend evenings and weekends away from their homes and families. Per diem reimbursements often do not fully reimburse the employee for out-of-pocket travel expenses. As a matter of general policy, any frequent-flyer miles and/or bonus miles

→ next page



awarded to an employee as a result of State-reimbursed travel may be used for personal use by the employee.

B. Serving As Officers/Directors Of Governmental and Non-Governmental Entities

Employees may serve on the boards or commissions of governmental entities, subject to the approval of the Governor's general counsel.

Except as set forth below, no employee shall serve as an officer or director of any non-governmental corporation, company, partnership or other entity, regardless of its private or public ownership or its for-profit or not-for-profit status. The following are exceptions to this restriction:

(1) subject to approval from the Governor's general counsel, an employee may serve as an officer or director of a non-governmental, non-profit corporation, company, partnership or other entity that does not seek funding from the State;

(2) subject to approval from the Governor's general counsel, an employee may serve as an officer or director of a non-governmental, non-profit corporation, company, partnership or other entity that seeks funding from the State if (a) serving in that capacity is directly related to the employee's employment and (b) the employee has been requested to do so by the Office of the Governor (or, in the case of employees at the executive agencies, by his or her agency) or is required to serve in that capacity by statute, rule, executive order, or other applicable law; and

(3) subject to approval from the Governor's general counsel, an employee may serve as an officer or director of a non-governmental, for-profit corporation, company, partnership or other entity that does not seek or receive funding from or do business with the State and that is closely-held or family-owned or operated. For example, an employee who, along with other family members, is an officer or director of an entity that owns rental property could seek approval under this exception.

Voluntary, pro bono services on behalf of non-profit organizations may be permitted, so long as services to such organizations would not have the potential to create a conflict and do not impair the employee's ability to discharge his or her public duties fully and faithfully. The prohibitions relating to soliciting gifts do not restrict employees from soliciting charitable contributions from lobbyists or principals, so long as the employee or any relative does not control or work for the non-profit organization.

C. Dual Employment

No employee may have any on-going dual employment or dual compensation without prior approval from the chief ethics officer.