Executive Committee
Meeting Agenda
Thursday August 13, 2026
8:00 a.m. to 9:00 a.m.
Location: Microsoft Teams
This is a virtual or call-in meeting only
[Join Microsoft Teams Meeting]
Call-in 1-786-600-3104
Conference ID: 819 592 380#

AGENDA

Call to Order – David Kraft, Chair

Action Items – David Kraft

- Approval of Consent Agenda – David Kraft
    - Approval of June 11, 2026, Executive Committee Meeting Minutes
    - Approval of Revised CSS Policy 08-21 Travel Authorizations

CEO Report – Joshua Matlock

Finance Reports- Robin Dawson

Staff Reports

- Kathy Bouchard
- Anthony Gagliano

Public Comments/Closing Remarks – David Kraft

Adjournment – David Kraft

Next Executive Committee Meeting: September 10, 2026, at 8:00am

Location: Virtual Microsoft Teams Meeting

*Members shall disclose any voting conflict as required under Florida Statute 112.2143 and abstain from discussion or voting on any business that would inure to his or her special private gain or loss.

Consent Agenda

CareerSource Suncoast
Combined Executive Committee
Meeting Minutes
Teams Virtual Meeting
Thursday, June 11, 2026
8:00 a.m.

Absent Present	Executive Committee Members
P	David Kraft, Vision Consulting Group, Inc.
P	Shaun Polasky, Helios Technologies
P	Eric Troyer, Kerkering, Barberio & Company
P	Jim Bos, MBJ Group, LLC.
A	Lisa Eding, Teak Decking Systems
	Staff Present: Joshua Matlock, Anthony Gagliano, Kathy Bouchard, Robin Dawson, Christina Witt, Michelle Snyder, Karima Habity, James Disbro, Lori Sardinas

I. Call to Order
David Kraft, Chair, called the meeting to order at 8:01 a.m. Attendance was recorded, and a quorum was established.

II. Action Items- Executive Committee
Approval of May 13, 2026, Executive Committee Meeting Minutes
David Kraft requested a motion to approve the May 13, 2026, Executive Committee meeting minutes.

Motion: Eric Troyer **Second:** Jim Bos

The motion passed unanimously.

Approval of PY2026-2027 Budget
Robin Dawson reviewed the budget packet. A copy of the budget was provided in the meeting materials.

David Kraft requested a motion to approve PY2026-2027 Budge

Motion: Jim Bos **Second:** Shaun Polasky

The motion passed unanimously.

III. CEO Report – Joshua Matlock
Joshua Matlock provided updates on the following items: Federal and legislative funding updates, State Board meeting outcomes and WIOA performance policy changes, PY2026-2027 goals and staff re-alignment, and a training provider grievance fair hearing request.

June 11, 2026, Executive Committee Agenda - CareerSource Suncoast

IV. Staff Reports

Kathy Bouchard
Kathy Bouchard provided updates on the following items: Staffing/state positions filled, organizational realignment and internal staff promotions.

Anthony Gagliano
Anthony Gagliano provided updates on the following items: Financial Empowerment and banking partnership, CareerSource Suncoast Care Economy Apprenticeship Accelerator event, Small Business Administration event, Summer Youth Employment program graduation, apprenticeship expansion and national speaking engagements.

V. Public Comment/Closing Remarks – David Kraft

None

VI. Adjournment – David Kraft

Next Executive Committee meeting is scheduled for August 13, 2026.

Location: Virtual Teams Meeting

David Kraft adjourned the meeting at 9:09 a.m.

Respectfully submitted,

Joshua Matlock
Joshua Matlock (Aug 3, 2026 09:46:49 EDT)

Joshua Matlock
President/CEO

CAREERSOURCE SUNCOAST
Policy Approval
Executive Committee Summary
August 13, 2026

Background Information:
CareerSource Florida Administrative Policies are business rules, requirements, processes and responsibilities that expand, explain, or further specify federal or state legislation or policies developed by FloridaCommerce. As CareerSource Florida (CSF) approves new Administrative and/or Strategic Policies, CareerSource Suncoast will review these policies to create or revise existing CSS policy and procedures for proper alignment. FloridaCommerce requires local boards to present all local policies to the Board of Directors for review and approval. Outlined below is one (1) CSS Board Policy revision for your review and approval.

Summary of Policy Revision:

<u>Policy# 08-21 Travel Authorizations</u>

This policy was updated to align with changes to the State Travel manual, Division of Accounting and Auditing Reference Guide for State Expenditures, and FloridaCommerce memos regarding travel.

Major Revisions include:
1. Development of a Mission Critical Travel memo signed by the President/CEO.
2. Official Headquarters definition update and clarification on headquarters for remote work.
3. Increase the hotel travel lodging amount to the allowable $225.00 per night.
4. Car rental utilization by the state approved contractor.
5. Updated process for approval and reimbursement.
6. Approval/Justification for not utilizing joint travel opportunities. If there is no justification provided, the traveler will cover any cost associated with not using available joint utilization.
7. Clarification on per diem time frame calculation.

Requested Action:
A motion that the Board of Directors approve the revised Policy# 08-21 Travel Authorizations

Respectfully submitted,

Christina Witt
VP, Workforce Integration

POLICY# 08-21

Policy: Travel Authorizations and Reimbursements	**Page** 1 of 13
Program: Workforce Innovation and Opportunity Act (WIOA)	
Section: Finance/Operations	
Date of Issuance: 12/9/2021	**Revision Date:** 8/13/2026
Distribution: CareerSource Suncoast Staff Members	

Background

Florida Statutes outline the rules and regulations applicable to Board travel and reimbursement allowability. Florida Statute Section 112.061(3)(a) states: All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid.

Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established by Florida Statute s. 112.061 and shall follow all applicable federal and state requirements.

Purpose

The purpose of this policy is to establish guidelines and procedures for travel authorization and reimbursement for costs incurred by staff, board members, or others authorized persons.

Policy

Career Source Suncoast (CSS) will comply with requirements of Florida Statutes, and other applicable federal and state requirements as they apply to travel authorization and reimbursement for jointly managed state and board employees authorized to travel for Board business. On July 1, 2010, Florida Statute 445.007(10) made CSS subject to Florida Statute, Section 112.061. On July 8, 2010, the Executive Committee of the Board designated the President/Chief Executive Officer (CEO) and the Chief Operating Officer (COO) to authorize staff, sub-recipients, consultants, and Board Members to incur travel expenses.

All travel must be pre-approved by the previously noted designees in advance. Traveler will be limited to those reasonable and necessary expenses incurred by them in the performance of a public purpose authorized by the law to be performed by CSS. Per diem allowances and travel expenses may be reimbursed at the standard travel rates established by FS 112.061, in compliance with all federal and state requirements, as further outlined in this policy. The Board may make advances to cover anticipated costs of travel to travelers.

These rules and regulations do not apply to funds that do not flow through state agencies. Such as unrestricted or direct federal funding. The CEO has authority to exceed caps outlined within this policy at his discretion when unrestricted funding is used for travel expenses. Direct federal funding use will follow all federal rules and guidelines.

Definitions:

Authorized person or authorized traveler: Board employee, jointly managed state employees, board member, or other persons traveling on Board business who are authorized to incur travel expenses in performance of Board duties. This expressly includes consultants and advisers, per Section 112.061(2)(e)2, F.S.

Class A Travel: Continuous travel of 24 hours or more away from Board headquarters. Overnight absence from Board headquarters must be reasonable and necessary to conduct Board business.

Class B Travel: Continuous travel of less than 24 hours which involves overnight absence from Board headquarters. The travel day for Class B begins at the same time as the travel period. Overnight absence from official headquarters must be reasonable and necessary to conduct Board business.

Class C Travel: Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

- NOTE: Per FS Section 112.061(15), Class "C" Travel does not allow for per diem meal reimbursements.

Complimentary/Gratuitous Transportation: Transportation which is provided free of charge by another RWB authorized traveler in a travel status. A traveler shall not be allowed either mileage or transportation expenses if gratuitously transported by another traveler who is entitled to mileage or transportation expense. The traveler should still show how and with whom he/she traveled when requesting reimbursement for other costs incurred during travel.

Conference/Convention: The coming together of people with a common interest or interests for the purpose of deliberations, interchange of views, the removal of differences or disputes and discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops that are large formal group meetings programmed and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems.

State Agency Organized Meeting, Conference, or Convention: Refers to any meeting, conference, or convention for which another state agency, FloridaCommerce staff, CareerSource Florida, or other FloridaCommerce partner entity or sub-recipient is involved in selecting the location or planning the activities to be conducted.

State Agency Sponsored Meeting Conference or Event: Refers to any meeting, conference, or convention for which another state agency, FloridaCommerce, CareerSource Florida, or other FloridaCommerce partner entity or sub-recipient has contributed money for the event to be held. This excludes membership and registration fees.

Travel Advances – An advance disbursement of funds prior to actual travel.

Official Headquarters: Per Section 112.061(4), Florida Statute, the headquarters of an authorized traveler assigned to an office shall be the city or town in which the office is located except that:

- For Board members, the headquarters is the primary address for the Board. {Source: Section 112.061(4), F.S.}

- The official headquarters of staff shall be the city or town nearest to the area where the majority of the work is performed, or such other city, town, or area, as may be designated by the President/CEO—provided that in all cases such designation must be in the best interests of the CSS and not for the convenience of the person.
    - *Note: Official headquarters may be temporarily reassigned for the day or other time period.*
- An employee's approved telework or hybrid work schedule does not, by itself, change that employee's official headquarters. Regardless of the number of days worked from home, the employee's official headquarters remains their assigned CSS office location.
- When any Board employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town shall be the Board headquarters and the employee shall not be allowed per diem or subsistence, as provided in this section, after the period of 30 continuous workdays has elapsed, unless this period is extended by the express approval of the board of directors or their designee. {Source: Section 112.061(4), F.S.}
- An authorized traveler may leave their assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from their regular duties shall be taken as PTO leave and authorized in the usual manner. The traveler shall not be reimbursed for travel expenses more than the established rate for per diem allowable had the traveler remained at the assigned post. However, when a traveler has been temporarily assigned away from the Board headquarters for an approved period extending beyond 30 days, the traveler shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period actually taken to their home in addition to pay and allowances otherwise provided.

MEALS AND PER DIEM:
Reimbursements for meals are only allowable when in authorized Class A or Class B travel status and for those who are approved for reimbursement of those meals. Reimbursement of meals for Class C travel status is not allowed. {Source: Section 112.061, F.S and 445.007(10), F.S.}

Per Section 112.061(6)(b), F.S., the current approved meal allowance rates are as follows:

- **Breakfast - $6.00** *when travel begins before 6 am and extends beyond 8 am*
- **Lunch - $11.00** w*hen travel begins before 12 noon and extends beyond 2 pm*
- **Dinner - $19.00** w*hen travel begins before 6 pm and extends beyond 8 pm*

Per Section 112.061(6)(c), F.S., when a meal is included in a registration fee, the meal allowance must be deducted from the reimbursement claim, even if the traveler decides for personal reasons not to eat the meal. As provided in Attorney General Opinion 081-53, a continental breakfast is considered a meal and must be deducted if it is included in a registration fee. {Source: Section 112.061(6)(c), F.S.}

In the case where a meal is provided by a hotel or airline to all guests, the traveler will be allowed to claim the meal allowance by law.

In determining the starting or ending time for the travel event, the time of day is important. When returning during work hours, the official work site location should be the return destination, unless otherwise approved in advance. If returning one hour after or one hour before work hours, the destination, and therefore the point when travel concludes, is the traveler's home. The same considerations apply for determining when travel begins. This determination is used solely to establish travel time and does not govern mileage reimbursement, which is calculated separately under the Local Mileage provisions of this policy. The return destination should be the shortest distance from the starting point.

Per diem may be used to calculate reimbursement due for days of travel which do not include hotel costs, for example, the final day of a trip. The allowable rate for per diem is currently $80.00 (Eighty dollars), as provided for in Section 112.061(6)(a)1, F.S. All claims for per diem and subsistence must be within the limitations set forth in this section of the statutes.

All travelers are allowed either (1) the authorized per diem for each day of travel or (2) if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in Section 112.061(6)(b), F.S., plus actual expenses for lodging at a single occupancy rate if paid directly by the traveler. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. A travel day is a 24-hour period running from midnight to midnight and is split into four distinct 6-hour quarters:

- **1st Quarter:** 12:01 a.m. to 6:00 a.m.
- **2nd Quarter:** 6:01 a.m. to 12:00 noon
- **3rd Quarter:** 12:01 p.m. to 6:00 p.m.
- **4th Quarter:** 6:01 p.m. to 12:00 midnight

Travelers may only switch from actual to per diem while on Class A travel on a midnight-to-midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed $20.00 (Twenty dollars) for each quarter from the time of departure until the time of return. {Source: 69I-42.006, F.A.C.}

Transportation (Mileage Reimbursement, Rental Cars, Air Travel):
According to Section 112.061(7)(a), Florida Statute, states: All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. Travelers are encouraged to use the most economical means of travel when feasible. The most economical mode of travel is determined by the following conditions:

- The nature of the business. {Source: Section 112.061(7), F.S.}
- The most efficient and economical means of travel, considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required. {Source: Section 112.061(7), F.S.}
- The number of people making the trip and the amount of equipment or material to be transported. {Source: Section 112.061(7), F.S.}
- Authorized travelers with a common destination are required to consider and evaluate joint utilization of vehicles.
- Approval for anything other than joint utilization must be requested in advance on the Travel Authorization Request form and must include justification. In the event transportation other than the most economical class is provided at the preference of the traveler, the charges in excess of the most economical class must be paid by or refunded by the traveler to the agency.
    - For example: If a traveler opts out of an available carpool to a common destination, they will not be reimbursed for mileage.

Use of Personal Vehicle:
When using a personal vehicle for business travel the following rules apply:

- Employees traveling to a common destination are required to consider and evaluate joint utilization of vehicles. Approval for anything other than joint utilization must be requested in advance on the Travel Authorization Request form and must include justification.

- If travel is complimentary, "COMP" should be entered in the map mileage column of the travel authorization. No reimbursement shall be made for gratuitous transportation. {Source: Section 112.061(7)(h) & Recommended Best Practice.}
- The traveler is entitled to mileage allowance at a fixed rate of **44.5 cents per mile** when using a personal vehicle. The reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used in public business and reimbursement is made via mileage allowance. {Source: Section 112.061(7)(d), F.S.}
- The point of origin of travel is the geographic location of a traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination.
- Map Mileage is travel from city to city based on the official Florida Department of Transportation (FDOT) highway map located at FDOT Official Highway Mileage Viewer.
- Vicinity mileage is travel within city limits and/or the additional miles driven over the FDOT Map Miles.
- Vicinity mileage necessary to conduct Board business must be shown separately on the *Travel Reimbursement / Reconciliation Request* form. Justification must be provided if the traveling employee logs vicinity miles in excess of 50 miles per day.
- Local vicinity and map mileage claimed must include a description with the address and purpose of the trip.
- Mileage claimed must be from point of origin to destination based on the official FDOT highway map located at the web site below. {Source: Section 112.061(7)(d)3, F.S} FDOT Official Highway Mileage Viewer.
- The CSS *Mileage Chart* for distances between CareerSource Suncoast (CSS) offices is published on the CareerSource Suncoast SharePoint in the Documents - Travel Forms - All Documents (sharepoint.com) folder. Staff members are required to use these distances when claiming Class C travel (day trips) when traveling between CSS offices.
- Flexibility may exist when other cost savings are considered. For example, multiple travelers might carpool to avoid multiple airport parking fees. In this case, the mileage used to pick up other travelers can be claimed. {Source: 69I-42.008(4), F.A.C. & Recommendations Best Practice.}
- Mileage cannot be claimed while in a rental vehicle if the cost of that vehicle is reimbursed by the Board. Reimbursement shall be for the cost of mileage or the cost to rent the vehicle, whichever is more economical and authorized by the appropriate Board designee. {Source: Section 112.061, (7)(d)1, F.S.}
- Traveling employees shall not be paid a mileage allowance for travel between their residence and their headquarters, assigned work location for the day, or regular work location. An employee may claim mileage from their home to a work location outside their official headquarters if travel begins more than one hour before or one hour after the traveler's regular work hours and provided the miles claimed do not exceed the miles actually driven. {Source: 69I-42.008(4),.A.C.}
- Local mileage will be reimbursed based on the actual map mileage, not estimates, except in the case of locations listed on the CSS Mileage Chart. The most direct driving route between the point of origin and each destination must be used. For telecommuters, on telecommuting days, the point of origin will be the driver's official headquarters location or the driver's home, whichever is closer to the (first) destination. Each stop must be documented with the name of the business or person, address, and purpose of the trip. CSS will not reimburse mileage for commuting between home and the employee's headquarters location. This policy includes temporary headquarters locations, such as when an employee is assigned to a different location for the day.

- When calculating mileage reimbursement, the amount must be rounded down. {Source: 2 CFR 230, Appendix B, Paragraph 16 (OMB A-122)}

Rental Cars:

When using a rental vehicle for business travel, the following rules apply:

- Use of the state contract vendor for renting vehicles and should be used unless:
  - The use of another rental company provides lower net rates that include primary insurance coverage as listed in State contract, payment of the collision damage waiver fee, and controlled fuel price; or
  - When the State contracted provider cannot provide vehicles; or
  - When it is not feasible due to travel time or distance to a State contracted rental company.
- Consult the current contract for rate information and specific coverage: State Term Contract-DMS-Rental Vehicles. Vehicles rented from companies other than the State contracted vendor must include primary insurance coverage. Inquire prior to rental verify primary insurance coverage is provided. All major rental companies provide primary insurance coverage, but many small companies provide secondary coverage with the renter's personal vehicle insurance coverage serving as primary.

  NOTE: Traveling employees should purchase collision damage insurance if a vehicle is rented from a vendor other than the State contracted vendor.
- Traveling employees are to request to rent a Class "CCAR," compact car. Rental of larger vehicles must be properly justified, or reimbursement will be reduced. Upgrades by the State contract vendor at no additional cost are acceptable.
- Rental vehicles should be rented as close to the time of departure as reasonably allowed. Furthermore, rental vehicles should be returned as soon as possible upon the traveler's return. Failure to do so may result in a reduction of the reimbursement.
- In areas where a non-airport rental facility exists at a comparable proximity, the non-airport facility should be used to avoid airport fees and surcharges.
- Rental Vehicles should be fueled according to rental agency instruction. Fuel should be purchased from self service facilities to avoid unnecessary fuel or convenience charges. All fuel receipts must be accompanied by a rental car receipt.

Airline Travel:

Travelers are encouraged to use the most economical means of travel when feasible.

- Travel agency surcharges may be reimbursed if properly justified and a receipt is provided.
- The traveler must provide a passenger receipt to be reimbursed for their airfare. An itinerary is acceptable as a receipt for electronic tickets.
- Penalty for cancellation or exchange of a ticket may be paid by the Board, only if the cause for the cancellation is in the best interest of the Board, or if the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family. Justification should be included with the request for reimbursement. {Source: 69I-42.007(5), F.A.C.}
- Transportation by chartered vehicles (including airplanes, buses, etc.) when traveling on Board business may be authorized when necessary or where it is to the advantage of the Board, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicles, as allowed under Section 112.061(7)(d), F.S. {Source: Section 112.061(7)(e), F.S.}.

- A traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight. The owner or pilot of such aircraft is also entitled to transportation expenses for the same flight. {Source: Section 112.061(7)(h)}
- All Travel Authorizations must include two airline quotes.

<u>Commercial Air Travel</u>
Section 2 of the Code of Federal Regulation, Part 200, section 200.475(e), states the following rules apply:

- Airfare costs in excess of the customary and standard commercial airfare (coach or equivalent), Federal Government contract airfare (where authorized and available), or the lowest commercial discount airfare are unallowable except when such accommodations would:
  - Require circuitous routing;
  - Require travel during unreasonable hours;
  - Excessively prolong travel;
  - Result in additional costs that would offset the transportation savings; or
  - Offer accommodations not reasonably adequate for the traveler's medical needs.

The non-profit organization must justify and document these conditions on a case-by-case basis for the use of first-class airfare to be allowable in such cases.

- Unless a pattern of avoidance is detected, the Federal Government will generally not question a non-profit organization's determinations that customary standard airfare or other discount airfare is unavailable for specific trips if the non-profit organization can demonstrate either of the following:
  - That such airfare was not available in the specific case; or
  - That it is the non-profit organization's overall practice to make routine use of such airfare.

<u>Other than commercial carrier</u>**:**
Costs of travel by non-profit organization-owned, -leased, or –chartered aircraft include the cost of lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs. The portion of such costs that exceeds the cost of allowable commercial air travel is unallowable.

Lodging Expenses:
The Code of Federal Regulation, Part 200, section 200.475(b), Lodging and Subsistence states: Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the non-profit organization in its regular operations as a result of the non-profit organization's written travel policy. In addition, if these costs are charged directly to the Federal award, documentation must justify that:

- Participation of the individual is necessary to the Federal award; and
- The costs are reasonable and consistent with the non-Federal entity's established travel policy.
- The costs are a direct result of the individual's travel for the Federal award;
- Are only temporary during the travel period;
- Travel costs for dependents are unallowable, except for travel of a duration of six months or more with prior approval of the Federal awarding agency.

The following rules and documentation requirements apply:

- An itemized hotel receipt must be submitted to claim reimbursement (a credit card receipt is not sufficient). {Source: 69I-42.006, F.A.C.}
  - The use of third-party travel sites (Hotels.com, Travelocity, etc.) are not allowed, as they do not provide an itemized hotel receipt.
- All other reimbursable expenses included on a hotel receipt, such as parking or phone calls, should be properly listed in the incidental column of the *Travel Reimbursement / Reconciliation Request* form if paid by the Traveler.
- Employees can only be reimbursed at the single occupancy rate. {Source: Section 112.061(6)(a)2, F.S.}
- Overnight lodging may not be reimbursed if travel is within 50 miles of headquarters or residence, unless the circumstances necessitating overnight travel are fully explained by the traveler and approved by the President/CEO or COO justification to be attached to the Travel Authorization Form.
  - Criteria for approval shall include late night or early morning job responsibilities and excessive travel time because of traffic conditions.
- Hotel expenses over the daily room rate of $225 require justification and approval prior to traveling. Travel for meetings, conferences, or conventions that were organized or sponsored by a state agency, including FloridaCommerce, CareerSource Florida, a Local Workforce Development Board (LWDB), or any other partner entity or sub recipient of FloridaCommerce may **not** exceed $225 per night.
  - Hotel rates exceeding the $225 per night must be accompanied by three price comparisons for the same dates, room type, and area of travel.

REIMBURSABLE INCIDENTAL EXPENSES:

The below expenditure types are required to be accompanied by a receipt, unless otherwise noted. These expenses should be listed in the incidental column of the *Travel Reimbursement / Reconciliation Request* form.

- Taxi, or other means of rideshare such as Lyft or Uber fares in excess of $25, require a receipt. Amounts less than $25.00 do not require a receipt.
- Storage, parking fees, and tolls require a receipt if in excess of $25 on a per transaction basis. Such fees are not allowed on a weekly or monthly basis unless such a method results in savings to the Board.
- Dry cleaning, laundry, and pressing expenses when official travel extends beyond seven days and such expenses are necessary to complete the official business portion of the trip.
- Passport and visa fees required for official travel.
- Fees charged for the purchase of traveler’s checks for official travel expenses.
- Fees for the exchange of currency necessary for official travel.
- Cost of maps necessary for conducting Board business.
- Travelers may check one bag when not included in the price of airfare. Fees for more than one bag must be justified.
- Communication expenses for business-related fax, telephone and internet use can be reimbursed with proper justification. Personal telephone calls made are not a reimbursable communication expense.
- Tips paid to taxi or rideshare programs drivers that do not exceed 15 percent of the fare are reimbursable and do not require a receipt.
- The actual amount of tip paid for mandatory valet parking is not to exceed $1 per occasion is reimbursable and does not require a receipt.

- The actual portage paid shall not exceed $1 per bag, not exceed $5 per incident are reimbursable and do not require a receipt. Portage charges exceeding $5 per incident will require additional justification.
    a. *Note: The number of bags must be stated on the travel reimbursement request.*
- Expenses related to lost keys or keys locked in a vehicle due to an individual's negligence are not reimbursable expenses.

CONFERENCE AND CONVENTION TRAVEL:
Public funds shall not be expended for attendance at conferences or conventions **unless**:

- The main purpose of the conference or convention is in connection with the business of the Board and is directly related to the performance of statutory duties and responsibilities of the Board. {Source: Section 112.061(6)(a), F.S. & 69I-42.004(1), F.A.C.}
- The conference or convention will provide a direct educational or other benefit supporting the duties of the traveler. {Source: 69I-42.004(1), F.A.C.}
- The duties and responsibilities of the traveler seeking to attend such a meeting are compatible with the objective of the conference or convention. {Source: 69I-42.004(1), F.A.C.}

No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by CareerSource Suncoast.

The Board may pay the registration fee directly to the conference or convention sponsor or allow the traveler to include the registration fee in the calculation of their travel costs and reimburse the traveler. {Source: 69I-42.004(4), F.A.C.} The following rules and documentation are required for conference and convention travel:

- Travel to a conference or convention must be approved in advance by the President/CEO, COO,, or their designee. Benefits to CareerSource Suncoast must be indicated on the *Travel Authorization Request* form. {Source: 69I-42.004(2), F.A.C.}
- The approved *Travel Authorization Request* form must be submitted with the *Travel Reimbursement / Reconciliation Request* form to receive payment. {Source: 69I-42.004(2), F.A.C.}
- A copy of the program or agenda of the conference or convention itemizing the registration fees and any meals or lodging included in the registration fee shall be attached to the *Travel Reimbursement / Reconciliation Request* form when submitting for payment. {Source: 69I-42.004(3), F.A.C.}
- If no agenda is available, or if the agenda attached is not clear as to what is included in the registration fee, the traveler will make a statement on the *Travel Reimbursement / Reconciliation Request* form as to the extent of the meals included in the registration fee. The travel reimbursement request must be reduced by the applicable meal allowance. {Source: 69I-42.004(3), F.A.C.}
- Travel for a conference or convention must be determined to be mission critical and must be listed on the President/CEO Mission-Critical Travel Memorandum.
- Copy of agenda for event <u>denoting sessions attended</u> must be attached to *Travel Reimbursement / Reconciliation Request* form.

If staff are traveling the day before the meeting and spending the night, they will be expected to leave the office at a reasonable time to get to the destination by 5 p.m.

Unless something unexpected occurs or a member of staff has special permission to leave a training session or conference early, staff will be expected to stay until the end of the session.

For non-exempt staff, the time marked on time sheets should reflect the actual travel time and time involved at the workshop or meeting, if it lasts all day. In most cases, attendance at receptions or other events after conference sessions have ended is not mandatory and should not be marked as time worked. Exceptions must be approved in advance.

Individuals attending conferences and conventions will share information obtained with colleagues upon return.

Travel Advances:

- A request for advance on Travel Expense must be completed and approved by the traveling employee, the employee's supervisor, and the President/CEO or COO. Travel advances are made in accordance with 691- 42.005 F.A.C.
- Travel advances shall not exceed 80 percent of the estimated travel expenses that will ultimately be reimbursed to the traveling employee and will not be less than $100. An exception may be made to this 80 percent restriction to take advantage of a substantially discounted common carrier ticket.
- Travel advances cannot be requested earlier than 10 days before the travel period begins without written justification of circumstances that necessitate an exception to this restriction.
- Travel advances should not be requested if the traveling employee has a CSS assigned purchasing card, unless extenuating circumstances due to a declared emergency, such as natural disaster or power outage, prevent the use of the card. Any other exceptions to this directive must be justified in writing and approved in advance.
- Travel advances requested solely to cover fuel costs are not justifiable.
- When the advance travel period has ended, the traveling employee must complete a *Travel Reimbursement form*. The form must cover the travel period for which they received an advance. The form must be completed within five days of the employee's return to his or her headquarters. If an employee was advanced funds in excess of the travel expenses allowed for a particular travel period, a refund check or money order must be submitted to accounting within five days of the employee's return to their headquarters.
- A traveling employee may not have more than one travel advance outstanding at any time.

Reimbursement of Travel Expenditures by Individuals with Disabilities:
For individuals covered under the Americans with Disabilities Act (ADA), there are special provisions for travel reimbursement that apply. {Source: 69I-42.012, F.A.C.}

When a disabled traveler incurs travel expenses in excess of those ordinarily authorized pursuant to Section 112.061, F.S., and such excess travel expenses were incurred to permit the safe travel of that handicapped traveler, those excess expenses will be reimbursed by the Board to the extent that the expenses were reasonable and necessary to the safe travel of the individual. All such claims for reimbursement of excess travel expenses shall be submitted in accordance with the requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. {Source: 69I-42.012, F.A.C.}

When a payment is requested pursuant to the Americans with Disabilities Act, which would not otherwise be authorized travel reimbursement, the vouchers must include a signed statement from the President/CEO or COO or his designee certifying that:

- A CSS employee, an applicant for a position or other covered person has requested "reasonable accommodation" pursuant to the ADA, to assist him in performing his duties, applying for a position, or other covered activity. {Source: 69I-42.012, F.A.C.}

- CSS has determined that the individual is a “qualified individual with a disability” as defined in the ADA. {Source: 69I-42.012, F.A.C.}
- CSS has determined that the payment is for “reasonable accommodation” pursuant to the ADA, for that employee, applicant, or person. {Source: 69I-42.012, F.A.C.}
- The Board will maintain all records related to this request for seven years and make those records available for review to people authorized to review such records. {Source: 69I-42.012, F.A.C.}

All vouchers related to providing “reasonable accommodation” shall contain a file number or other code by which the voucher can be readily traced to the confidential records maintained by the Board pursuant to paragraph (C)(4) above. {Source: 69I-42.012, F.A.C.}

Emergency Situations:
When an employee or authorized person away from his or her official headquarters on personal time is required to travel because of a business-related emergency situation, the following shall apply:

- The traveler may be reimbursed for travel expenses incurred by themselves in traveling from their actual point of origin to their point of destination, which may be their official headquarters.
- If personal circumstances necessitate the traveler to return to their actual point of origin after the emergency situation has ended rather than returning to or staying at their official headquarters, the traveler may be reimbursed their travel expenses to return.
  - For example, an individual on personal time in California whose official headquarters is Tallahassee is required to travel back to Tallahassee because of an emergency situation. If due to personal circumstances the individual is required to travel back to California after the emergency situation has ended instead of remaining in Tallahassee, the individual may be reimbursed their travel expenses to return to California.
- If the traveler is able to return to or remain at their official headquarters, they may only be reimbursed the excess of their necessary travel expenses for the emergency situation over what they would have incurred for their own personal convenience. Detail of the cost shall be provided showing the net cost of what the traveler would have incurred against their actual cost of returning.
- The traveler's reimbursement request for travel expenses claimed from an actual point of origin rather than their official headquarters shall contain an explanation of the emergency situation that necessitated their travel from such point.
- If an authorized traveler has incurred certain unrecoverable costs associated with personal plans and is unable to conduct such plans due to an emergency situation, such costs that are not recoverable may be reimbursed by the agency. Requests for reimbursement must be in writing and provide the circumstances of the emergency situation which prevented the traveler from carrying out his plans and shall clearly document the unrecoverable costs incurred by the person.

Travel Request/Approval Process:
A *Travel Authorization Request* form must be completed in **advance** and signed by the staff traveling, immediate Supervisor and either the President/ CEO or the COO for trips under Class A and Class B Travel. **Failure to obtain authorization in advance will result in no reimbursement of costs.** This includes any and all requested or necessary Travel Advances.

- Complete the CSS *Travel Authorization Request* for. The request must include the following applicable supporting documentation.
  a. Agenda or program for the conference/meeting.
     i. Mandatory for approval.

        ii. Generic Agenda showing meals/lodging included when available at time of completion.
    b. Conference Registration fee if applicable
    c. If Applicable, costs for:
        i. Airfare – Fares must be the most economical cost available and include two quotes.
        ii. Hotel (with number of nights & rates)
            1. Florida hotels are tax exempt. The nightly rate on the TA form should include the nightly rate, and any mandatory resort fees.
            2. Hotels outside of Florida are not tax exempt. The nightly rate on the TA form should include the nightly rate, taxes, and any mandatory resort fees.
            3. Do not include unnecessary information on the hotels such as advertisements, lengthy disclaimers, etc.
            4. Include information showing the cost is a negotiated rate with a conference when applicable.
            5. Must match signed TA exactly before booking.
    d. Conference/Event Registration fees
    e. FDOT map mileage from point of departure (using FDOT map only) — **no MapQuest, Google Maps, etc.**
    f. Fees for parking, baggage, etc.
    g. If applicable, Justification for the following:
        i. Mileage to destination is **less than 50 miles** and traveler requests overnight stay. This must be approved by Executive leadership and noted on the travel authorization.
        ii. Travel begins from a location other than headquarters or home (emergencies).

- Email the completed Travel Authorization form to accounting@careersourcesc.com. **DO NOT COPY ACCOUNTING ON THE ADOBE SIGN PROCESS. ONLY SEND AFTER IT HAS BEEN COMPLETED** and indicate if there is a request for an advance.
- If payment and/or bookings for travel are required (i.e., Registrations, hotel bookings, flights, etc.) submit a Payment/Purchase Service order request for processing.
- All travel arrangements and registration for conferences and meetings, once authorized, will be made through the CSS designated staff unless other authorization is given.

Travel Reimbursements/Reconciliations:

A *Travel Reimbursement / Reconciliation Request* form for *Class C* travel only requesting reimbursement for day travel in region (local mileage within Sarasota and Manatee Counties) must be completed at least monthly.

A *Travel Reimbursement / Reconciliation Request* form for *Class A* or *Class B* travel must be completed within five (5) working days of the return to the office, even if the net amount due the traveler is zero. The *Travel Reimbursement / Reconciliation Request* form must have the following items attached when applicable:

- Approved Travel Authorization (mandatory backup).
- Itemized hotel folio showing dates of check-in and departure. Credit card receipt is not sufficient, and the folio Must show zero balance if prepaid.
- Conference/Meeting agenda verifying event dates, sessions attended, and meals provided

- FDOT mileage map printout for each mileage claim. If carpooling and no mileage is claimed, please make a notation on the reimbursement form reason for no mileage and who you carpooled with.
- FDOT Vicinity mileage map printout for each mileage claim (if applicable).
- Receipts for all reimbursable expenses, including:
  - Parking
  - Tolls
  - Baggage fees
  - Taxi/rideshare
  - Incidentals (must be listed separately)
- Any advances for travel must be noted and deducted on the *Travel Reimbursement / Reconciliation Request* form. If the advance was less than your expenses, CSS will reimburse you based on the receipts and information on the form. If your advance is more than your expenses, you will reimburse CSS the difference in overpayment.

Email the completed *Travel Reimbursement / Reconciliation Request* form to accounting@careersourcesc.com. **DO NOT COPY ACCOUNTING ON THE ADOBE SIGN PROCESS. ONLY SEND AFTER IT HAS BEEN COMPLETED** and indicate if there is a request for an advance.

Attachments:
None. The Travel Authorization Request form, Travel Reimbursement / Reconciliation Request form, and Mileage Chart are published on the CareerSource Suncoast SharePoint.

References:
- eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Chapter 112 Section 061 - 2011 Florida Statutes - The Florida Senate
- Section 445.007, Florida Statute
- eCFR :: 2 CFR 200.475 -- Travel costs.

Supersession:
Supersedes and Replaces Travel Authorization and Reimbursement Policy #01-05R15 dated 02/18/2021

Inquiries:
Any questions about this policy should be directed to the CEO, COO, CFAO and/or their designee.

CEO REPORT

Joshua Matlock

CareerSource SUNCOAST

FINANCE REPORTS

CareerSource Suncoast

Expenditure To Budget Report - Summary

Program Year July 1, 2025 thru June 30, 2026

As Of 6/30/26 (with accruals)

	PY TOTAL BUDGET MOD #2	RESTRICTED EXPENSES YTD	BUDGET BALANCE	% OF BUDGET EXPENDED	NOTES
PERSONNEL COSTS					
SALARIES/FRINGE BENEFITS	$4,512,858	$4,138,879	$373,979	92%	
STAFF TRAINING & EDU	$38,919	$40,685	-$1,766	105%	Over budget - new program requirement training was avail in June
TOTAL PERSONNEL COSTS	$4,551,777	$4,179,564	$372,213	92%	
FACILITY COSTS	$512,000	$469,540	$42,460	92%	
EQUIP & FURNITURE	$35,947	$41,148	-$5,201	114%	Over budget - laptops needed for in-house SYEP job skills workshop with yth in June
OPERATING COSTS:					
ACCOUNTING/AUDIT	$87,032	$64,760	$22,272	74%	
CONSULTANTS/LEGAL	$53,500	$49,849	$3,651	93%	
GENERAL INSURANCE	$58,836	$51,005	$7,831	87%	
OFFICE SUPP & EXP	$31,609	$24,235	$7,374	77%	
TRAVEL & MEETINGS	$73,000	$75,304	-$2,304	103%	Over budget - conference travel was more than anticipated due to out-west flights.
TOTAL OPERATING COSTS	$303,977	$265,153	$38,824	87%	
PROGRAM SERVICES:					
CLIENT TRAINING/SUPPORT	$3,088,409	$2,400,812	$687,597	78%	Special grants carrying over into PY 26-27
EMPLOYER & CLIENT SERVICES	$44,800	$45,235	-$435	101%	Minimal overage
OUTREACH	$134,406	$113,394	$21,012	84%	
TOTAL PROGRAM SERVICES	$3,267,615	$2,559,441	$708,174	78%	
TOTALS	$8,671,316	$7,514,846	$1,156,470	87%	**Rates below as of 6/30/2026:** Overall Admin 8.29% - Max 10% Fiscal Year: ITA 54.54%. Min Req 40% LTD: Paid Internships Exp: PY24 34.07% - PY25 36.3%, Min Req 20% Yth Out of Sch Exp: PY24 97.75% - PY25 100.00% Min Req 50%.

CareerSource SUNCOAST

Budget to Expenditure Report
By Fundsource
PY25-26
7/01/2025-6/30/2026

Revenue:	Annual Budget Mod #2	TANF	WIOA AD/DW	WIOA Youth	WIOA Rap Resp	WIOA Hope FL PW	SBTI	NEG Opioid Foster Rec	NEG Hurricane IAN	WP	SNAP	RESEA	NCPEP	Rap Cred	Helene Milton	Sector Strat	Network Nav	State Rural Init	Vet	Total Expenditures
Carry Forward Funds from PY 24-25	$2,994,973	$100,056	$372,086	$242,487	$0	$0	$0	$166,069	$241,000	$161,595	$0	$0	$101,062	$0	$1,504,670	$0	$0	$0	$105,948	
Allocation Awards PY 25-26	$6,166,132	$1,089,534	$1,875,199	$719,270	$90,000	$8,694	$8,122	$50,000	$0	$612,020	$80,617	$194,793	$940,609	$38,703	$0	$145,000	$163,571	$150,000	$0	
Total Available Funding	$9,161,105	$1,189,590	$2,247,285	$961,757	$90,000	$8,694	$8,122	$216,069	$241,000	$773,615	$80,617	$194,793	$1,041,671	$38,703	$1,504,670	$145,000	$163,571	$150,000	$105,948	
LESS: Planned Carry Fwd (Reserve) PY 26-27	($489,789)	$0	($158,880)	($156,000)	$0	$0	$0	($25,708)	$0	($40,000)	($15,750)	($31,042)	$0	$0	($62,409)	$0	$0	$0	$0	
Total Revenue Budgeted PY 25-26	**$8,671,316**	**$1,189,590**	**$2,088,405**	**$805,757**	**$90,000**	**$8,694**	**$8,122**	**$190,361**	**$241,000**	**$733,615**	**$64,867**	**$163,751**	**$1,041,671**	**$38,703**	**$1,442,261**	**$145,000**	**$163,571**	**$150,000**	**$105,948**	
Budgeted Mod #2 Expenditures:		**Expenditures To Date:**																		
Salaries & Benefits	$4,512,858	$940,357	$1,248,735	$480,787	$85,893	$8,481	$209	$46,834	$61,226	$241,374	$59,739	$181,453	$321,454	$2,978	$181,841	$27,847	$159,414	$11,045	$79,211	**$4,138,879**
Staff Training & Education	$38,919	$13,050	$12,944	$5,096	$136	$0	$0	$221	$284	$2,931	$964	$585	$2,580	$5	$332	$13	$856	$9	$678	**$40,685**
Facility Costs	$512,000	$67,630	$43,094	-$11,962	$170	$59	$10	$300	$6,672	$304,668	$1,192	$11,633	$31,532	$92	$4,200	$137	$308	$86	$9,721	**$469,540**
Furniture & Equipment	$35,947	$10,747	$1,350	$577	$9	$0	$0	$18	$0	$26,792	$39	$196	$900	$0	$201	$13	$21	$3	$282	**$41,148**
Operating Costs	$303,977	$49,298	$72,416	$25,416	$1,515	$154	$71	$2,501	$5,117	$53,548	$2,933	$6,874	$17,793	$807	$13,216	$719	$2,972	$228	$9,574	**$265,153**
Program Services	$3,267,615	$108,462	$480,521	$251,747	$0	$0	$6,995	$118,929	$167,696	$42,970	$0	$1,209	$196,805	$33,295	$916,468	$99,271	$0	$132,983	$2,090	**$2,559,441**
Total Expenditures	$8,671,316	$1,189,544	$1,859,060	$751,661	$87,723	$8,694	$7,286	$168,804	$240,996	$672,283	$64,867	$201,950	$571,063	$37,176	$1,116,257	$128,000	$163,571	$144,353	$101,556	**$7,514,846**
		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Remaining Available Funds		**$46**	**$229,345**	**$54,096**	**$2,277**	**$0**	**$836**	**$21,558**	**$4**	**$61,332**	**$0**	**-$38,199**	**$470,608**	**$1,527**	**$326,004**	**$17,000**	**$0**	**$5,647**	**$4,392**	**$1,156,470**
% of Funds Expended by Grant		**100.0%**	**89.0%**	**93.3%**	**97.5%**	**100.0%**	**89.7%**	**88.7%**	**100.0%**	**91.6%**	**100.0%**	**123.3%**	**54.8%**	**96.1%**	**77.4%**	**88.3%**	**100.0%**	**96.2%**	**95.9%**	**86.7%**
Expiration Dates		8/31/2026	6/30/2027	6/30/2027	6/30/2026	8/31/2025	9/30/2025	12/31/2026	9/30/2025	9/30/2026	9/30/2026	9/30/2026	8/31/2026	10/31/2025	9/30/2026	6/30/2026	6/30/2026	6/30/2026	9/30/2026	

Note:			RESEA	NCPEP	Sector Strat
PY25 DW NFA Funds Approved-Adult Activities	$450,000	Board approved 03.25.26	$45,628 addtl funds rec'd 6/26/2029	NFA issued 10/21/2025 recent ext to Aug 2026	de-ob $17k in May
Less PY25 DW Expended for Adult Actvities	350,787				
	$99,213				

CareerSource Suncoast
Non-Federal Funds Cash Bal & Exp Summary
From 7/1/2025 Through 6/30/2026

Account Code	Account Title	Debit Balance	Credit Balance
10001	Operating Account	$463,649	
10002	Money Market	$19,144	
10003	Savings - Edward Jones and	$520	
10004	ComData - Reloadable Card	$1,369	
10006	CD	$452,000	
10007	CU1 checking	$10,000	
Total Cash & CDs		**$946,683**	
16008	**One Stop Housing**	**$156,562**	
40801	**Rev - Other Revenue**		**$436,732**
50001	Accounting & Audit	$11,241	
50005	Client Supportive Svcs	$7,424	
50009	Consultant & Legal	$23	
50015	IT Maint & Communication	$2,850	
50016	Travel & Meetings	$6,038	
50017	Staff Training	$6,651	
50020	Office Expense	$5,958	
50022	Outreach & PR	$4,925	
50025	Rent - Office & Bldg Exp	$6,866	
50026	Staff Salaries	$45,688	
50027	Equip & Furn under $5k/Unit	$5,291	
50033	401k Employer Contributions	$2,412	
50034	Payroll Tax	$3,476	
50035	Employee Benefits	$6,498	
50052	Client & Employer Services	$25,515	
50055	Client Salaries-CSS	$104,418	
50056	Client PR Tax & Processing-	$8,847	
50057	Client Supportive Svs -	$459	
60000	Transfers & Other	$1	
70005	Interest Income Exp	$17	
Total Expenses		**$254,597**	

STAFF REPORTS

- Kathy Bouchard, VP/CTO

- Anthony Gagliano, VP/COO