

9- TRAVEL POLICY

Effective July 1, 2006

1. Background.

- a) This travel policy is intended to define the manner in which travel shall be conducted for all full-time and part-time City employees.
- b) City business for the purpose of this travel policy includes conferences, seminars, workshops, hearings, education, conventions and business meetings which benefit the City.
- c) Travel engagements for the purpose of economic development functions are exempt from this travel policy as it may be in the City's interest to pursue an economic development prospect outside the parameters of this policy.
- d) Any exceptions to this policy shall require the authorization of the City Manager or his designee.

2. Authorization.

- a) Every department shall provide a plan of anticipated educational training needs in their departmental budget request.
- b) The City Manager or his designee will review these requests and, if applicable, make adjustments in compiling the City Manager Recommended Budget.
- c) Upon approval of the appropriation for travel, the department head may amend the plan of anticipated educational training needs if beneficial to the City and/or employee, shall ensure that all educational training is in compliance with the adopted appropriation and ensure that all costs incurred during such travel were of a reasonable nature in conjunction with the business activity.
- d) A department director may alter initially requested travel plans, as long as amended travel plans are within appropriation and beneficial to the City.
- e) In determining the reimbursable expenses for meals, lodging and transportation, the actual costs of such meals, lodging and transportation will be used as long as they are within the guidelines established by this policy or have been pre-approved by the City Manager, City Manager's designee or a department director.

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TRAVEL POLICY (cont'd)

3. Travel Advances.

a) Travel advances shall be issued through the Finance Department using a *Direct Pay* form and will be reimbursed to the City upon the submission of the *Travel Expense* form and all necessary receipts.

b) For any travel advance made, the requesting department must ensure that the employee remit upon return from the trip any remaining travel advance funds to the City within five (5) business days.

4. Mileage Reimbursement.

a) All individuals conducting City business are expected to use a city vehicle, whether such vehicle is assigned to the individual's respective department or is reserved from the fleet. Personally owned vehicles may be used to conduct City business only when a City vehicle is not available.

b) The mileage reimbursement rate shall be:

...The IRS standard mileage rate as of January 1 of the calendar year in which travel occurs – city vehicle is not available.

...\$.190/mile – City vehicle available

c) The Mileage Reimbursement Form shall be used to request city reimbursement for City business trips with personally owned vehicles when no meals or lodging reimbursement is needed.

d) This form may be used for more than one business trip, and should be submitted to the Finance department monthly in order to be reimbursed at the correct allowable rate and by June 30 in order to be reimbursed in the proper fiscal year.

e) Tolls and parking fees can be included on the form and reimbursable with proper documentation.

f) A business trip shall be defined as any trip(s) for which the employee incurs mileage for City business in any one day in excess of their normal total round-trip commute for that day between their primary residence and assigned workplace.

g) Unless otherwise defined in the job description of the position, the assigned workplace shall be the primary place of employment for the employee.

TRAVEL POLICY (cont'd)

5. Meal Reimbursements.

a) Attendance at City meetings, functions or activities in which City business is conducted shall be eligible for meal reimbursement upon the concurrence and approval of the department head with supporting documentation and actual receipts attached to the travel reimbursement form noting the City business addressed and those attending such City business meeting, function or activity.

b) Individuals traveling on behalf of the City are expected to partake of the meals provided for in the cost of registration. For meals not provided for in the cost of registration, daily, per meal maximum reimbursements are set out below:

Breakfast	\$ 9.00*
Lunch	\$13.00*
Dinner	\$24.00*

*Amount includes all taxes and gratuities.

c) Purchases of alcoholic beverages are not acceptable expenditures under this policy.

d) The City Manager or his designee is authorized to approve meal reimbursements for prospective economic development industries, applicants for City positions visiting the area in connection with their application for employment, officials of other governments giving assistance to the City and for other visitors of the City for whom the purchase of a meal would be expected.

6. Lodging.

a) The reimbursable cost of lodging, supported by actual receipts, shall be no greater than the room charge and applicable taxes for a single room per employee traveling. Prepayment of lodging expenses requires a confirmation number and payment amount that should include all applicable taxes and fees. Individuals arranging lodging on behalf of city business are required to ask for the government rate for state and local governments.

b) The daily rate of \$90.00 (plus an allowance for taxes) will be used as a benchmark in determining the reasonableness of the daily lodging cost that is reimbursable. Additional documentation is required if lodging costs exceed such benchmark (e.g., conference site hotel, department director approval).

c) Additional Internet service connection charges will be reimbursed if the traveler is traveling with City issued hardware and utilizes these services for the purpose of conducting City business.

TRAVEL POLICY (cont'd)

d) Tips for valet service, guest services, and in-room service tips are not reimbursable, unless billed as a portion of the lodging rate.

e) Any additional expenses associated with the room (i.e., room service, movies, etc.) are not reimbursable.

7. Transportation.

a) The mode of transportation to be taken by the traveler should be the most cost effective for the City.

b) As a guideline, for those employees traveling greater than 500 miles round-trip, additional documentation is required to illustrate the rationale for the manner of the transportation being used (e.g., why was personal vehicle chosen vs. airplane).

c) Airplane, rental car, train or bus.

- Reimbursement shall be made to the traveler for actual cost of travel of coach accommodations.

- Receipts must accompany the request.

- Transportation to/from airports, train stations and bus terminals by way of taxi service or parking fees for vehicle are also reimbursable.

- If airplane travel is used for those trips less than 500 miles round-trip, additional documentation is required to illustrate the rationale for the manner of the transportation being used (e.g., why was airplane chosen vs. vehicle, bus or train).

- In addition to the actual receipt, additional documentation is required for those employees claiming reimbursement for a rental car as to the rationale for such need of rental car in conjunction with the purpose of the travel.

d) City vehicle.

- Individuals should use a city vehicle when conducting City business.

- City vehicles should be used for official business only.

- Traveler(s) must arrange for their use with the appropriate department.

- All expenses for gas, tolls and parking charges and other related City vehicle expenses shall be reimbursable with a receipt referencing the vehicle number (equipment number).

e) Personal vehicle.

- Personally owned vehicles utilized for travel shall receive a reimbursement equal to the allowable rates set out below:

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TRAVEL POLICY (cont'd)

- The IRS standard mileage rate as of January 1 of the calendar year in which travel occurs – city vehicle is not available.
- \$.190/mile – City vehicle available
- All expenses for tolls and parking shall be reimbursable with a receipt.
- Allowable mileage shall be mileage incurred in any one day in excess of their normal total round-trip commute for that day between their primary residence and assigned workplace.
- Gasoline expenditures are not reimbursable. The expense of gasoline is considered in the mileage rate.

8. Registration.

a) All registration fees for attending the conference or seminar are reimbursable with a receipt.

b) Standard industry practice for the registration of conferences, seminars, workshops, hearings, education, conventions and business meetings provides for a discount if the participant submits the registration request early. Individuals are expected to submit registration forms to the Finance department for payment so as to take advantage of these discounts. If a registration form is submitted that does not take advantage of the early registration discount, an explanation must be noted on the direct pay form when submitted for payment.

9. All other expenses.

All other business related expenses shall be reimbursable with a receipt.

10. Cancellation Policy.

a) When prepayments have been made for accommodations or conference registrations and unforeseen circumstances prevent an individual from traveling, the individual or a department representative should promptly notify the Finance department.

b) The Finance department will cancel the reservation and request a refund on behalf of the traveler.

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10. Non-Reimbursable Expenses.

- Loss of money or personal belongings.
- Personal expenses incurred during the travel.
- Expenses of spouse, child or traveling partner.

11. Reimbursement Form.

- a) A reimbursement form shall be completed, signed by department head or supervisor and remitted to the Finance Department for their approval by traveler upon employee's return from the trip within five (5) business days.
- b) The reimbursement form should have attached any receipts required for reimbursement.
- c) If timely reimbursement requests are made by the traveler, all paid travel expenses will be reimbursed in a timely manner so as to not adversely affect the personal account of the traveler.

