



Travel and Expense Policy

Policy Topic: Travel
Policy Contact: Human Resources
Version: II
Effective Date: 8/29/18
Approved By: HR/Legal/City Manager

Application

The provisions in this policy apply to all full and part-time employees, constitutional officers and employees and charter officials.

Statement of Policy:

It is the policy of the City to reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the City.

1. Approved travel may include conferences, seminars, workshops, hearings, education, conventions and business meetings that have been pre-approved by the City Manager or their designee.
 - a. 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.
2. Travelers seeking reimbursement should incur the lowest reasonable travel expenses.
3. All expenses should be paid for with a City credit card.
 - a. If a City credit card is not available, then other forms of payment may be used, for which the employee may request reimbursement.
 - i. Reimbursement may be requested by following the instructions in the Reimbursement Forms section of this policy.

Travel Cash Advances

1. Cash advances are authorized for specific situations that might cause undue financial hardship for business travelers and are issued through the Finance Department.
 - a. These situations are limited to staff traveling on behalf of the City.
 - b. Employees must use a Direct Pay Form to request funds.
2. Expenses associated with the travel must be reconciled and substantiated within 5 days of the return date.
 - a. Employees must submit a Travel Expense Reimbursement Form along with all necessary receipts, etc.
 - b. The traveler must return any advances in excess of the approved reimbursable expenses to the City.
3. The department initiating the travel must ensure that all cash advances are reconciled and substantiated within 5 days of the return date.

Local Mileage Reimbursement

1. 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.
 - a. Unless otherwise defined in the job description of the position, the assigned workplace shall be the primary place of employment for the employee.
2. All individuals conducting City business locally 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.
3. The local mileage reimbursement rate shall be:
 - a. Equal to the current IRS Standard Mileage Rate when a City vehicle is not available.
 - b. Equal to half of the current IRS Standard Mileage Rate when a City vehicle is available.
4. The Local Mileage Reimbursement Form shall be used for City business trips with personally owned vehicles when no meals or lodging reimbursement are needed.
 - a. 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.
 - b. Tolls and parking fees can be included on the form and reimbursable with proper documentation.

Meal Reimbursements

1. 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 itemized receipts attached to the Travel Expense Reimbursement Form noting the City business addressed and those attending such City business meeting, function, or activity.
2. 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 (Amount includes all taxes and gratuities).

Local Travel (within the state of Virginia)	
Breakfast	\$11.00
Lunch	\$18.00
Dinner	\$30.00

Non-Local Travel (outside of the state of Virginia)	
Breakfast	\$13.00
Lunch	\$20.00
Dinner	\$35.00

3. The City will reimburse up to a 15% gratuity of the total pre-taxed meal amount not to exceed the per meal allowance.
4. Original, itemized receipts are required to be submitted in order to be reimbursed. This policy applies regardless of the form of payment (personal funds or City credit card).
5. Alcoholic beverages are not a reimbursable expense.
6. 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.

Lodging

1. 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.
2. 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.
3. The City will reimburse up to a 10% gratuity for valet service, guest services, and in-room services (e.g., cleaning).
4. Any additional expenses associated with the room (i.e., room service, movies, etc.) are not reimbursable.

Transportation

1. The mode of transportation to be taken by the traveler should be the most cost effective for the City.
 - a. Receipts must accompany the reimbursement request.
2. Airplane, rental car, taxi (or other like car services), train or bus.
 - a. Reimbursement shall be made to the traveler for actual cost of travel of coach accommodations.
 - b. Transportation to/from airports, train stations and bus terminals by way of taxi service (or other like car service) or parking fees for vehicle are also reimbursable.
 - i. The City will reimburse up to a 15% gratuity of the total car service amount.
 1. The tip amount must be listed on the receipt.
 - c. 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).
 - d. Rental car reimbursement requires the actual receipt and the rationale for the need of the rental car.
3. City Vehicle
 - a. Individuals should use a City vehicle when conducting City business.
 - b. City vehicles should be used for official business only.
 - c. Traveler(s) must arrange for their use with the appropriate department.
 - d. All expenses for gas, tolls, and parking charges and other related City vehicle expenses are reimbursable.
4. Personal Vehicle
 - a. Personally owned vehicles utilized for travel shall receive a reimbursement as follows:
 - i. Equal to the current IRS Standard Mileage Rate when a City vehicle is not available.
 - ii. Equal to half of the current IRS Standard Mileage Rate when a City vehicle is available.
 - b. All expenses for tolls and parking shall be reimbursable with a receipt.
 - c. 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.
 - d. Gasoline expenditures are not reimbursable. The expense of gasoline is considered in the mileage rate.

Registration Fees

1. All registration fees for attending a conference or seminar are reimbursable with a receipt.
 - a. Standard industry practice for the registration of conferences, seminars, workshops, 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.

Cancellation Policy

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 cancel the reservation, request a refund, and notify the Finance Department of the cancellation.

Non-Reimbursable Expenses

1. Loss of money or personal belongings.
2. Personal expenses incurred during the travel.
3. Expenses of spouse, child, or traveling partner.
4. Alcoholic beverages.
5. The following items that may be associated with business travel will not be reimbursed:
 - a. Airline club memberships.
 - b. Airline upgrades (i.e., First Class)
 - c. Business class for domestic flights or first class for all flights.
 - d. Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
 - e. Commuting between home and the primary work location.
 - f. Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
 - g. Evening or formal wear expenses.
 - h. Haircuts and personal grooming.
 - i. Laundry and dry cleaning.
 - j. Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
 - k. Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.
 - l. Travel accident insurance premiums or purchase of additional travel insurance.
 - m. Other expenses not directly related to the business travel.

Reimbursement Forms

1. Travel for Work Related Trips (one-time event)
 - a. A Travel Expense Reimbursement Form shall be completed, signed by the department head or supervisor and remitted to the Finance Department (with all required documentation attached) for processing within five (5) business days of the employee's return from the trip.
 - i. All receipts required for reimbursement must be attached to the form.
 - ii. All paid travel expenses will be reimbursed in a timely manner so as to not adversely affect the personal account of the traveler.
2. Local Mileage (regular monthly tracking)
 - a. A Direct Pay Form (with all required documentation attached) accompanied by a Local Mileage Form (with all required documentation attached) is to be used for City business trips with personally owned vehicles when no meals or lodging reimbursement are needed.

Interpretation and Administration

The City Manager and Human resources are responsible for the interpretation and administration of this policy and its various provisions. The City of Waynesboro has the authority to change, modify, or approve exceptions to this policy at any time without notice.

Revisions and Approvals

Date	Version	Approver	Change Description
8/28/18	II	Nichole Nicholson	Added section "i" and "1" under Transportation part b.