

Travel and Expense Policy

1. Allowed Reimbursable Expenses

- A. Generally, allowed reimbursable expenses are those that employees must incur as a result of completing their normally assigned duties and responsibilities for the City, including conferences, meetings and seminars, and shall be conducted in the most reasonable, cost efficient manner possible. Lodging expenses will only be reimbursed if destination requires traveling of over 50 miles from the place of work or home, depending on the circumstance.

City side travel for conferences/trainings; etc. must be approved by the Mayor prior to attending.

- B. Reimbursements should be made only for charges reasonably needed to conduct City business and not for the purpose of personal convenience.

2. Prohibited Expenses

Expenditures of a personal nature, unreasonable or excessive expenses, and those not specifically related to the City are not reimbursable. The following are examples of the type of expenditures which are prohibited:

- Payment of spouse or personal guest travel
- Excessive or extravagant costs (including, but not limited to, exclusive restaurants, first-class travel; etc.)
- Personal entertainment
- Fines for traffic or parking violations
- Unexplained or undocumented expenses
- Personal expenses such as alcohol, room service, movies, laundry, dry cleaning, gym fees
- If traveling via air, there is no reimbursement for extra leg room, preferred seating, and travel insurance

3. Procedures to Request Reimbursement

- A. An original itemized receipt, invoice, or bill is required. A completed Travel and Expense Voucher must also be completed.

- B. The invoice or receipt must state a minimum of the following:

- The provider of the service or goods

- Dates of service and/or invoice date
 - Itemized list of what was purchased (meal(s); etc.)
 - Itemized amount of what was owed
- C. Reimbursements without a receipt will not be accepted
- D. If it is not clear from the receipt/invoice documentation who actually paid the bill, then additional, such as a charge card statement, will be required.
- E. When a credit card is being reimbursed:
- For security purposes, do NOT include the full credit card number on any supporting documentation.
 - If the receipt displays the last 4 digits of the card used, then submit a legible copy showing the name and matching 4 digits ONLY.
 - If the receipt does not display the credit card number, then submit a copy of the credit card statement showing the charge to be reimbursed.
- F. The city cannot legally, and will not, reimburse or pay sales tax. It will pay meals and hotel/motel excise taxes.
- G. The reimbursement requests shall be submitted and approved within 30 days via a submitted signed receipt that contains:
- Department Head or Authorized Agent Signature
 - Department to be charged
 - Vendor to be paid
 - Invoice date and invoice number
 - Appropriate Amounts
 - Description field completed for each line item
- H. When traveling by automobile and requesting mileage reimbursement for conferences, classes, and other off-site events, you must include a MapQuest or Google Maps printout showing distance from the office (or employee's place of residence, if closer) to the off-site location.

Regardless the method of travel, you must also include proof of attendance (e.g., agenda, name tag, certificate of attendance/completion, email from conference host confirming attendance, photo of the sign-in sheet; etc.), proof of fees, invoice, registrations paid and/or travel receipts/documents (MapQuest, taxi, parking, shuttle receipts, and/or boarding passes or other travel documents) when submitting reimbursement request.

4. Guidelines

- A. Mileage reimbursement for use of private vehicles will be made at the current IRS rate. Mileage shall be calculated from the employee's office location to the destination points. Expenses for tolls and parking shall not be included in this mileage rate, but may be submitted for reimbursement. A completed City mileage reimbursement form shall be submitted as supporting documentation for the miles being reimbursed for.
- The city will reimburse personal car use when, in the opinion of the employee's manager, this mode of travel is more efficient and more cost effective than air, rail travel, town share vehicle or other ground transportation.
 - Use of alternative transportation (air, rail travel, town share vehicle) should always be considered for longer distances or travel times since these alternatives are typically more cost effective. The most economical transportation that achieves the required business result should be chosen.
- B. Meals will be reimbursed on a per diem basis, the maximum being \$50 per day. Daily meal allowance is for the employee only. Spouses and significant others must be paid separately by the employee. Snacks are considered excessive and will not be reimbursed. At the discretion of the City Auditor, exceptions to this per diem limit may be made, if traveling through a high cost region of the country.

For daily work-related assignments/appointments, please supply an Inspectors Daily Log for mileage reimbursement, to include:

- Name of Employee, Department
- addresses of appointments/inspections
- dates of service
- reason for visit
- daily mileage
- Department Head and employee signature on each daily log