

TRAVEL EXPENSES WHILE ON CITY BUSINESS

The purpose is to establish policy guidelines on City reimbursement for expenses while on City Business

It is the policy of the City to reimburse employees for reasonable and necessary expenditures made by employees while on official City business. Mileage will be reimbursed at a rate of \$0.33 per mile; all other allowable expenses on actual cost basis. All expenses must be itemized if applicable. Claims for reimbursement of travel expenses, other than mileage, shall be accompanied by invoices and/or receipts showing proof of payment of such claims, except the daily meal per diem as provided thereafter.

TRAVEL WHILE ON CITY BUSINESS

1. Overnight Trips
 - a. Lodging. Hotel and Motel expenses will be reimbursed on completion of authorized travel upon submittal of proper claim or through the use of a purchase requisition. A reasonable class of accommodation shall be selected where choice is available. The single rate should be clearly indicated on all receipt.
 - b. Meals. Meal reimbursements for all overnight trips are to be itemized on proper Requisition form.
 - i. Breakfast \$6.00
 - ii. Lunch \$8.00
 - iii. Dinner \$15.00

It is recognized that on certain occasions it will be necessary to exceed the above guidelines. Full itemization should be made.

- c. Mileage Allowance. Employees who utilize their personal vehicles on travel assignments will be allowed the \$0.33 per mile. Each employee who drives a private vehicle on City business must have liability insurance on said vehicle.

When two or more employees are attending the same seminar, convention, or meeting, carpooling shall be practiced. The actual speedometer reading from City Hall to destination and return to City Hall will be used.

If an employee for his or her own convenience travels by an indirect route or interrupts travel by the most economical route, the employee shall bear any expense involved. Reimbursement for such travel shall be for only the part of the expense as would have been necessary in order to travel.

- d. Out-of-State Travel. Requires prior approval by the Business Administrator.

2. Local Travel and Expenses

- a. Local Mileage. No mileage will be paid for commuting from an employee's personal residence to City Hall or a workstation.
- b. Local Meals. Reimbursement for meals will be allowed only where the employee is attending a seminar or conference as a representative of the City for a specific purpose, or where the employee's attendance will directly benefit the City. No reimbursement will be allowed for

meetings that are of a social nature. The request for reimbursement of local meals should include the following information:

1. Date
2. Place
3. Meeting Attended
4. Specific Reason for Attendance

3. Parking Fees will be reimbursed by actual cost and receipts shall be presented.

If an employee reimbursement is necessary, the reimbursement will be handled by the Finance Department after the Requisition form is turned in and approved.

NON-ALLOWABLE EXPENSES

1. Laundry, cleaning, or valet services (except of trips of over one week duration).
2. Tobacco.
3. Alcoholic Beverages
4. Entertainment.
5. Personal telephone calls to home (limited to one per day).
6. First class travel accommodation when economy or coach class are available.
7. Meals and lodging in lieu of other meals and/or lodging the expense of which is included in the Registration fee.
8. Fines, forfeitures or penalties.

9. Rental vehicles.
10. Expenses of a spouse or other non-employee.
11. Loss or damage to personal property.
12. Barber, beauty parlor, shoeshine or toiletries.
13. Personal postage.