

# CITY OF COMMERCE

## ADMINISTRATIVE POLICIES

### TRAVEL EXPENSES WHILE ON CITY BUSINESS

#### 1.0 PURPOSE

To establish policy guidelines on City payment of expenses while on City business.

#### 2.0 POLICY

- 2.1 It is the policy of the City to reimburse employees for reasonable and necessary expenditures made by employees while out of town, on official City business.
- 2.2 Claims for travel expenses, other than per diem, mileage, or taxis, must be accompanied by invoices and/or receipts showing proof of payment of such claims.
- 2.3 The amount of per diem will be determined by the time of departure and time of return. These amounts are shown on the Travel Request Form. **To receive the maximum allowed amount, you must request per diem in advance. If you do not request your per diem in advance, and use the City's credit card to pay for your meals, you will be required to submit receipts for all of your meals, and will not be reimbursed if you spent less than the maximum allowed amount.**

#### 3.0 PROCEDURES

- 3.1 A request for travel advance will be handled on a Travel Request Form at least two (2) weeks prior to commencement of the trip. Forms are available from the Department Head.
- 3.2 The approved form will be returned to the employee and the employee will retain this form for recording actual expenses upon returning from the trip.
- 3.3 The employee should check with the Department of Administrative Services prior to leaving to receive a check for travel expenses.
- 3.4 **Lodging.** A reasonable class of accommodation will be selected where choice is available. Only the single rate will be paid unless more than one employee is staying in the room.
- 3.5 **Meals.** The allowance for meals is shown on the Travel Request Form. These amounts include a 15% tip. These amounts are very generous and the employee will not be paid for costs in excess of these amounts.

- 3.6 Mileage Allowance.** Employees who utilize their personal vehicle on travel assignments will be allowed a mileage allowance or the use of a City credit card for gas purchases, as shown on the Travel Request Form. Each employee who drives a private vehicle on City business must have liability insurance on said vehicle.
- A. No reimbursement for mileage will exceed the dollar amount of round trip air fare at the coach rate on a licensed common carrier, plus auto rental or taxi fare at the point of destination.
  - B. When two or more employees are attending the same seminar, convention, or meeting, car pooling will be practiced whenever possible.
  - C. When an employee for his/her own convenience travels by an indirect route or interrupts travel by the most economical route, the employee will bear any extra expense involved. Mileage will be paid for only that part of the expense as would have been necessary in order to travel.

**3.7 Additional Expenses Requested**

- A. **Parking Fees.** Parking fees will be reimbursed by actual cost and receipts will be presented where possible.
- B. Registration fees should be listed. If the City is preparing a separate check for registrations fees, the amount should also be deducted under (Less Amount Prepaid). **If meals are included in the cost of your registration fee, you cannot claim per diem for those meals.**
- C. Plane tickets need to be listed and if purchased with a City credit card should also be deducted under (Less Amount Prepaid).
- D. Receipts will not be required for taxi service, but, in most cases, will be required for anything listed under Other.

**3.8 Non-allowable Expenses.**

- A. Laundry, cleaning, or valet services
- B. Tobacco
- C. Alcoholic beverages
- D. Entertainment
- E. Personal telephone calls (except the nominal per call charge made by some hotels)
- F. Fines, forfeitures or penalties
- G. Expenses of a spouse or other non-employee
- H. Loss or damage to personal property
- I. Barber, beauty parlor, shoe shine or toiletries

- 3.9 Within ten (10) days after returning from a trip, the employee must fill out the "ACTUAL" side of the Travel Request Form, attach all receipts and return the form, and if applicable, monies not spent to the Director of Administrative Services for final processing. The ten (10) days commences the day after the employee returns to Commerce.
- 3.10 If the employee had qualifying expenses greater than the advance, the employee will be reimbursed for those expenses within ten (10) days.
- 3.11 Employees not returning a completed Travel Request Form will not be allowed to request travel advances. The employee will have to pay for all travel expenses and then file a Travel Request Form after returning with the "ACTUAL" side completed to be reimbursed for the expenses.
- 3.12 If an employee has two(2) Travel Request Forms which are turned in late (after the ten (10) day period) within a twelve (12) month period, the city will not provide advance travel funds and the employee will have to follow 3.11 for reimbursement.

EFFECTIVE: 01-17-00

LAST REVISED: 08-31-04

CITY MANAGER APPROVAL:

Bill Shipp

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