

## ADMINISTRATIVE PROCEDURES

### TRAVEL REQUESTS

To ensure reimbursement for official travel, an approved travel authorization form is required. Lack of pre-approval doesn't prohibit reimbursement, but it does assure reimbursement within the limits of the town travel policy. All costs associated with the travel should be reasonably estimated and shown on the travel authorization form. An approved authorization form is needed before advanced expenses are paid or travel advances are authorized. A copy of the conference program, if applicable, should be attached to the form. If the program isn't available prior to the travel, submit it with the reimbursement form.

### TRAVEL DOCUMENTATION

It's the responsibility of the authorized traveler to:

1. prepare and accurately describe the travel,
2. certify the accuracy of the reimbursement request,
3. note on the reimbursement form all direct payments and travel advances made by the town, and
4. file the reimbursement form with the necessary supporting documents and original receipts.

The reimbursement form should be filed with the finance department within 10 days of return or at the end of the month, whichever is more practical.

### Transportation

All potential costs should be considered when selecting the modes of transportation. For example, airline travel may be cheaper than automobile when time away from work and increased meal and lodging costs are considered. When time is important, or when the trip is so long that other modes of transportation aren't cost-beneficial, air travel is encouraged.

If the traveler goes outside the state by means other than air, the reimbursement will be limited to air fare at tourist or economy class, ordinary expenses during the meeting dates, and one day's meals and motel before and after the meeting. The traveler will be required to take annual leave for any additional time taken beyond the day before and the day after the meeting dates.

Exceptions: When the traveler extends the trip with personal time to take advantage of discount fares, the reimbursement will be limited to the lesser of:

1. the actual expenses incurred or

2. the amount that would have been incurred for the business portion only. The calculations for the business portion of the trip must be made using the least expensive rates available.

All expenses and savings associated with extending the trip must be submitted with the expense reimbursement form.

A. Air

When possible, the traveler should make full use of discounts for advance airline reservations and advance registration. The traveler should request conference, government, or weekend rates, whichever is cheaper, when making lodging or rental car reservations. The town will pay for tourist or economy class air travel. The traveler should get the cheapest reasonable fare and take advantage of "Super Saver" or other discount fares. Airline travel can be paid by direct billing to the town.

Mileage credits for frequent flyer programs accrue to the individual traveler. However, the town won't reimburse for additional expenses--such as circuitous routing, extended stays, layovers to schedule a particular carrier, upgrading from economy to first class--for travelers to accumulate additional mileage or for other personal reasons.

The town won't reimburse travel by private aircraft unless authorized in advance by the CAO.

B. Rail or bus

The town will pay for actual cost of ticket.

C. Vehicles

Automobile transportation may be used when a common carrier can't be scheduled, when it's more economical, when a common carrier isn't practical, or when expenses can be reduced by two or more town employees traveling together.

Personal vehicle. Employees should use town vehicles when possible. Use of a private vehicle must be approved in advance by the CAO. The town will pay a mileage rate not to exceed the rate allowed by the federal or state schedule, whichever the town adopts. The miles for reimbursement shall be paid from origin to destination and back by the most direct route. Necessary vicinity travel related to official town business will be reimbursed. However, mileage in excess of the Rand-McNally mileage must be documented as necessary and business-related. If an indirect route is taken, the Rand-McNally mileage table will be used to determine the mileage to be reimbursed.

If a privately owned automobile is used by two or more travelers on the same trip, only the traveler who owns or has custody of the automobile will be reimbursed for mileage. It's the responsibility of the traveler to provide

adequate insurance to hold harmless the town for any liability from the use of the private vehicle.

In no event will mileage reimbursement, plus vicinity travel and associated automobile costs, exceed the lowest reasonable available air fare and associated air fare travel costs.

Travelers won't be reimbursed for automotive repair or breakdowns when using their personal vehicle.

Town vehicle. The town may require the employee to drive a town vehicle. If a town vehicle is provided the traveler is responsible for seeing that the vehicle is used properly and only for acceptable business. The employee will be reimbursed for expenses directly related to the actual and normal use of the town vehicle when proper documentation is provided. Out-of-town repair cost to the town vehicle in excess of \$100 must be cleared with the proper town official before the repair is authorized.

Rental cars. Use of a rental car isn't permitted unless it's less expensive or otherwise more practical than public transportation. Approval of car rental is generally required in advance by the CAO. Always request the government or weekend rate, whichever is cheaper. Anyone who uses a rental car for out-of-state travel must obtain liability coverage from the vendor.

·Fines for traffic or parking violations won't be reimbursed by the town.

·Reasonable tolls will be allowed when the most direct travel route requires them.

D. Taxi, limousine, and other transportation fares

When an individual travels by common carrier, reasonable fares will be allowed for necessary ground transportation. Bus or limousine service to and from airports should be used when available and practical. The town will reimburse mileage for travel to and from the local airport and parking fees, provided such costs don't exceed normal taxi/limousine fares to and from the airport. Receipts are required.

For travel between lodging quarters and meetings, conferences, or meals, reasonable taxi fares will be allowed. Remember, original receipts are required for claims of \$5 or more. Transportation to and from shopping, entertainment, or other personal trips is the choice of the traveler and not reimbursable. Reimbursement claims for taxis, limousines, or other ground transportation must be listed separately on the expense reimbursement form, claiming the destination and amount of each fare.

## Lodging

The amount allocated for lodging shall not ordinarily exceed the maximum per diem rates authorized by the federal or state rate schedule, whichever is chosen by the town.

A. If the town reimburses using the federal rates, the Federal Travel Register provides guidelines for determining the maximum that can be reimbursed for lodging. These amounts are available by requesting a copy of IRS Publication 1542. The rates in that publication are the maximum reimbursable rates for hotel rooms plus appropriate taxes.

If the town chooses Tennessee's reimbursement rate, the amount is \$33 plus appropriate taxes.

B. Original lodging receipts must be submitted with the reimbursement form. Photocopies aren't acceptable.

C. If a traveler exceeds the maximum lodging per diem, excess costs are the responsibility of the traveler.

D. If the best rate is secured, and it still exceeds the maximum lodging per diem, the CAO may authorize a higher reimbursement amount.

Even if it costs more, travelers may be allowed to stay at the officially designated hotel of the meeting; however, more moderately priced accommodations must be requested whenever possible. It will be the traveler's responsibility to provide documentation of the "officially designated meeting site" room rates, if these rates are higher than the normal reimbursable amounts.

E. If two or more town employees travel together and share a room, the lodging reimbursement rate will be the maximum of two single rooms. If an employee shares a room with a non-employee, the actual cost will be allowed up to the maximum reimbursable amount. The receipt for the entire amount must be submitted with the expense form.

## Meals

Receipts aren't required for meals. The authorized traveler may be reimbursed the daily amount based on the rate schedule and the authorized length of stay. The per diem meal amounts are expected to cover meals, tips, porters, and incidental expenses. The authorized traveler won't be reimbursed more than this.

Whether meals may be claimed depends on when the traveler leaves and returns to the official station. The traveler's official station is home or work,

whichever produces the least cost to the town. When partial day travel is involved, the current per diem allowance is determined as follows:

Meal	If departure before	If return after
Breakfast	7 a.m.	8 a.m.
Lunch*	11 a.m.	1:30 p.m.
Dinner**	5 p.m.	6:30 p.m.

\* Generally, lunch won't be reimbursed unless overnight travel is involved. Lunch may be reimbursed if departure is before 11 a.m. and the employee is eligible to be reimbursed for dinner.

\*\*When overnight travel is involved, dinner reimbursement is authorized regardless of departure time.

Regardless of which reimbursement rate the town uses, the amounts include tip, gratuity, etc. The hour and date of departure and return must be shown on the expense reimbursement form.

The excess cost of an official banquet may be allowed provided proper documentation or explanation is submitted with the expense reimbursement form. If a meal is included as part of a conference or seminar registration, then the allowance for that meal should be subtracted from the total allowance for the day. For example, if a dinner is included as part of the conference fee, the maximum meal allowance for the day should be reduced by the allowed dinner amount.

#### PLEASE NOTE:

The municipality has selected to reimburse travelers at the \_\_\_\_\_ [enter either federal or state] travel regulation rates. The town's rates will automatically change when the selected agency rates are adjusted.

[The town can order a copy of IRS Publication 1542 for a complete list of federal rates allowed. For more state rate information, contact the Department of Finance and Administration at (615) 741-2401.]

#### Miscellaneous Expenses

A. Registration fees for approved conferences, conventions, seminars, meetings, and other educational programs will be allowed and will generally include the cost of official banquets, meals, lodging, and registration fees. Registration fees should be specified on the original travel authorization form and can include a request for pre-registration fee payment.

B. The traveler may be reimbursed for personal phone calls while on overnight travel, but the amount will be limited to \$5 per day.

C. A \$4 allowance will be reimbursable for hotel/motel check-in and baggage handling expenses.

D. Laundry, valet service, tips, and gratuities are considered personal expenses and aren't reimbursable.

E. For travel outside the United States, all expenses claimed must be converted to U.S. dollars. The conversion rate and computation should be shown on each receipt.

### Entertainment

The town may pay for certain entertainment expenses provided that:

- A. the entertainment is appropriate in the conduct of town business;
- B. the entertainment is approved by the CAO;
- C. the group or individuals involved are identified; and
- D. documentation is attached to the expense form to support the entertainment expense claims.

To request reimbursement for authorized entertainment expenses, be sure to include with the expense reimbursement form:

A. required receipts. All requests must be supported by original receipts from the vendor (restaurant, caterer, ticket office, etc.). Reasonable tips and gratuities included on the receipt by the vendor are reimbursable.

B. a disclosure and explanation statement, explaining the purpose of the entertainment and identifying the group and the number of people entertained (or individual names listed if not a recognized group).

If the CAO is the person filing the claim, then it must be approved by the governing board before the finance officer authorizes payment.

### TRAVEL RECONCILIATION

A. Within 10 days of return from travel, or by the end of the month, the traveler is expected to complete and file the expense reimbursement form. It must be certified by the traveler that the amount due is true and accurate. Original lodging, travel, taxi, parking, and other receipts must be attached.

If the town provided a travel advance or made advanced payment, the traveler should include that information on the expense form. In the case of advances, the form should have a reconciliation summary, reflecting total claimed expenses with advances and town pre-payments indicated. The balance due the traveler or the refund due the town should be clearly shown--below the total claim on the form or in a cover memo attached to the front of the form.

B. If the traveler received travel advance and spent less than the advance, the traveler should attach a check made payable to the town for the difference.

C. The CAO will address special circumstances and issues not covered in this appendix on a case-by-case basis.

#### DISCIPLINARY ACTION

Violation of the travel rules can result in disciplinary action for employees. Travel fraud can result in criminal prosecution of officials and/or employees.