

<b>CITY OF APPLETON POLICY</b>		<b>TITLE:  TRAVEL POLICY</b>	
<b>ISSUE DATE:</b> Original Policy Date Unknown	<b>LAST UPDATE:</b> 5/6/04, 5/16/05 9/9/05, 11/1/05 6/2/06, 12/6/06, 2/8/07, 7/19	<b>SECTION:</b> Finance	<b>FILE NAME:</b> Travel Policy
<b>POLICY SOURCE:</b> Finance Department		<b>TOTAL PAGES:</b> 3+attachments	
<b>Reviewed by Attorney's Office</b> Date: 5/7/04, 12/6/06	<b>Finance Committee Approval Date:</b> 5/12/04, 11/22/06, 2/14/07	<b>Council Approval</b> Date: 5/19/04, 12/6/06, 2/21/07	

### **I. Purpose**

To provide guidelines for employees for the reimbursement of training and travel incurred during the conduct of City business.

### **II. Policy**

The City believes in investing in employees to help them grow. The City will reimburse employees for reasonable travel costs incurred while on official authorized City business. Employees, in turn, are asked to respect and value this investment, and travel at the lowest reasonable cost.

### **III. Guidelines**

- A. **Pre-Approval:** All travel is required to be approved by the employee's supervisor and Department Director or designee prior to registration or incurring any expense. Out-of-state travel must have the Mayor's approval prior to incurring any expense. (Library Board President approves Library expenses.)
- B. **Post-Approval:** Supervisors are required to review and approve all expense reimbursement requests before sending the reimbursement request form to the Department Director or Mayor.
- C. **Use of Procurement Card:** City-issued procurement cards can be used for travel related expenses other than meals. When using City-issued procurement cards, the card should be used to pay for only the employee's own expenses. The employee should attach copies of all supporting documentation ~~on~~ to his/her travel report for all procurement card charges.
- D. **Out-of-State Travel:** All out-of-state travel is required to be approved by the Mayor or Library Board (for Library Personnel) prior to registration or incurring any expense.

Non-exempt employees who travel out-of-state for training are paid for their travel time based on-air travel time (unless stated differently in the employee's bargaining contract). If the employee chooses another means of transportation, any resulting additional time required for travel shall be charged to the employee's paid leave.

- E. **Airline Travel:** Employees are expected to travel coach class; to search for the lowest available overall cost for flight, mileage, paid time (for non-exempt staff), and airport parking fees, including from all major airlines within a 120-mile radius; and to reserve as far in advance as practical. Baggage fees are reimbursable for one suitcase and one carry-on bag. The cost of cancelling and/or rebooking of flights is not reimbursable unless it can be shown that it was necessary or required for legitimate business reasons (e.g., a changed meeting date) or extraordinary circumstances.

- F. **Rental Vehicles:** Rental vehicles are not eligible for reimbursement except under extenuating circumstances (see below). For transportation to/from the training, etc., employees should use other means such as shuttles, taxi cab, etc.

If extenuating circumstances necessitate the need for a rental car while traveling, the employee should obtain approval of their Department Director prior to renting the vehicle. The employee may use a City-issued procurement card to rent the vehicle and must purchase the auto liability insurance from the rental company.

- G. **Mileage Reimbursement:** Mileage reimbursement is available for employees who do not have regular access to a City vehicle and who travel beyond a 15-mile radius from the employee's usual work facility or residence (whichever is closer) for City business (the total round trip would be 30 miles or more). Mileage reimbursement for the use of the employee's vehicle is based on the standard IRS mileage rate in effect. The mileage reimbursement should be calculated as the difference between the training/travel event location and the employee's usual City work facility or residence (if driving to training/travel event directly from home), whichever is less. Commuting expenses between an employee's residence and his/her normal place of business are not eligible.

For positions that are expected to use their personal vehicle to travel for work on a regular basis, Department Directors may designate these positions to receive a \$30 monthly local mileage allowance (prorated for positions that work less than full-time). Directors and Deputy Directors are not eligible for this allowance without pre-approval from the Mayor. This per diem is subject to payroll taxes according to IRS regulations. For all other positions, mileage incurred within the City limits or between City facilities is not reimbursable.

- H. **Lodging:** Training classes/Events within 60 miles of City Hall are not eligible for overnight lodging. For travel/training more than 60 miles away, overnight lodging for the night before the conference up to and including the night before the last day of the conference is reimbursable at a single, standard room rate.
- I. **Meal Reimbursement:** Employees are eligible to receive up to the Wisconsin U.S. General Services Administration (GSA) Standard Continental United States (CONUS) meal and incidental rate for meals they consume when traveling overnight for approved City training/travel. Employees are not eligible for meal reimbursement for any meals that are included in the training/program or provided by the hotel, or meals that are not purchased/consumed by the employee. This per diem is not subject to payroll taxes according to IRS regulations.
- J. **Parking and Transportation:** The cost of parking fees, tolls and taxis, shuttles, and rideshares to/from the training is reimbursable. Receipts will be required for expenses that are more than \$50 per single transaction.
- K. **Tips:** Tips for meals are included in the meal and incidental rate in I above. All other tips are not reimbursable.
- L. **Spousal/Guest Travel:** Any additional costs incurred due to a spouse/guest traveling with the employee is not eligible for reimbursement. If an employee is bringing a guest (e.g., spouse, family, friend) with them, the employee should advise his/her supervisor before traveling.
- M. **Fines:** Fines (e.g., traffic or parking) resulting from traveling on City business are not reimbursable.
- N. **Miscellaneous Expenses:** There may be other miscellaneous reimbursable expenses from time to

time. Examples include books or supplies needed for a conference and telephone calls for City business. Miscellaneous expense reimbursements are subject to review for reasonableness by the Department Director and for City-wide consistency by the Finance Director.

- O. **Policy Exceptions:** Any exception to this policy must have the approval of the employee's supervisor and Department Director (Department Directors would need Mayor's approval). Requests for the exception should document extenuating circumstances or proposed overall savings to the City.

#### **IV. Procedure**

- A. A separate "City of Appleton Travel Report" will be completed for each employee and each event (Appendix A).
- B. Travel expense reimbursements to employees will be incorporated into their payroll payments. Since these payments will represent reimbursement of business expenses, no payroll taxes will be withheld.
- C. For any training event incurring over \$1,000 total expense, a Training Evaluation form (or equivalent documentation) must be completed within 30 days after the training. See Appendix B.

**1. TO BE FILLED OUT COMPLETELY BEFORE REGISTRATION OR INCURRING COSTS**

Employee/Department Requesting Travel: \_\_\_\_\_ / \_\_\_\_\_

Title of Training or Purpose of Travel (**must attach brochure/agenda**): \_\_\_\_\_

City/State of Training/Event (Mayor approval required for **all** employees' out-of-state travel): \_\_\_\_\_

Dates (time) request to be out of the office: \_\_\_\_\_ / \_\_\_\_ (\_\_\_\_ AM/PM) through \_\_\_\_\_ / \_\_\_\_ (\_\_\_\_ AM/PM)

Are there other City employees attending this training/event as well? If so, why?  
\_\_\_\_\_

Estimated Costs (\*variance of more than \$100 need to be explained on reverse side upon return)

		<b>Details</b> (e.g. vendor name, specific expenses)
<b>Registration Fee:</b>	\$	_____
<b>Lodging:</b>	\$	_____
<b>Airfare:</b>	\$	_____
<b>Meals</b> (based on per diem rate):	\$	_____
<b>Other</b> (e.g. rental car, mileage):	\$	_____
<b>Overtime for your attendance:</b>	\$	_____
<b>Overtime to cover your vacancy:</b>	\$	_____
<b>TOTAL:</b>	<b>\$</b>	_____

*\*If the total equals \$1000 or more, attendees must complete and submit an evaluation form upon return.*

How does this training/travel help meet your individual, departmental or organizational goals?  
\_\_\_\_\_

Date Submitted to Supervisor: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**SUPERVISOR'S RESPONSE:**

Authorized Date of Departure and Return: \_\_\_\_\_ - \_\_\_\_\_ Budget Account: \_\_\_\_\_

I authorize this employee to register for this training and incur these travel-related expenses (as detailed above).

_____ Supervisor Signature	_____ Date	_____ Mayor Signature	_____ Date
<i>(for all out-of-state training and Department Director's requests)</i>			

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

**2. REGISTRATION PAYMENT IN ADVANCE. IF USING PROCUREMENT CARD, CHECK BOX AND SKIP TO SECTION 3.**

- Paid with procurement card. Skip to Section 3.
- Please pay my registration in advance (submit this form to Finance).

Amount: \$ \_\_\_\_\_ (enter on lines 7 & 11 in Section 3)

Due to Vendor by: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Vendor: \_\_\_\_\_

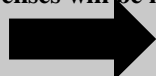
Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Note: Advance payments will be made for registration only. All other items should either be charged on a procurement card (if eligible) or will be reimbursed.

**Complete reverse side upon completion of travel, or if no other expenses will be incurred.**



**3. ACTUAL EXPENSES: EMPLOYEE MUST COMPLETE UPON RETURN (SUBMIT TO FINANCE). TRAINING BROCHURE AND REQUIRED DOCUMENTATION MUST BE SUBMITTED PRIOR TO REIMBURSEMENT.**

**Current 2019 per diem rate:** Breakfast (\$14.30); Lunch (\$15.40); and Supper (\$25.30)

Date	M	T	W	R	F	S	S	
1. Lodging:	\$	\$	\$	\$	\$	\$	\$	\$
2. Breakfast:	\$	\$	\$	\$	\$	\$	\$	(no receipts required) \$
3. Lunch:	\$	\$	\$	\$	\$	\$	\$	(no receipts required) \$
4. Dinner:	\$	\$	\$	\$	\$	\$	\$	(no receipts required) \$
5. Parking/Tolls/Taxi (receipts only required for single transactions of more than \$50):	_____							\$
6. Airfare/Taxis:	_____							\$
7. Registration:	_____							\$
8. Other:	_____							\$
9. Mileage _____ miles @ \$.58/mile (no receipts required)								\$
*Mileage within 15 miles of the employee's usual work facility is not eligible for reimbursement								
10. <b>TOTAL EXPENSES</b> (Trip Total):								\$
11. Less Section 2 Advance Registration Payments								\$(
12. Less Procurement Card Charges:	_____							\$(
13. Less Vendor Refunds								\$(
14. <b>AMOUNT DUE TO (FROM) EMPLOYEE</b>								\$

*This is to certify that the above is a true and correct statement of travel expenses incurred in the conduct of City business. I have attached all supporting documentation (e.g., training brochure, airline receipt, etc.) and I acknowledge I may be personally responsible for any expenses I incurred for which I do not have supporting documentation (except for meals, mileage and transportation expenses of less than \$50 in a single transaction).*

\_\_\_\_\_  
Employee Signature

Mayor: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Department Director Signature

Finance: \_\_\_\_\_

**Training/Travel Evaluation**

*(please complete and return within 30 days after training/travel)*

Employee Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date(s) of Travel: \_\_\_\_\_

Source of Training (if seminar/conference): \_\_\_\_\_

1. What are the three greatest learnings that you took away from this training/travel? (Please attach documentation that may be beneficial to share with others.)
  
  
  
  
  
  
  
  
  
  
2. Describe two ways that you plan to apply what you learned during your training/travel to benefit your department and/or the City.

Training Program Only

3. This training course:
  - Exceeded my expectations     Met my expectations     Did not meet my expectations
  
4. The instructor of the course:
  - Exceeded my expectations     Met my expectations     Did not meet my expectations
  
5. Would you recommend this training class to others?
  - Yes
  - No

Please explain: \_\_\_\_\_

**Explanation of Variances**

**Please explain variances of \$100 or more than the estimated costs (from Section 1):**

Registration: \_\_\_\_\_

Lodging: \_\_\_\_\_

Airfare: \_\_\_\_\_

Meals: \_\_\_\_\_

Other: \_\_\_\_\_