

SUMMARY OF MAJOR CHANGES TO THE CITY OF APPLETON TRAVEL POLICY

Below is a summary of the primary changes to the City's Travel Policy:

- **Purpose:** modified to reflect that travel is seen as an investment in our employees (versus just a business expense).
- **Pre-approval:** previously, only the supervisor had to pre-approve any travel/training expenses. It was modified to add the Department Director's pre-approval prior to incurring any expense. The Library Board would still approve any Library employee expenses.
- **Airline Travel:** employees are now expected to search for the lowest overall cost to travel, including the expectation that they search out fares from all major airlines within a 120-mile radius (not just what is most convenient for the employee).
- **Rental Vehicles:** vehicle rentals are only allowed under extenuating circumstances (e.g., if the training class is too far away for a shuttle and there is no other way to get to the training). To reduce liability, employees must purchase the auto liability insurance from the rental company.
- **Mileage Reimbursement:** was clarified to allow reimbursement for travel beyond a 15-mile radius of the employees' usual work facility or residence (whichever is closer). The monthly mileage reimbursement was reinstated for those employees who regularly drive for their positions and who do not have regular access to a City vehicle. Department Directors would identify these positions. Department Directors and Deputy Directors are not eligible for this allowance without pre-approval from the Mayor.
- **Lodging:** reimbursement for lodging is now available when the employee travels beyond 60 miles for training/travel which requires an overnight stay (the previous standards was 120 miles).
- **Meal Reimbursement:** instead of using the IRS Standard Per Diem which varied by state and city, employees are now eligible to receive the CONUS meal and incidental rate when travelling overnight.
- **Parking and Transportation:** receipts are only needed for single transactions of more than \$50.
- **Spousal/Guest Travel:** employees should advise their supervisor if they are bringing a guest with them when traveling for City business.
- **Training Evaluations:** training evaluations (or equivalent documentation) are now required for training/travel events that incur more than \$1000 expense (previously \$500).
- **Training Form:** modified to include the current CONUS and mileage reimbursement amounts (to mitigate the employee needing to search for the amounts each time) and to reinforce the need to provide the required documentation prior to being reimbursed.