

City of Dacula: Travel and Expense Policy

Purpose

All associated travel and expenses incurred while on City business, whether in-state or out-of-state, shall fall under this policy. When employees, appointed committees/boards, or elected officials of the City are required to travel on official business for meetings, conferences, and training programs, the City shall pay reasonable amounts for transportation, meals, lodging and miscellaneous approved expenses in accordance with the terms, condition and limitations in this Policy. Education and training opportunities shall be considered on the basis of merit to the City and allocated resources.

Provisions

- A. All business travel for employees where expenses may occur must be authorized in advance. The Department Head must approve requests for training, conferences, meetings, or other official functions, which require overnight accommodations.
- B. The City shall not pay expenses for contractors or those pre-hired and sponsored for an employment certification are not eligible under this Policy.
- C. Travelers who choose to extend a business trip for personal reasons either before or after business is concluded, will be responsible for all non-business-related charges.
- D. Travel expenses must be authorized or the traveler will be held responsible for all non-authorized expenses and all expenses incurred in excess of the limits outlined in this Policy.

Meal Expenses Per Diem

- A. Any employee traveling on City business may receive reimbursement for meals that are paid for by the employee. Per Diem is intended to supplement the cost incurred due to business travel and is not intended to cover excessive expenses.
- B. Per Diem rates are pursuant to the GSA Per Diem rates. For a copy of those rates, please see www.gsa.gov or ask the Finance Department or the Accounts Payable Clerk. The City shall not pay any expenses in excess of the total Per Diem rates outlined by the GSA. If any employee or official incurs expenses in excess of the GSA daily limits, that employee or official shall reimburse the City for all amounts over the GSA daily limits.
- C. Where conference registration or training tuition fees include one or more meals, only those meals not covered by such fees shall be paid or reimbursed by the City.

- D. All receipts are required for reimbursement or pursuant to the City's Procurement Card Policy.
- E. In addition to the restaurant's itemized receipt, the following information must be documented:
 - 1. The name and location of the restaurant.
 - 2. The names of the people served.
 - 3. The date.
 - 4. Total expense including gratuity.

Use of City Owned Vehicle Business Travel

- A. Under no circumstances, may anyone under the age of 18 ride in a city vehicle.
- B. Receipts for gas, oil and out of town repairs should also be submitted along with any expense reports.
- C. Insurance identification card must be kept in the City vehicle at all times.
- D. When any employee is driving a City-owned vehicle, he/she shall observe all traffic laws and accept responsibility for the payment of any fines incurred. If a traffic citation is received while operating any City vehicle or an accident occurs, the employee must report it immediately to the proper supervisor. The supervisor will be responsible for reporting the incident to his/her Department Head and the Human Resources Department.

Transportation

- A. When practical, employees will carpool when attending the same conference, community meeting, or training.
- B. *Personal Vehicle* – Travel by personal vehicle will be reimbursed for mileage at the same cents per mile as stated by the IRS mileage allowance.
 - 1. If more than one employee rides in the vehicle, only the owner of the vehicle will be reimbursed.
 - 2. All personal vehicles used for City business must be adequately insured for liability, personal injury and property damage.
 - 3. When using a personal automobile for a day trip, which originates from home, the mileage reported for reimbursement should be from home to destination and back home or to City Hall.

Lodging

- A. Employees must reserve lodging at the GSA rate or at the least costly room rate within the designated hotel. If an employee is attending a conference, reimbursement will be made for the standard room rate, at the conference facility.

A conference facility is either directly at the site of the conference or listed in the brochure as a conference hotel.

B. An employee may submit a request to stay at an alternative comparable hotel or short-term rental based on price and amenities.

C. The City will only pay the actual room rental cost supported by the hotel bill for each day that lodging was approved. Upgrades and other amenities will not be reimbursed. Any expenses incurred over the GSA daily limits will not be paid by the City. If any employee or official incurs expenses in excess of the GSA daily limits, that employee or official shall reimburse the City for all amounts over the GSA daily limits.

D. The City will not reimburse for taxes paid on lodging when traveling in Georgia. It is the responsibility of the traveler to obtain a sales/use exemption form and a hotel/motel tax form from the Finance Department.

Non-Reimbursed Expenses

A. Expenses of spouse, family, or other persons not directly employed by the City.

B. Alcoholic beverages.

C. Fines for parking or traffic violations.

D. Airline and other trip insurance not approved in advance.

E. Loss or damage of personal property.

F. Personal entertainment (in-room movies, etc.) during any trip.

G. Non-approved travel upgrades or extensions.

H. Gifts, clothing or purchase of personal items.

Compliance Auditing

A. The Department Head/Supervisor is responsible for ensuring that all travel request/claims originating from their department is in compliance with the City's Travel and Expense Policy.

B. The traveler is responsible for submitting all receipts and expense documents related to his/her travel within two (2) weeks of returning. All documentation should be returned to the Accounts Payable Clerk or Finance Department.

C. Reimbursement shall be made in the next payables cycle.

D. Any excess expenditures about the limits outlined in this policy shall be reimbursed to the City with ten (10) days of notice from the Accounts Payable Clerk or Finance Department. Any sums not reimbursed within that time shall be deducted from the employee or official's pay in the next pay cycle.

E. Expenditures in excess of the limits outlined herein may subject the employee incurring such expenses to disciplinary action.