

City of Douglas  
Administrative Policies



## 2.01 Travel Policy

Effective Date: 2/14/01

Revised by Resolution 05-411 on 10/12/05

Revised by Resolution 16-1189 on 12/14/16

Revised by Resolution 20-1421 on 6/17/2020

Revised by Resolution 23- on 8/9/2023

### Policy:

It is the policy of the City of Douglas to authorize City Officials and City Employees travel expenses and allowances for trips required to conduct City business as follows:

#### I. GENERAL PRINCIPLES

A. Eligible individuals may attend educational or training seminars if funds for that purpose are available and such training is directly job related or beneficial to the City.

B. The most economical method of transportation shall be selected in terms of expense to the City and the eligible individual's time away from the office. If the eligible individual chooses an alternate method of transportation, reimbursement shall be capped at the cost of the least expensive option.

C. Any travel reimbursement claims must be approved by the corresponding department director and shall be submitted to the Human Resources Department for review and to the Finance Department for payment using the Training/Travel Reimbursement Form.

## II. Authorized Expenses

The City will pay reasonable expenses for the following:

1. Single or double room, if lodging is required and approved in advance. Travel must be outside a 75-mile radius of the corporate city limits and a multi-day event or an early morning meeting/event. Early morning meeting/event requirement is having to leave the city prior to 6:00am to arrive on time.
2. Conference and seminar registration fees for the employee/official, but not for spouse, children, or guests.
3. ~~For in-state events, Current U.S. General Services Administration (GSA) a \$49.00 per diem rate will be provided for meals, with no receipts required. Meals shall be pro-rated for partial day travel as follows: up to \$10.00 for breakfast, \$13.00 for lunch, and \$26.00 for dinner.~~ Documented actual costs will be paid/reimbursed if approved by the City Manager or designee. Per diem will be prorated for partial

days of travel and reduced by the amount of any meals included at the conference, seminar, event, business meeting or lodging site.

- a. Employees or officers leaving before 7:00 AM and returning after 6:00 PM on the same day will receive an allowance for all three meals.
  - b. Employees or officers leaving after 7:00 AM and returning after 6:00 PM will receive an allowance for lunch and dinner.
  - c. Employees or officers leaving in the morning after 7:00 AM and returning in the afternoon before 6:00 PM will receive an allowance for lunch only.
- ~~4. For out of state events, a total of \$55.00 in advance will be provided for meals, with no receipts required. Meals can be pro-rated as follows: up to \$11.00 for breakfast, \$15.00 for lunch, and \$29.00 for dinner. Documented actual costs will be paid/reimbursed if approved by the City Manager or designee.~~
- ~~5.4.~~ Employees attending City-related meal engagements or functions will have costs paid by submitting a check requisition and appropriate documentation for approval prior to the scheduled event.
- ~~6.5.~~ The costs associated with parking a vehicle, including meters, lots, garages, or storage at an airport.
- ~~7.6.~~ Mileage will be reimbursed per mile at the current GSA mileage rate of \$0.445 per mile from Douglas to point of destination and return trip. When one or more employees and/or elected or appointed officials are transported in the same private vehicle, mileage shall only be allowed for one motor vehicle. The City will not provide primary vehicle insurance for employees/officials using their personal vehicle while conducting City business.
- ~~8.7.~~ Round-trip coach airfare for employee/official.
- ~~9.8.~~ Taxi, ground transportation, or rental car.
- ~~10.9.~~ Infrequent personal use telephone calls while out of town consistent with the City provided Cell Phones Policy 2.10.
- ~~11.10.~~ Customary tips associated with meals, baggage handling, etc.

**Lodging and all other travel receipts must be returned to the Finance Department within three days of your return.**

### **III. Unauthorized Expenses**

The City shall not pay/reimburse employees for any travel expenses that are not enumerated herewith. Examples of unauthorized expenses include: newspaper, magazines, alcoholic beverages, mini-bar expenses, laundry expenses, movies, and additional lodging, meals or travel expenses for a spouse, child, or guest traveling with the employee/official.

APPROVED BY MAYOR AND CITY COUNCIL THIS \_\_\_\_th\_\_\_\_ DAY OF \_\_\_\_August, 2023\_\_\_\_

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Mayor Donald C. Huish

ATTEST:

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Alma Andrade, City Clerk

APPROVED AS TO FORM:

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Denis Fitzgibbons, City Attorney