

City of Forest Park Travel Policy

Purpose

This policy sets forth the guidelines for the planning and approval of travel, as well as the payment and/or reimbursement of expenses incurred by the City of Forest Park employees in connection with required training or other business activities that are directly related to the fulfillment of their duties.

General Requirements

1. Overnight Travel

- All overnight travel must be pre-approved by the Department Head and the City Manager before any training and travel expenses are incurred.
- A Travel Request form along with all estimates and conference/training information should be submitted for approval not later than 10 business days prior to registration and incurring travel expenses.
- Refer to the USA General Services Administration (GSA) for acceptable daily lodging rates, or stay at the hotel designated by the conference coordinators
- Any car, train or bus trip that lasts longer than 1 hour could qualify for overnight travel.

2. In-State Travel

- Travel within the State of Georgia shall be by personal vehicle or city car (when available). The city will reimburse mileage when using a personal vehicle based on the prevailing rate established by GSA [GSA Mileage](#) or fuel when using a city car and proper receipts are submitted.
- Trip mileage will be calculated using City Hall as the starting and returning point and will be paid in advance for each trip.

3. Out-of-State Travel

- When travel outside the State of Georgia is required, the city will pay for air travel at coach fare.
- Air travel should be scheduled sufficiently in advance to secure discount fares whenever possible.
- When booking air travel more than 30 business days out, trip insurance must be purchased.

4. **Lodging and Fees**

The city will cover the costs of lodging, parking, valet services, and any necessary registration fees for all employees on official business.

Reimbursable Expenses

The city seeks to prepay all known and required expenses to reduce the need for reimbursements. Whenever possible, known travel expenses will be charged to the City's P-Card (review P-Card policy). If an employee incurs a necessary out-of-pocket expense related to city business, the city will reimburse that expense upon submission of appropriate documentation.

Reimbursable expenses include:

- Airfare
- Hotel
- Mileage
- Ground Transportation/ Rideshare (between airport & hotel)
- Parking
- Tolls
- Meals
- Registration costs

All receipts should be turned in to your department's P-Card Liaison upon your return to the office.

Per Diem

1. **Daily Allowance**

A per diem allowance will be granted to cover meals while employees are attending training, seminars, conferences, or conducting other official business on behalf of the city.

2. **Per Diem Rate**

The per diem will be paid at the rate established by the GSA website [Per diem rates | GSA](#)

Non-Reimbursable Expenses

The city will only reimburse expenses directly related to official city business. The following expenses are not eligible for reimbursement:

- Rental cars
 - Additional luggage or purchase of duty-free items
 - Entertainment or personal activities
 - Expenses not accompanied by receipt
 - Expenses for spouses or other travel companions
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Traveling with a non-employee

Our policy allows you to share a company-booked room with a partner, friend or family member who wants to travel with you, as long as this doesn't incur extra charges. For example, if you've already booked a room for you that has enough space, you can host your partner, friend or family member. Keep in mind that you'll be financially responsible for any expenses or damages this person incurs.

We won't reimburse any expenses for your co-traveler for the entirety of the trip. The only exception is taxi fares which don't depend on the number of people on the ride.

References:

For additional guidelines, please refer to the:

USA General Services Administration at: [GSA Travel](#)

Purchase Card Policy: [Insert hyperlink](#)

Travel Request Form: [Insert Hyperlink](#)

Effective Date: [Insert Date]

Approved by: