11.0 TRAVEL POLICY

Any employee wishing to travel for work related business must have prior approval from their Supervisor.

Updated by Board of Trustees 11-4-25

11.1 Mileage

All employees having Township business requiring the use of an automobile may, with approval, use a Township vehicle, if available. If a Township vehicle is not available, the employee may use his/her own vehicle, with approval of the Department Head, and he/she will be reimbursed at a rate equal to the deductible mileage rate allowed by the Internal Revenue Service. Travel must be documented on an expense reimbursement form, approved by an immediate supervisor or Department Head and submitted to the Accounting Department. **Updated by Board of Trustees 2-18-25 & 11-4-25**

IRS requires that mileage be paid on the shorter distance between home and work. For example, an employee traveling from home in South Lyon to training in Lansing would be reimbursed for mileage for the shorter distance of Hamburg to Lansing.

11.2 Travel Expenditures

Employees' will be reimbursed for reasonable expenses incurred for meals, lodging, and other travel related cost, based on location of travel, while on approved Township business.

Travel location must be further than 100 miles to merit the expense of an overnight stay at a hotel. Department Heads have the discretion to approve an overnight stay when the location is less than 100 miles when special circumstances exist.

Meals and lodging expenses will be reimbursed up to the amounts provided by the U.S. General Services Administration (https://www.gsa.gov/travel/plan-book/per-diem-rates), including applicable taxes and fees, and a maximum fifteen percent (15%) gratuity, based on the final destination of travel. Employees must obtain receipts for meals, lodging and other travel related costs, and document all expenses on the expense reimbursement request form.

Employees required to travel by airplane to the destination must first receive Department Head approval. If approved, the air fare on a commercial airline shall not exceed coach rates.

Employees will not be reimbursed for an expense including, but not limited to, expenses relating to a spouse or travel companion, entertainment, travel insurance, alcoholic beverages and personal expenses, such as laundry and valet services. Any expense not clearly identified shall be brought to the Township Supervisor's attention for clarification.