

City of Hartford

Travel Reimbursement Policy

- A. All approved travel and related expenses shall be reimbursed with the following guidelines:
1. All travel expense claims shall be prepared and submitted on the travel expense request form and must be itemized and stated in accordance with this policy. The travel expense request form is available from City Hall.
 2. The nature of the official business must be described. The name, date, and location of the event or meeting must be included. Generic statements as “on official business” or “as directed” are not acceptable.
 3. Each expense voucher shall include the expenses for only one person, unless more than one employee or City representative are eating together and a single receipt is provided. In such cases the names of all participants must be listed.
 4. Standard expense reports must be submitted within one month of travel. If utilizing the City’s credit card, expense reports must be submitted on the first working day upon returning from the work related travel.
 5. Original, dated receipts must be attached for all items of expense. If a credit card is used for payment, the details of the expense must be identified. A final credit card receipt with just the total paid is NOT acceptable.
 6. For travel using privately owned vehicles, actual mileage must be shown.
 7. Traffic or parking violations will not be reimbursed.
 8. Special or unusual circumstances and cancellation of pre-paid activities and events will be addressed on an individual basis.
 9. The Treasurer is authorized to reject any travel expense that has not been properly documented.
 10. Reimbursement will not be paid for expenses for spouses, guests, or other persons not authorized to receive reimbursement under this policy or state laws.
 11. Reimbursement will not be paid for alcoholic beverages.
- B. Reimbursements for travel related expenses shall not exceed amounts budgeted. The following rates will be used to reimburse expenses incurred on approved official City business:
- Mileage shall be reimbursed at the current Internal Revenue Service allowed rate.
 - The maximum reimbursement for meals shall be determined utilizing the General Services Administration (GSA) per diem Primary Destination rates for Kalamazoo/Battle Creek. Maximum rates are updated at least annually by the GSA. Employees are responsible to know the applicable maximum reimbursement rates prior to any travel for the City. These maximum rates can be modified to the destination city rate as requested by the employee. The maximum rates in affect October 1, 2023 are as follows:

○ Breakfast	\$14.00
○ Lunch	\$16.00
○ Dinner	\$29.00
 - Lodging expenses will be considered on an individual case basis, to be booked at the Government Rate, training rate, or otherwise lowest rate available.
- C. A City Employee may be able to utilize a City credit card to pay for approved travel costs only if the charges made to the City credit card do NOT exceed the maximum reimbursement rates indicated in section B.