

Financial Handbook

Policies and Procedures

SECTION XXVI. TRAVEL. The City shall compensate their employees for City-related and -approved travel as provided herein.

SECTION XXVI.1. AUTHORIZATION. City-related travel requires advanced approval by the employee's Department Director. Department Director level and above requires either the City Administrator or the Mayor to approve employee travel.

SECTION XXVI.2. TRANSPORTATION.

- a. City-Owned Motor Vehicle: City employees shall drive a City-owned motor vehicle to and from the destination.
- b. Carpooling: City employees travelling to the same destination shall carpool to that destination to reduce travel related costs, unless the Department Director approves an exception to this requirement.
- c. Personal Vehicle: If there is not a reliable City-owned vehicle available for the trip, the Department Director may authorize the utilization of an employee's personal vehicle. The employee will be reimbursed at the prevailing Internal Revenue Service (IRS) mileage rate set for the calendar year for the actual miles driven to and from the destination. This should be the exception, not a common occurrence.
- d. Rental Vehicle: If approved by the Department Director in advance, an employee may rent a vehicle in lieu of taking their own personal vehicle to travel on behalf of the City.
- e. Flights: With Department Director approval, an employee may fly to their destination and obtain the necessary ground transportation upon their arrival. The employee shall purchase only the most reasonable ticket(s) (coach or economy) available for the flight.

SECTION XXVI.3. LODGING. An employee is authorized to purchase lodging at their destination, if the activity requires a multiple-day stay or the location is more than three hours away. Lodging must be approved by the Department Director. Lodging shall be paid for in advance on a City credit card or the employee can be reimbursed with a receipt. ~~[per diem basis, as outlined in the United States General Services Administration (GSA) website (gsa.gov/travel/plan-book/per-diem-rates) for the month and year the travel will occur within the state and area as determined by the GSA.]~~

SECTION XXVI.4. MEALS AND INCIDENTALS. The City shall pay for meals and incidentals associated with an employee's travel requirements in advance based upon the per diem rates determined for the location of travel by GSA under their "Meals & Incidentals (M&IE) Breakdown." As per the GSA guidelines, in the United States General Services Administration (GSA) website (gsa.gov/travel/plan-book/per-diem-rates), meals and incidentals are paid out at only seventy-five percent on the first and final day of travel. Full days are not permitted if a conference includes lunch/dinner and if the hotel includes breakfast.