



<b>EMPLOYEE TRAVEL POLICY</b>			
<b>ISSUE DATE:</b>	JULY 2022	<b>REVISION DATE:</b>	

**I. PURPOSE**

The purpose of this policy is to provide consistent travel regulations and reimbursement to Town employees and officials. The intent is to assure fair and equitable treatment to all individuals traveling on Official Town Business at the Town’s expense.

**II. POLICY**

The Town of Palmer Lake employees and elected or appointed officials are on occasion required to travel to obtain additional training and/or education. The Town Administrator, or her designee, is responsible for the enforcement of the following travel regulations, although Town supervisors should also be familiar with the regulations.

- The term “Official Town Business” means travel associated with training and/or education that has been authorized by the Board of Trustees or the Town Administrator.
- The term “Traveler” means:
  - a elected or appointed municipal official, including members of Town boards or commissions, who is traveling on Official Town Business; or
  - a Town employee who is traveling on official Town business and authorized by this policy. “Traveler” does not include the spouse, child, or other companion of the Traveler.
- Travelers are only entitled to reimbursement of certain expenditures while traveling on Official Town Business. Reimbursable expenses shall include airfare, lodging, meals, privately owned vehicle (POV) mileage, and parking, for prior approved Official Town Business.
- In order to be entitled to reimbursement, all expenses require a receipt and a travel expense form.
  - Receipt(s) must accompany all reimbursement forms.
  - POV mileage must include mapped addresses as evidence of mileage.
  - Mileage reimbursement rate based on U.S. General Services Administration (GSA.gov).
  - Explanation of training should be included with reimbursement request.

**III. EXCLUSIONS**

Unless prior authorization from the Board of Trustees or the Town Administrator, the following items are excluded for reimbursement:

- Alcoholic beverages;
- Payment of additional meals/lodging, except for other Travelers on Official Town Business; and
- Unreasonable or excessive expense.