

Santaquin City Resolution 05-05-2022

A Resolution Amending City Travel Procedures in the Santaquin City Employee Policy and Procedure Handbook

WHEREAS, the City of Santaquin has an employee policies and procedures handbook to address employment and personnel matters that apply to City employees; and

WHEREAS, the City of Santaquin has determined that it is desirable to update these policies and procedures from time to time to comply with Federal, State and local laws and ordinances; and

WHEREAS, recommended changes have been prepared by the Operations Manager in consultation with the Department Directors and City Manager as well as reviewed by the City Attorney, Mayor and City Council;

Now Therefore, Be it Resolved by the City Council of Santaquin City, Utah, that Santaquin City hereby adopts amendments to the Santaquin City Employee Policies and Procedures Handbook as indicated in Attachment “A” hereto. All other provisions of the Employee Policies and Procedures Handbook as adopted by Santaquin City Resolution 12-04-2021 shall remain in effect.

Approved and adopted by the Santaquin City Council this 17th day of May, 2022.

Daniel M. Olson, Mayor, Santaquin City

Attest: _____
Amalie R. Ottley, City Recorder

The following changes are proposed (bold-underlined text is added, stricken text is deleted).

5.2 TRAVEL POLICY

A. General Policy - From time to time employees are required to travel in the course of performing their job-related duties or to obtain training through attendance at job-related seminars. Requests for travel involving reimbursement or prepayment of related expenses must be made in writing by the employee on a travel form and approved in advance by the Mayor, or designee. All out of state travel is subject to the approval of the City Council.

1. Reimbursement. When an employee is to travel in the course of performing their work related duties or attend any job-related training course, conference, seminar, or certification course, that has been approved prior to attendance, Santaquin City will provide the necessary time off with pay and will reimburse the employee for all approved costs including tuition or registration fees, authorized travel, meals, and lodging. Reimbursement rates are as follows:

(a) Meals. Meals will be reimbursed at the rate published by the ~~State~~ U.S. General Services Administration. The location of the travel will determine which rates will be used (in-state, out-of-state, or area specific rates). If meals are provided as part of the work-related activity, training, conference, ~~or seminar~~ or lodging accommodations, reimbursement shall not be made to the employee for those provided meals. Employees may receive a travel advance for meals not already covered with their training or accommodations. ~~The location of the travel will determine which rates will be used (in state or out of state). The State of Utah travel policy is located at <http://www.finance.utah.gov/travel/>. It is the department directors' responsibility to review the registration forms to confirm when meals are provided as part of the registration fee.~~

(b) Lodging.

1. Overnight ~~Lodging will~~ may be covered by the city under the following circumstances and as approved by the City administration:

(i) Employee is attending a multi-day event or training that requires more than an hour of drive time (one-way) from their home to attend.

(ii) Employee is attending a meeting or training that will require more than 1.5 hours of driving (one-way) to return home and the employee would not be able to return to their home before 10:00 PM. Conversely, if the training or event requires 1.5 hours of driving (one-way) and the employee would need to leave their home or place of work before 6:00 AM to attend the morning event/training.

(iii) Approved lodging costs will be reimbursed at the actual basic single room rate. When a hotel or motel is the conference or convention location site, lodging reimbursements for the travel opportunity will be limited to the conference rate in the event hosting facility.

2. **The City will not pay for an Employee's personal, incidental expenses, room upgrades, or damage claims resulting from their stay at a lodging facility.**
 3. Lodging arrangement should be made **30 days** prior to attending the training and paid for with a ~~check or the~~ city credit card. In extenuating circumstances if an employee places **a** room rental on their personal credit card, approved reimbursement will take place upon presentation of a receipt.
- (c) Travel/Mileage. If available and practical, employees should make arrangements to use a city vehicle for all work-related travel. If a city vehicle is not available and with approval from the Functional Area Director, the employee will be reimbursed mileage at the prevailing federal rate for use of a personal vehicle. Time spent traveling that is not included in the employee's regular work schedule will be reimbursed at the Functional Area Directors discretion.
- When an employee must fly to a travel destination, the city shall pay for the plane ticket in whole. Plans to fly must be pre-approved by the Mayor, or designee.
Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs.
- (d) Registration. Santaquin City shall pay for training registration fees at the rate noted on the registration form.
- (e) Books/Materials. Santaquin City shall pay for books and materials at the rate noted on the registration form.
- (f) Personal Vacations. In cases where vacation time and/or personal travel plans are added to a business trip, any cost variance in airfare, mileage or lodging must be clearly identified on the Travel Request form. Santaquin will not prepay any personal expenses with the intention of being "repaid" later, nor will any personal expenses be reimbursed to an employee.**