

From Personnel Policies & Procedures Handbook: Redlined with revisions

G. Employee-Incurred Expenses and Reimbursements

The City will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and pre-approved by your supervisor before they are incurred. The City will not pay for or reimburse the costs incurred by a spouse, ~~same-sex~~ domestic partner, or travel companion who accompanies the employee on City-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) (e.g., conference registration confirmation, map showing the mileage to and from the location, etc.). These items must be submitted within one month of the expense being incurred or the employee risks forfeiting their payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City will reimburse/pay for are:

- Conferences/workshops/trainings/seminars
- Lodging
- Meals – at the GSA per diem rate "CONUS"
- Mileage and parking
- Clothing allowance
- Physical exams for commercial driver's license
- Certifications required to perform job duties

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

When a job requirement, it is the responsibility of the employee to maintain a current commercial driver's license.

Conferences/Workshops/Trainings/Seminars

As long as the conference/workshop/training/seminar is related to your position with the City, the City will pay for pre-authorized registration fees.

Lodging

The City will pay reasonable lodging expenses for pre-authorized travel as long as the purpose of the travel relates to your position with the City. Employees shall be reimbursed for reasonable actual expenses incurred for lodging while attending conferences, workshops, trainings or seminars authorized in advance by a supervisor or department head. When the employee would not reasonably be expected to return to his or her residence from authorized City business, lodging will also be reimbursed at the GSA per

~~diem rate or conference rate (if training related).~~ Receipts for lodging must be provided to and approved by their supervisor before reimbursement shall be made.

Meals

~~For meals consumed while on pre-authorized travel, the City will reimburse employee for actual expenses incurred, not to exceed fifteen dollars (\$15) for breakfast, twenty dollars (\$20) for lunch, and twenty five (\$25) dollars for dinner, according to the GSA per diem rate, which is dependent on location.~~

~~Maximum allowable meal expenses shall be based on the following schedule:~~

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~~Departure from assigned workplace~~

~~Breakfast 6:00 a.m. or earlier
Lunch 11:00 a.m. or earlier
Dinner 5:00 p.m. or earlier~~

~~Arrival back to assigned workplace~~

~~Breakfast 8:00 a.m. or later
Lunch 2:00 p.m. or later
Dinner 7:00 p.m. or later~~

There shall be no reimbursement for alcohol expenses.

~~Working lunches for meeting purposes or representing the City will be reimbursed the actual cost, and not be affected by the above time schedule. Working lunches are limited to department heads for performance of City business. Expense report for reimbursement requires detailed receipt (credit card receipt does not qualify), and purpose of meeting.~~

Commented [JG1]: If the time schedule language is being removed, this no longer makes sense here.

Commented [GB2R1]: The time schedule is replaced with CONUS reimbursement rates, which are not based on time schedule.

~~A meeting or training of less than 4 hours and /or within 50 miles of the City of St. Helens, does not qualify for meal reimbursement. One day training over 4 hours and beyond 50 miles are reimbursable using CONUS rate for the single meal.~~

Commented [GB3]: PD requested change.

If the registration fee for employee's conference/workshop/training/seminar includes a meal(s) but employee chooses to purchase a different meal, no reimbursement will be made for that purchase, since the City has already paid for a meal(s) in the registration fee.

~~If the lodging for a conference/workshop/training/seminar provides a full breakfast, no reimbursement will be made for that meal, since the City has already paid for the meal with the lodging.~~

~~—A copy of the registration form and lodging amenities must be submitted with employee's reimbursement request.~~

A per diem may be requested prior to pre-authorized travel if the travel takes you away from the workplace for at least twenty-four (24) hours. The daily per diem ~~rate is \$60 per GSA (CONUS)~~

~~will be used and but~~ upon return you must submit ~~receipts documentation~~ and any unused monies to the City.

Commented [JG4]: If its based on the GSA, I don't think this \$60 makes sense anymore.

Commented [GB5R4]: Will the elimination of a pre-paid per diem be a hardship for some employees?

Mileage and Parking

City vehicles are provided for any transportation needed for City business, such as trainings, seminars, meetings, etc. Whenever feasible, employees will take a City vehicle. Use of personal vehicles for City business must be approved by your supervisor.

Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. The mileage reimbursement is intended to offset the operating cost of the employee's vehicle when used in City business. This includes car insurance. The City is not responsible for damage to an employee's vehicle, when such vehicle is used for City business.

Commented [JG6]: If a personal vehicle as allowed to be used, the location of that vehicle at the beginning and end of the trip may be worth considering. For example, if employee "A" lives in Rainier and has to drive to Salem, they shouldn't be reimbursed for the mileage between Rainier and city hall. They would commute to city hall anyways. Another example, if Employee "B" lives in Portland and has to drive to Salem, the reimbursable distance should be between Portland and Salem; not city hall and salem. Basically, the shortest route from city hall or in the case of personal vehicle use the person's residence and the destination whichever is the shortest should be the reimbursable amount.

Commented [GB7R6]: Agreed.

Example for use of personal vehicle: If a personal vehicle is allowed to be used, the location of that vehicle at the beginning and end of the trip shall be considered. For example, if employee "A" lives in Rainier and must drive to Salem, they will be reimbursed for the mileage beginning at city hall (or facility of report). If Employee "B" lives in Portland and has to drive to Salem, the reimbursable distance will be between Portland and Salem, not city hall and Salem. Basically, the shortest route from city hall (or facility of report) or in the case of personal vehicle use the person's residence and the destination whichever is the shortest will be the reimbursable amount.

Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned _____ by the City may not be used for personal use without prior approval.