

**CITY OF TOMBALL
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

SUBJECT TRAVEL AND EXPENSE REIMBURSEMENT POLICY	NUMBER: 20	EFFECTIVE DATE: May 18, 2009	PAGE 1 OF 5
	REVISED: May 18, 2009	APPROVED BY CITY MANAGER: May 18, 2009	
	SUPERSEDES: April 21, 2008	APPROVED BY CITY COUNCIL: May 18, 2009	

Purpose: To establish uniform procedures that shall apply to reimbursement of all travel related expenditures for professional development necessary to maintain and enrich the City’s investment in and expectations of our employees.

Scope: This policy applies to all departments and all full time City employees as well as elected officials who travel **overnight** on City business. . Part time employees and volunteers are **not** eligible for any travel reimbursement without written approval of the City Manager prior to any expenditure for the trip in question.

Authorization: All In-State travel requires approval in advance by the Department Head on the Application to Travel Form before registration fees or travel and accommodation reservations are made. Department Head travel requires City Manager approval. Out-of-State travel requires approval of the Department Head and the City Manager or Assistant City Manager on the Application for Travel Form before registration fees or travel and accommodation reservations are made. This form must accompany requests for a travel advance and should be kept on file in the employee’s department for additional verification if needed.

Travel Expenses: Reasonable travel expenses for attendance at seminars, conferences and other training programs outside the City of Tomball will be reimbursed with the prior written approval of the department director or City Manager. The employee should strive to use the most economical method of travel while ensuring his/her safety and comfort. Reasonable travel expenses include but are not limited to:

Transportation costs which may include:

- a. **Public Transportation** – If the employee is required to travel by air, bus or train, the cost of the round-trip air, bus or train fare will be reimbursed.
- b. **City Vehicles:** City vehicles may be used according to the discretion of the Department Head. Direct expenses such as gasoline, oil and repairs associated with the use of vehicles will be reimbursed. Receipts for these items will be required.
- c. **Personal Vehicles:** If the employee drives his/her own car, the lesser of air fare and ground transportation costs (shuttle, taxi, rental car) to the location of the seminar (if available) or mileage at the rate allowed by the Internal Revenue Service will be reimbursed. The employee will only be reimbursed for cost incurred for 1 day of travel when using their personal vehicle.
- d. **Taxis:** The City will reimburse the City employee’s taxi, shuttle and bus fares for required ground transportation.