



## **TOWN OF TYRONE EMPLOYEE HANDBOOK**

<b>CHAPTER:</b>	<b>17 – Travel Policy</b>		
<b>EFFECTIVE DATE:</b>		<b>PAGES:</b>	9
<b>REVISION DATE:</b>		<b>DISTRIBUTION:</b>	All Personnel

### **I. PURPOSE**

The purpose of this policy is to establish rules and regulations pertaining to approved, business related travel by Town employees.

### **II. POLICY**

It is the policy of the Town of Tyrone to authorize and cover the costs associated with necessary travel while conducting official Town business and attending training.

The policies and procedures contained herein govern authorized travel for Town business, allowable modes of travel, and allowable expenses while on official Town business. Reporting requirements are included.

This policy assures that the Town of Tyrone and its business-related travelers are in compliance with the above regulations; enables the Town to protect its reputation and municipal status by avoiding excessive or inappropriate spending; and provides the Town Council with the ability to control the approved budget through oversight of expenditures.

### **III. PROCEDURES**

- A. The key requirements for authorized travel and business-related expenses under the Town's plan include:
  - 1. Business Connection - All travel must have an unquestionable and direct connection to Town business and includes meetings and employee training; and
  - 2. Substantiation - Records must substantiate the:

- a. amount;
  - b. time and date;
  - c. places; and
  - d. business purpose(s);
- B. It is the responsibility of those travelling to adhere to the requirements of this policy. Any deviation from the policies set forth will require prior approval of the Town Manager.
- C. Employees and Town Officials have the responsibility to use discretion and seek economical lodging, transportation, and meals when traveling on Town business. State contracts for lodging and auto rentals should be checked for cost/availability when these services are required when traveling in-state. When traveling for a training conference, employees and Town officials have express authorization to reserve a room at the conference hotel when applicable. The cost must be within the approved budget for the conference.
- D. For purposes of this policy, business expenses must be for a valid business purpose that is necessary and reasonable in order to conduct Town business. A specific business purpose must be documented for all expenditures for which approval is requested. The business purpose of an expense may be obvious to the traveler, but it is not always obvious to a third party. The employee or Town official is expected to obtain original, itemized receipts for all expenses. An original receipt may take many forms (e.g., cash register receipt, copy of an order form, web receipt or confirmation). A receipt must identify:
  - 1. The date of purchase;
  - 2. The vendor name;
  - 3. Itemized list and unit price of the purchased items; and
  - 4. The total amount.
- E. Employees and Town officials are expected to obtain proof of payment for all expenses related to their travel. Proof of payment may take many forms but must demonstrate that payment was tendered and must identify the means by which payment was tendered. This information is usually included on the original receipt. Examples may include cash tendered, amount paid and a zero balance due. The proof may include information about a credit/debit card payment, e.g., card type, last four digits of card and/or signature.

F. Travel Authorization

Any employee who will be traveling on Town business must complete a "Travel Request" form. This form must be forwarded through the employee's department head and to the Town Manager or Chief of Police for approval. The Town Manager's or the Chief of Police's approval is required before any expenses in connection with the request are incurred by the employee.

Elected and appointed Town Officials are not required to obtain approval for business-related travel.

G. Paying for Travel

The preferred method of payment for authorized travel expenses is a Town credit card. If the employee or Town official does not have an assigned Town credit card, he or she must check out the Town's expense card from the Finance Manager.

In cases where it is not possible for an employee to utilize a Town credit card, their authorized travel will be reimbursed by the Town. Prior to being reimbursed, the employee must submit a travel expense report along with all associated receipts.

H. Travel With Guests

Employees and Town officials are authorized to take guests, such as immediate family members, while traveling on Town business such as training conferences. However, the Town will cover only those expenses incurred by the employee or Town official.

I. Considerations

The factors used to determine the mode of travel to be utilized should include, but not be limited to, the following considerations:

1. Comparative costs of all authorized modes of travel;
2. Number of employees and volunteers traveling to the same destination;
3. Duration of trip;
4. Driving distance/time/safety; and

5. Availability of Town vehicle (Will the vehicle be needed in the Town if the vehicle is being used for an extended, planned trip?).

J. Modes of travel

It is anticipated that, with a few exceptions, the most economical mode of travel for the Town will be selected.

The following modes of travel are authorized for use when on official business.

The modes of travel to be utilized shall have the approval of either the Chief of Police or the Town Manager.

1. Town Vehicles

- a. When practical, employees and Town officials travelling on official business shall utilize Town vehicles.
- b. The following rules apply to the use of Town vehicles:
  1. Travel should not normally exceed one (1) day's safe driving time.
  2. Town vehicles shall not be used by employees or Town officials when travelling with a guest. In these cases, the employee or Town official shall use a personal vehicle and will be reimbursed at one half the U.S. General Services Administration (GSA) mileage rate.

2. Personal Vehicles; reimbursement for mileage

- a. The Town will reimburse personal vehicle travel costs based on point-to-point mileage.
- b. The Chief of Police and the Town Manager may approve use of a personal vehicle for travel on official business under the following circumstances:
  1. A Town vehicle is not available; Or
  2. The employee desires the accompaniment of a family member, or is taking vacation in conjunction with official travel.

- c. Employees and Town official should keep a record (e.g., spreadsheet, notebook or ledger; AAA trip tic or Map Quest printout) of their use of their private vehicle for Town business travel. The written record should include:
  - 1. The dates and points (Address, Town, State) of departure and arrival;
  - 2. Business purpose of trip;
  - 3. Total business mileage; and
  - 4. Calculation of reimbursement (total mileage times mileage reimbursement rate).
- d. Employees will be reimbursed for mileage as calculated from the workplace to the travel destination and back.
- e. The per mile reimbursement amount will be based upon the current Standard Federal Mileage Rates.
- f. Employees are NOT entitled to mileage reimbursement for:
  - 1. Travel between their place of residence and their official headquarters; or
  - 2. Personal mileage incurred while on travel status.

### 3. Airlines

Employees should use airline travel when:

- a. Travel exceeds more than (5) five hours safe driving time; and
- b. It is more cost-effective to use air travel than another mode of travel.

Travel from departure point to and from the airport will be reimbursable.

### K. Meal Expenses; overview

The following rules apply to meal expenses:

1. The Town will not reimburse employees and Town officials for any meals that are provided as part of a conference, seminar or training.

L. Meal expenses with no overnight stay

1. The Town will provide employees and Town officials with a meal allowance when attending meetings, seminars, training sessions, etc., outside of Fayette County, with no overnight stay, when a meal is not provided at the meeting or seminar, training session, etc., at one of two rates:
  - a. The U.S. General Services Administration (GSA) per diem (per meal) rate, or
  - b. The actual cost of the meal, including tax and tip. An itemized meal receipt (not the credit card receipt) is required.
4. allowances provided to employees or Town officials for meals in the course of hosting a gathering or meeting that may be excludable if the expenses are ordinary and necessary.
5. The Town will cover an employee's or Town official's meals purchased in association with Town business meetings either within or outside Fayette County, if the substantial purpose of the combined business and meal is to conduct Town business.
6. The Town will cover an employee's or Town official's meal expenses related to attendance or participation in certain organizations if attendance/participation is related to Town business. Examples include Chambers of commerce or professional associations. These reimbursements are not considered taxable benefits and therefore not subject to withholding taxes. Receipts are required for reimbursement. No reimbursement will be made for alcohol purchases.

M. Meal expenses with an overnight stay

1. The Town will provide an allowance for actual meals purchased at conferences, seminars, training, etc. up to the current U.S. General Services Administration (GSA) per diem rate as indicated on its [website](#).. Receipts will be necessary for meal reimbursements since the Town will only reimburse meals with overnight stays at the actual cost of the meal up to the GSA per diem rates.

2. If no meals are included as part of the conference, seminar, training, etc., up to the standard per diem rate allowed by GSA at the primary destination will be allowed for reimbursement.
3. If certain meals are included as part of the conference, seminar, training, etc., the standard per diem (per meal) rate allowed by GSA at the primary destination will be allowed for reimbursement for only the meals not included in the conference, seminar or training registration.

N. Other Business-Related Expenses

Additional travel expenses may include:

1. Lodging

When approved travel requires a hotel stay, employees will use a Town credit card to reserve and pay for the room at the hotel's single occupancy rate. If the employee does not have a Town-issued credit card, they will need to obtain the Town's expense card from the Finance Manager. When checking in, the employee will need to provide hotel staff with the all appropriate tax exemption forms, which can be obtained from Finance. A hotel/motel receipt is necessary and must be submitted with the expense report.

Note that, in the event an employee or Town official does not have a Town credit card and the Town's expense card is not available, the employee or Town official will be reimbursed for their expenses.

2. Taxi, Uber, and Lyft Travel

Actual amounts will be reimbursed when use is justified for business purposes. Receipts must be obtained.

3. Gratuity or Tips

Tips or gratuities should not exceed 20 percent of the total bill. Actual tip is to be shown on the itemized meal receipt, if applicable.

4. Car/Vehicle

Employees requiring a vehicle rental for business related travel must obtain prior approval from the Town Manager. A copy of the rental agreement and receipt of payment is required.

5. Employee Group Meals

Under certain infrequent circumstances, employees are required to remain at the work site during mealtime. Such circumstances may include an emergency, but may also include multi-departmental meetings or training sessions, where the meeting or training session continues during the meal and the employees are not permitted to leave the premises of the meeting site. Under these and similar circumstances, departments may purchase meals for the affected attendees. The Town Manager or Chief of Police should approve purchase of such meals prior to the date of the event. (for non-emergency situations).

- a. Such expenditures are limited to the purchase of meals only. Meal expenses associated with meeting or training sessions must be documented by a copy of the formal written agenda and will be reimbursed after presentation of an original itemized receipt. In all instances, a listing of employees and guests for whom meals were purchased must be retained.
- b. In the event that such meeting/training sessions are scheduled for at least four hours and breaks are included in the schedule, light snacks and drinks are permitted and will be reimbursed with the approval of the department head, Chief of Police or the Town Manager.

O. Expense Report

- 1. Upon completion of travel, the employee shall promptly (within 10 days of return) complete an expense report. The following rules shall apply to the filing of the expense report:
  - a. Use Town of Tyrone's Travel Expense Report for reporting expenses.
  - b. All required receipts, including itemized receipts, if applicable, should be attached to the form. Other documentation such as airline tickets, rental car agreements, etc., should be attached. The form is to include all prepayments made for the travel, such as conference and/or registration and hotel/motel costs. The report is to be completed in ink or typewritten. Calculations should be double checked.



2. If a required receipt is lost, a written explanation must be attached to the report. Also, attach a written explanation for any expense which exceeds any authorized amount. Please note: the Town will not reimburse more than the per diem (per day) amount for meals.
3. The completed report is to be submitted to the employee's department head or Chief of Police for approval, who in turn will forward the report to the Finance Department for review and payment.
4. Employees and Town Officials are required to sign their Travel Expense Report, attesting that the information presented on the form is accurate. Those who provide false information are subject to criminal penalty of a felony for false statements, which is subject to punishment by fine as prescribed by law.