



Town of Upper Marlboro

Per Diem and Mileage Policy for Councilmembers

Effective Date:

Purpose

This policy outlines the procedures and conditions under which Town Councilmembers may receive per diem, mileage, and related travel expense reimbursements while conducting official Town business.

Eligibility

Councilmembers are eligible for per diem and mileage reimbursement when traveling for approved Town-related events, including but not limited to:

- Conferences, trainings, and workshops.
- Meetings with state or federal officials.
- Legislative advocacy days or similar activities.

Timing of Per Diem and Mileage Payments

- Per diem and mileage payments are issued in advance of travel, when practical and upon proper submission of a travel request form approved by the Town.
- Travel requests must be submitted no later than 10 business days prior to the scheduled event.
- In cases where advance payment is not possible, reimbursements may be issued after travel, following submission of required documentation.

Per Diem Reimbursement or Advance Standards

Per diem allowances cover meals and incidental expenses and are based on the U.S. General Services Administration (GSA) rates for the travel location, unless otherwise specified by the Town.

Per diem does NOT cover:

- Alcoholic beverages.
- Meals for individuals not engaged in official council-related activities.
- Personal expenses including leisure activities, souvenirs, entertainment etc.
- Transportation costs such as airfare, taxis, rideshares, train or bus fares, rental cars, and fuel.
- Any vehicle-related expenses, including maintenance or repair fees.

Mileage Reimbursement or Advance

- Councilmembers using personal vehicles for official travel are eligible for reimbursement at the current IRS mileage rate.
- Mileage is calculated based on the shortest driving distance between Town Hall and the event's destination.

Parking and Toll Reimbursements or Advance

- Parking fees and tolls incurred during official travel will be reimbursed without the need to submit receipts.
- Councilmembers are expected to exercise good judgment and submit only legitimate parking and toll expenses.

Non-Attendance and Return of Funds

If a Councilmember receives per diem in advance but does not attend the event, they must return the full amount to the Town within 5 business days of the scheduled event, unless the absence was due to an emergency and approved by the Town Manager.

If the funds are not voluntarily returned within the required timeframe, the amount may be deducted from the Councilmember's next scheduled compensation payment, in accordance with local, state, and federal regulations.

Documentation Requirements (If the advance option is not agreed upon by Council)

- Travel requests must be submitted and approved prior to any trip.
- Mileage reimbursement requests should include details of the trip but do not require receipts for parking or tolls.
- All reimbursement submissions must be made within 30 days of travel completion.

Receipts are not required for per diem, parking, or toll reimbursements. However, travel documentation forms must still be completed and approved accordingly.

Policy Compliance

Failure to comply with this policy, including failure to return unused funds or submission of fraudulent claims, may result in:

- Suspension of future travel privileges.
- Repayment demands.
- Reporting to ethics boards or other appropriate authorities.

This policy shall be reviewed annually and revised as necessary by the Town Manager or other designated authorities.

Approved By:

Town Manager: _____ Date: _____