

TRAVEL POLICY & PROCEDURES

Adopted: _____ (Resolution # _____)

Updated: August 26, 2019

I. GENERAL

It is the policy of the City of Foley to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the City. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel request is made and reimbursement claimed in accordance with these regulations and any approved exceptions thereto.

Department Directors are responsible for making the determination that the travel is necessary and that the benefit for which the travel is requested cannot be achieved through the internet, telephone or other means so as to eliminate the necessity for travel, while still accomplishing the benefit to the City.

The number of employees authorized to make any particular trip for City business, or to attend a work-related meeting, conference or seminar, etc. will be limited to the number of employees necessary to achieve the City's business purpose. The Department Head and/or designee is responsible for determining how best to achieve this objective.

II. TRAVEL AUTHORIZATION

(1) Authorization. Any out of town travel may not be undertaken unless it is authorized in advance by the proper authority. Travel funds must be available in departmental budgets for travel to be authorized. Unfunded travel requests must go before the City Council for approval by resolution.

When requesting travel, a Travel Authorization Form (Attachment A) and all supporting documentation for anticipated expenses must be prepared and submitted for approval to the employee's supervisor as far in advance as possible and in accordance with this policy. Backup documentation must include proof of all pre-travel anticipated costs. All requests for travel, along with supporting documentation, must be submitted via email as more fully described in this policy.

III. PROCEDURE FOR REQUESTING TRAVEL

(1) General Guidelines. All requests for travel must be properly prepared and submitted via email as one PDF file to the proper authorities for approval and processing. Travel requests which are not properly executed will be returned to the requestor.

The City Credit Card Usage Policy and the Purchasing Policy must be adhered to in all instances and funding should be available.

(2) Pre-Travel. The traveler must fully research all anticipated costs and complete the Travel Authorization Form (Attachment A) in its entirety. Upon completion, the Travel Authorization Form must be sent to the employee's supervisor for approval. Once approved, employee may begin making travel arrangements, obtain confirmation numbers, etc. When completed, submit approved Travel Authorization Form and confirmed travel arrangements to Accounts Payable with instructions for any prepaid expenses where a check is required.

(3) Documentation and Payments. Approved City travel is on the basis of reimbursement/payment for the reasonable and necessary business expense incurred. Only the actual cost for the traveler will be authorized for payment. Detailed receipts showing exactly what was purchased are required for all charges.

The City credit card is the preferred method of payment for travel related expenses with the exception of any prepaid expenses, such as registration fees, that can be paid by check.

Travelers should remember that pre-payments to a vendor(s) in amounts totaling \$250 or more do not require a purchase order when a properly approved Travel Authorization Form has been executed.

As per the City's Credit Card Usage Policy, use of a City credit card for personal use while on City business will be grounds for disciplinary action and/or dismissal in accordance with the City's Personnel System Policy (PSP).

IV. TRANSPORTATION

(1) General Guidelines. City owned vehicles are to be utilized for City business during normal work hours or when business travel is required. City vehicles are not to be taken home overnight, with the exception of Fire and Police employees whose job duties require such practice per Department policy.

For business travel, the employee must take the most direct route possible. Indirect routes in City vehicles are prohibited and any individual who travels in their personal vehicle by an indirect route must assume any extra expense incurred thereby.

(2) Vehicle Use. City-owned vehicles are to be used unless one is not available. Employees must adhere to the City's Personnel System Policy and Safety Policy regarding vehicle use at all times. If a departmental vehicle is not available, contact the Purchasing Agent in Finance for assistance in locating an available City-owned vehicle before using personal vehicles.

If a City-owned vehicle is not available and a personally owned vehicle is approved for use, the Agreement for Authorized Use of Personal Vehicle Form (Attachment C) must be completed and signed by the employee and the Director or Department Head. The traveler shall be reimbursed at the current year's Internal Revenue Service (IRS) per mile allowance rate. Each Department Head (or designee) shall be responsible for ensuring that the use of a personally owned vehicle is approved only when necessary. A copy of the Google (or similar) webpage mileage estimation must be attached to the Travel Expense Reimbursement Request (Attachment B) upon completion of travel.

The City's auto insurance provides little or no coverage for passengers who are not City employees; therefore, non-employees accompanying travelers for personal reasons (such as spouses, children, relatives) are not permitted to ride in a City-owned vehicle. Emergency personnel who are issued take home vehicles will refer to their own department vehicle use policy.

If the traveler chooses to use their personal vehicle when a City vehicle is available, the use must be approved by the Department Head. The Department Head and employee shall complete and sign an Agreement for Authorized Use of Personal Vehicle form (Attachment C). The employee will be allowed to submit reasonable receipts for the cost of fuel.

Travelers should car pool with other travelers whenever possible. If two or more people must make overnight travel to same destination on different days, travelers will be required to use a city vehicle when available. If only one city vehicle is available, the first traveler to depart will be assigned that vehicle.

(3) Common Carrier. If the destination is at such a distance as to necessitate travel by common carrier (airline, bus line, or rail) the actual cost of economy fare shall be reimbursed. If no economy fare accommodations are available, the lowest cost accommodations available for the common carrier shall be reimbursed. It is permissible to purchase airline tickets on-line if this is determined to be the lowest cost available. In the case of an on-line ticket purchase that was previously approved, the confirmation/receipt must be submitted in accordance with this policy. Expenses related to flight changes or cancellations that are due to carrier issues will be reimbursed as well as approved expenses that arise due to emergency situations.

(4) Automobile Rental. At your destination, rental of any automobile is allowable as well as insurance on the automobile rental. The type of rental should be economical in accordance with the number of persons traveling.

V. LODGING

(1) Hotels and Motels. The cost of lodging incurred while traveling on City business is reimbursable if the trip requires the employee to stay overnight. The cost of lodging while traveling on City business shall be reserved and paid for via the City's Credit Card that is issued to each department. Lodging expenses must be reasonable business class for the area. For example, a business class hotel room in Washington D.C. could be expected to cost more than a similar business class hotel room in Montgomery. All expenses must be documented with receipts in accordance with this policy. Requirements for overnight stay are generally as follows:

- a)** Lodging the day before the event is permitted if travel is more than 100 miles and the event begins at 10 a.m. or earlier.
- b)** Lodging on the final day of the event is permitted if the travel time is more than 100 miles and the event ends at 3 p.m. or later. Exceptions may apply to lodging on the final day based on time zone differences.

VI. MEALS

(1) For travel without an overnight stay, no reimbursement for meals is provided per IRS regulations unless

travelers attend breakfast, lunch or dinner business meetings; include the name of the organization/group, participants in the meeting and purpose on the receipt.

- (2) Meal expenses shall be those charges for food and non-alcoholic beverages actually purchased and consumed by the traveler(s) while on official City business. Only itemized detail receipts will be accepted.
- (3) Meal expenses incurred will be reimbursed on an actual cost basis, not to exceed the amount of daily allowance identified by the per diem rates listed under the travel resources on the U.S. General Services Administration's website (www.gsa.gov). If the sum of all daily meals exceeds the per diem rate, the traveler will be responsible for reimbursing the City for the difference.
- (4) Gratuity (tips) for services shall not exceed 20% of the meal cost.
- (5) Daily meal allowance will be prorated on days traveling to and from the destination as follows based on GSA's daily allowance: Breakfast 20%, Lunch 30%, and Dinner 50%.

VII. EMPLOYEE COMPENSATION

Per Section 3.9(7) of the Personnel System Policy; Regular commuting time between an employee's home and the job site is not compensable. In contrast, all time spent by employees traveling as part of their regular job duties must be counted as "hours worked."

If an employee is called to perform a job after regular work hours, all the time spent, including the time traveling to and from the job site, is hours worked. Similarly, if an employee who normally works at one location is required to travel from home to another city a significant distance away for a one day special assignment and to return home the same day, all of the travel time will count as time worked, except for bona fide meal periods and for the time normally spent by the employee going from home to work and back.

If an employee is required to take an overnight trip that keeps the employee away from home overnight, all time spent traveling during the employee's regularly-scheduled workday must be counted as hours worked. Similarly, time spent traveling on Saturdays, Sundays and holidays that corresponds to the employee's regularly-scheduled work hours also must be counted as time worked. The time spent traveling outside of regular working hours is not compensable.

Of course, if an employee actually performs work while traveling, the time spent performing the work is compensable (e.g., if an employee on an overnight trip actually performs work while traveling on an airplane after regular scheduled hours, the time worked is compensable.).

VIII. OTHER ELIGIBLE EXPENSE

Tolls, fares, parking charges, luggage storage, handling expenses, valet service (when required) are all allowable expenses.

IX. INELIGIBLE EXPENSE

- (1) Entertainment costs (such as but not limited to, golf tournaments, theatre tickets, local attraction admission tickets, room pay-for-view television shows), laundry, valet service (unless required), alcoholic beverages, etc., are

personal charges and will NOT be allowed unless expenses are directly related to economic or sports tourism development.

- (2) **Vacation and/or Spouse's Travel in Conjunction with Business Travel.** In cases in which vacation time is added to a business trip, any cost variance in airfare car rental or lodging must be clearly identified on the travel authorization form. If travel is by vehicle, the employee's personal vehicle must be used and reimbursement will be made for business use fuel only as outlined in Section IV (2). The City of Foley will not prepay any personal expense with the intention of being "repaid" at a later time, nor will any personal expense be reimbursed.

In the case of conventions, etc. that include spouses, the employee is responsible for spouse's meals and/or any other spousal related expense incurred.

X. POST-TRAVEL

Upon return from travel, the traveler must **immediately** complete the Travel Expense Reimbursement Request (Attachment B).

Itemized receipts are required for all travel costs and must be attached to the Travel Expense Reimbursement Request. The employee's supervisor must review and approve all listed expenditures and ensure that the proper receipts are attached. Upon approval, the employee's supervisor will then submit the entire travel packet to Accounts Payable for final processing no more than 5 business days after employee returns from traveling. If the traveler fails to provide the required documentation (itemized receipts/invoices) to support out-of-pocket expenditures for which reimbursement is being requested, the expense will not be reimbursed.

Questions regarding proper completion of the Travel Expense Reimbursement Request should be directed to the Employee's Supervisor. If further assistance is needed, please contact Accounts Payable.

ATTACHMENT A
TRAVEL AUTHORIZATION FORM
 CITY OF FOLEY
TRAVEL AUTHORIZATION FORM

Authorization for overnight travel must be obtained at least 14 days before the trip. Travel authorization requests made within 14 days before the travel date must be authorized by the employee's supervisor & city administrator and be properly justified prior to travel.

Employee Name (Print)	Department/Division

Reason for Travel:				
Destination Address:				
Purpose of the trip and benefit to the city:	Est Departure		Est Return	
	Date	Time	Date	Time
	Personal Time Requested? ____ Yes ____ No			
	Number of Personal Days			

Estimated cost of the trip:	Cost	City Pre-Paid		
1. Registration and even fees?	_____	_____ Yes	_____ No	
Meals included in registration fees?	_____ Yes ____ No			
2. Hotel Expenses	_____	_____ Yes	_____ No	
Name of Hotel: _____				
3. Transportation to/from destination (airfare, baggage fees, mileage, taxi fare, attach google map with estimated mileage)	_____	_____ Yes	_____ No	
4. Meals (attach copy of per diem rate per www.gsa.gov)	_____	_____ Yes	_____ No	
5. Miscellaneous (including local transportation, parking, etc)	_____	_____ Yes	_____ No	
6. Are you taking a city vehicle? (Contact Finance for assistance if a departmental vehicle is not available.)		_____ Yes	_____ No	
If no, why not? _____				
Total Estimated Cost:	_____			

Other Travel Options Reviewed:

Additional Comments:

Attach a copy of the even brochure indicating the scheduled dates, times, locations as well as accommodations provided as part of the event. Also attach airline fare estimates and lodging estimated rates.

Employee Signature: _____	Date of Request: _____
Supervisor Signature: _____	Date of Approval: _____
City Administrator (if less than 14 days in advance) _____	Date of Approval: _____

CITY OF FOLEY
TRAVEL EXPENSE REIMBURSEMENT REQUEST

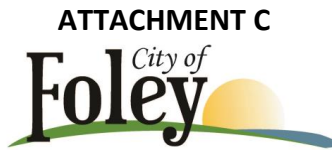
Destination:
Purpose of Trip:

Dates	Expenses Paid by City							Employee Paid	Totals		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
Transportation								CC # _____	Check # _____	Other # _____	
Airfare											
Parking & Tolls											
Taxis											
Auto Rental											
Gas											
Lodging											
Hotels											
Meals											
Meals & Tips											
Other											
Registration											
Mileage (if applicable)											
Miles @ .545/mile											
										Due to Employee	

By signing below, I certify that the above information is true and correct to the best of my knowledge. I understand that falsifying expense reports may result in disciplinary actions including termination.

Employee Signature:	Date of Request	Phone Number
---------------------	-----------------	--------------

Supervisor Signature: _____ Date of Approval _____ Phone Number _____



AGREEMENT FOR AUTHORIZED USE OF PERSONAL VEHICLE

This agreement has been made this ____ day of _____, 20____, by and between the **CITY OF FOLEY** (hereinafter referred to as the City) and _____ (hereinafter referred to as the Employee). This agreement is as follows:

1. The Employee understands that the City **does not** furnish any insurance for the protection of the Employee if any claim or suit is made against the Employee arising out of his or her operation of a personally owned vehicle; nor is any insurance provided by the City to repair damage that may occur to the Employee's personally owned vehicle.
2. The City's insurance company **will not** be held responsible for any damages suffered by an unauthorized/non-City passenger, including personal injury, property damage, loss of property, or death.
3. The Employee agrees to indemnify the City against all claims, losses, damages and exposures, including legal fees, which the City may incur as a result of the use of the Employee's vehicle on behalf of the City.
4. When driving on behalf of the City, the following rules shall apply:
 - a. The driver and all passengers must wear seatbelts.
 - b. Obey all traffic laws, maintain proper distance between cars, etc.
 - c. Maintain automobile liability coverage equal to or greater than the limits recommended by your insurance agent.

CHECK THE CIRCUMSTANCE THAT APPLIES TO USE OF EMPLOYEE'S PERSONAL VEHICLE:

____ Because a City vehicle is not available for use, the Employee is hereby authorized to use his or her personally owned vehicle on behalf of the City. The Employee will be reimbursed at the current year's Internal Revenue Service (IRS) per mile allowance rate for round-trip mileage associated with business travel. A copy of the Google (or similar website) mileage estimation must be attached to the Travel Expense Reimbursement Request.

____ A City vehicle is available; however, due to one or more of the reasons below, the Employee will be using their personal vehicle. In these instances, the Employee will be allowed to submit reasonable receipts for the cost of fuel. A City credit card should be used for fuel charges. A copy of the Google (or similar website) mileage estimation must be attached to the Travel Expense Reimbursement Request. Should fuel cost be unreasonable, the employee will reimburse the City for excessive fuel charges.

(Circle all that apply)

- 1) A City vehicle is available; however, the Employee has still chosen to use their personal vehicle.
- 2) Travel will be extended for personal reasons.
- 3) Unauthorized/Non-City passengers will be traveling with the Employee.
- 4) Other: _____

CITY OF FOLEY (Director or Department Head)

EMPLOYEE

Signed: _____

Signed: _____

Printed Name: _____

Printed Name: _____