

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
TRAVEL EXPENSE REIMBURSEMENT

1.0 POLICY

The purpose of this directive is to document the City Administration's policy of dealing with attendance at conferences, conventions, training sessions, and other important meetings by City employees, and to provide administrative control over travel expenses incurred by such attendance.

2.0 ORGANIZATIONS AFFECTED

All departments/divisions.

3.0 PROCEDURE

3.1 Travel Request

- 3.1.1 Fill out Travel Request Form and submit to Department Head for review. Attach agenda and any other documentation.
- 3.1.2 All travel requests shall be submitted to the City Administrator for approval at least one month (30 days) in advance of the date of travel.

3.2 Expense Guideline

- 3.2.1 All commercial transportation shall be tourist or coach. First-class fare will not be reimbursed.
- 3.2.2 Maximum compensation for use of a private automobile will be at current IRS rate. Mileage will be calculated from the normal work location to the point of destination. Employees will not be paid for travel distance between home and work location. Mileage paid for direct route with no deviations.
- 3.2.3 If mileage expense for transportation by personal vehicle (automobile expense, lodging, and meals) exceeds airline or train fare, the lower of travel expense will be reimbursed.
- 3.2.4 Actual costs for lodging will be reimbursed, but charges shall be reasonable and consistent with the facilities available. In order to keep cost at minimum, employees shall stay at host hotel or motel, or one at lesser cost at the discretion of the employee's department head.
- 3.2.5 The City will pay for one personal phone call (length of call within reason) to employee's family or friend during the duration of the absence. Other telephone and copying, faxing, and other related office expenses will be permitted only when necessary for City purposes and fully accounted for

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in the expense report.

3.2.6 Meal and Incidental Expense:

Maximum reimbursement for meals (including tips not to exceed 15%) shall be:

\$57 per day * for all **but** “high cost localities”:

Breakfast & Incidentals	\$12.00
Lunch & Incidentals	\$15.00
Dinner & Incidentals	\$30.00

\$68 per day * for a “high cost locality”:

Breakfast & Incidentals	\$13.00
Lunch & Incidentals	\$19.00
Dinner & Incidentals	\$ 36.00

Incidental expenses include fees and tips for services. EXPENSES FOR ALCOHOL AND TOBACCO WILL **NOT** BE REIMBURSED BY THE CITY.

Individual meal rates for a single day’s meals may be transferred between breakfast, lunch and dinner. Exception to maximum would be when a meal is served at a meeting for a set ticket price for all attendees. Employees shall take advantage of all meals that are provided for and included in the registration fee.

Receipts shall be presented for all meals.

*[*Note: Maximum rates and “high cost localities” are defined by the IRS and change from time-to-time.]*

- 3.2.7 No reimbursement will be made for breakfast if the employee is able to leave after 6:00 a.m. to reach the destination on time. No reimbursement will be made for the evening meal if the employee is able to return home by 6:00 p.m.
- 3.2.8 No reimbursement will be made for meals within the city limits unless the meal is part of the authorized meeting the employee is attending. If no overnight stay, IRS requires meal to be with someone with which business was discussed (please state business purpose and who meal was with on reimbursement form). Only actual meal cost will be reimbursed.
- 3.2.9 Other expenses, such as transportation, parking fees, etc., are eligible for reimbursement only if properly accounted for on the Expense Report.

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- 3.2.10 If an employee wishes his/her family to accompany him/her while a representative of the City of Virginia, the employee shall accurately distinguish that part of expense incurred which is attributed to him/herself and will be reimbursed for that part only. Reimbursement for lodging under these circumstances will be limited to the single room rate and limited to the minimum number of days needed to conduct City business.
- 3.2.11 Special approval of any unusual expenses not covered in the general guidelines must be obtained from the City Administrator in advance of the travel anticipated.
- 3.2.12 Each employee shall make every attempt to travel to the point of destination during their normal working hours. Employees are not paid for travel time from home location or work location to location of training, unless approved by Department Head/City Administrator in advance of the travel anticipated. Any request for paid travel time shall accompany all travel requests when presented to City Council for their review.

3.3 Travel Advance Policy

- 3.3.1 A purchase order with a copy of the approved Travel Request Form shall be processed for an advance for anticipated travel expenses. A check will be issued to the individual requesting the advance. There will be no advance travel expenses unless the employee is staying overnight.
- 3.3.2 Within five (5) working days after his/her return, the employee shall submit to the Finance Director an itemized claim for the actual and necessary expenses incurred and paid by him/her in attending such meeting using the attached Travel Expense Reimbursement form.
- 3.3.3 If excess funds are advanced, the excess shall be returned to the City. If expenses exceed the advance, the City shall reimburse the employee.
- 3.3.4 If you do not adequately account for or do not return any excess advance within timeframe in 3.3.2, the amount you do not account for or return will be treated as having been paid under a *nonaccountable plan* as per IRS regulations.

3.4 Expense Report

- 3.4.1 Each employee is to submit his/her own expense claims for reimbursement.

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- 3.4.2 Upon completion of employee's trip, employee must file the Travel Expense Reimbursement form with properly executed receipts for all expenditures such as transportation, hotel accommodations, meals, taxi fare, and all other items of expense to the Department Head. All expense reports must show the amount of each expense (mileage, meals and incidentals, and lodging), dates of travel, place (city) or travel, and business purpose for travel.
- 3.4.3 All receipts should be issued upon the letterhead of the person or firm furnishing the service to the employee.
- 3.4.4 When a receipt is lost or cannot be obtained, an affidavit shall be made to that effect stating the purpose for the expenditure. The City Department Director may, at his/her discretion, refuse to reimburse an employee without proper receipts.
- 3.4.5 Upon approval of the Travel Expense Reimbursement form by the Department Head and signed by the employee, the prepared form will be sent to the Finance Department for payment on the next regularly schedule payroll.
- 3.4.6 The Travel Request Form and Travel Expense Reimbursement form are available from the City Clerk's Office and can be completed in Excel.

4.0 APPENDIX

Travel Request Form (Excel File)

Travel Expense Reimbursement form (Excel File)