




## Administrative Policies and Procedures

Policy Title: Travel Policy	Policy Number: 504
Effective: 2/16	
Supersedes: APR #504, Revised 8/07, 1/11, 10/13	
Approval: 	Page 1 of 6

### 1. Purpose

To establish a policy governing travel expense allowances for city employees who travel on official City business for either overnight trips or single day trips.

### 2. Policy

- 2.1 Preauthorization – Is not required by Financial Services, however, approving managers are responsible for insuring their travel expenditures are contained within their respective budget. Each service area administrator may establish a procedure for preauthorization of trips for their service area. If the travel is being reimbursed by a Federal grant, preauthorization is needed by the Federal grantor agency under CFR 200.474.
- 2.2 General Travel Limitations – Subject to budget limitations and authorization from Service Area Administrators or designee, or grant restrictions, all employees are permitted to travel for City-related business, such as:
- City work-related conferences, seminars, training, or certification programs;
  - Continuing education, or other similar work-related educational events;
  - Professional events;
  - Any authorized business on behalf of the City.
- 2.3 The number of employees from a single service area allowed to attend the same function or business opportunity requiring travel will be at the service area administrator's discretion.
- 2.4 Overnight travel will be used only for opportunities that cannot be achieved

locally. Attendance at a function or business opportunity which is within a 90-mile radius of the worksite, will not be authorized for overnight lodging or overnight meal reimbursement unless hazardous traveling conditions exist or unless the Service Area Administrator approves the request based on individual circumstances of the situation.

## 2.5 Expense Reimbursement

2.5.1 Seminars, Trainings, Educational Events: Persons requesting expense reimbursement for seminars, trainings, educational events and similar travel are required to provide registration materials, which state whether meals and other expenses are a part of the program registration fee. Meal expenses included in the program registration or other fee will be deducted from the allowed per diem schedule.

2.5.2 Other Business Travel: Employees requesting expense reimbursement for other City business-related travel are required to provide documentation regarding the business travel which identifies the purpose of the trip, as well as documentation regarding any requested reimbursements.

2.6 Meals: Employees may be reimbursed for meals during business-related travel in one of two ways:

1. Employees may be reimbursed for meal expenses up to the per diem limits without a receipt. The standard per diem rate for Michigan is \$10 for breakfast, \$15 for lunch and \$20 for dinner. If an employee is traveling out of state, his/her Service area administrator may use the per diem tables established by the federal government located at [www.gsa.gov](http://www.gsa.gov) as guidelines to authorize per diem rates in those situations. Out of state per diem rates should be authorized prior to the business travel. The daily per diem allowance will be adjusted for partial days and for meals provided through registration fees or other special arrangements.
2. If the employee does not utilize the per diem rates, or incurs meal expenses over the per diem rates, a detailed receipt is required for the meals, which must be approved by the service area administrator prior to reimbursement.

Other Meals: Meal charges for business associate(s) will be authorized provided the associate's name, company, and nature of the city business conducted are submitted along with the appropriate receipts.

## 2.7 Transportation

2.7.1 Air Travel - Airfare for business related trips will be reimbursed as follows:

1. Generally, airfare will be reimbursed for flights taken the day prior to a scheduled business related event, and returning the day the business related event ends.
2. If an employee chooses to leave earlier or return later than noted above, the airfare will be reimbursed if it is not at an increased rate. If the airfare is higher for the chosen flight, the employee will be responsible for paying the difference.
3. Air travel will be booked at coach or equivalent passage.
4. When air transportation is used, expenses for car rental or other means of ground transportation to reach a final destination will be subject to prior approval and the restriction stated in Section 2.5.2.
5. If an employee chooses to remain in the destination city longer than the business related event, the employee will be required to use the employee's own time (i.e., vacation) for those additional days.

2.7.2 Ground Transportation - When ground transportation (personal vehicle, rental vehicle, bus, or rail or combination thereof) is approved for travel, the total allowance for transportation will not exceed the cost of coach class or equivalent air passage, if such service is available. Reimbursement for the use of ground transportation will be limited to the current IRS standard mileage rate multiplied by the actual miles traveled calculated as the lesser of miles from home to destination or work location to destination (APP 505), or the actual cost of the fare. All city employees are required to have and maintain insurance as required by current Michigan law before personal or rental vehicles are used for city-related travel. Proof of insurance may be required by the service area administrator, or his/her designee, prior to travel approval. When bus or rail ground transportation is used, expenses for vehicle rental to reach a final destination will be subject to approval. The type of vehicle rented generally will be limited to a compact car for one person traveling and a mid-sized car for more than one person. Upgrades to ground transportation may be accepted without prior approval if no additional charges apply. Reimbursement for rental vehicles will be limited to the cost of the rental and the cost of gasoline purchased for the rental vehicle. Employees will not be reimbursed on a per mile rate for rental vehicles.

2.7.3 City Vehicles - Travel in city vehicles is encouraged when practical and available. Employees will be reimbursed for necessary vehicle expenses

(towing, repairs, and/or fuel, oil, or similar fluids) for the safe operation of the vehicle while on City business. Employees using City vehicles must drive directly to the business related destination and return directly from the business related destination. Personal trips unrelated to the business related travel should not be taken in city vehicles.

- 2.8 Lodging - Hotel accommodations will be based on a single room rate. The City will reimburse for a single room rate unless the room is shared with other employees. Upgrades to improved accommodations will be allowed without prior approval if no additional charges apply. For conferences, negotiated rates may be used in lieu of single room rate if it is less expensive. The City will generally reimburse for the cost of the room the night before the business related event, through the night prior to the last day of the business related event. The City will reimburse for additional nights if a discounted airfare is used in which the discount is greater than the additional lodging and per diem meal allowance for the extended travel period.
- 2.9 Business Activities – Long-distance business calls, Internet access, copying costs, and faxes will be allowed only for documented official use.
- 2.10 Registration/Materials Fees – Fees charged for registration and/or materials not included in the registration fee at any approved educational or professional event will be reimbursed subject to approval of service area administrator or his/her designee.
- 2.11 Personal Phone Calls – The City will reimburse for one personal phone call per day for a reasonable amount if documentation is provided.
- 2.12 Non-reimbursable Expenses - the following expenses will not be approved:
- a. The City will not reimburse an employee for social events, such as leisure tours, golf outings, concerts, etc. associated with a conference or training.
  - b. The City will not reimburse for in-room movies, games or other similar entertainment.
  - c. The City will not reimburse the purchase of alcoholic beverages for any reason.
  - d. If an employee is not sure whether an expenditure is reimbursable under this policy, Service Area Administrator approval should be obtained.
- 2.12 Travel Reimbursed with Grant Funding-Travel costs may be reimbursed on a per diem rate or actual costs incurred as long as the same method is used throughout the trip. Charges for travel on a grant may not exceed the City's travel policy.

3. Procedures

3.1. Forms: All forms are available and may be downloaded from the Financial and Administrative Services intranet site.

3.2. If an employee uses a City purchasing card for travel expenses, then a copy of the original detailed receipt must accompany the travel expense report. Please keep the original receipt with the credit card statement and submit to Finance per Administrative Policy 512.

3.3. Post travel Reporting: Within ten business days after returning to work, a Travel Expense Report form must be submitted to the service area administrator or his/her designee for approval. After approval, it is then forwarded to the Accounting Services Unit for reimbursement for travel expenditures and/or settlement of a travel advance. The report must include a detailed record of expenses by day. Receipted bills must support all items required by this policy or other acceptable documentation attached to the travel expense report.

3.3.1. Amounts due to the City by an employee must be paid to the Customer Service Center and credited to the appropriate account. The Miscellaneous Receipt must be attached to the Travel Expense Report form when submitted to the Accounting Services Unit. Cash, money orders, or personal checks should NOT be submitted with the Travel Expense Report.

3.3.2. Amounts due an employee will be processed with the next available disbursement check run after receipt by the Accounting Services Unit of the required approved Travel Expense Report form and copies of receipted bills or other acceptable documentation.

3.3.3. Financial Services will perform an annual internal audit on a sample of travel reimbursement forms to ensure compliance with this policy.

3.4. Advance Payments:

3.4.1. No advance payments for travel, either by City check or purchasing card will be made by the City unless pre-approved by the service area administrator or his/her designee. This travel advance may include the cost of meals, tips, and other miscellaneous expenses required for the successful completion of City business while on the trip.

3.4.2. Advances of money for travel expenses do not constitute approval for the expenditure of the entire amount. All expenditures must be justified, documented, and approved and are subject to the restrictions in Section 2.2.

3.4.3. Request for Advances:

3.4.3.1. Requests for advance payments for business related events (i.e., registration, lodging, transportation, etc.) may be submitted to the Accounting Services Unit with an approved travel advance request and the appropriate payment voucher requests.

3.4.3.2. Advance payments for registration, lodging, transportation, etc. may be requested for pick-up in the Accounting Services Unit on the appropriate date. Per diem meal advances may be picked-up from the Accounting Services Unit on the normal account payable payment day prior to the employee's departure date.

3.4.4. If no expense report is submitted within sixty (60) days of completion of travel, the City will report any advance received as additional income and withhold taxes computed on the amount of the advance from the employee's check as required by federal tax law.

3.5. Grant Travel Expenses- When travelling for a grant related activity, the charges are generally allowable under the grant when you can justify that participation of the individual is necessary to the Federal award and the costs are reasonable. Please obtain prior approval from your grantor agency or the City employee acting as the grant administrator.