

**POLICY: STAFF EXPENSE REIMBURSEMENT POLICY**

ORIGINAL ADOPTION: 06-23-15

REFERENCE NO. FIN-004

REVIEWED/UPDATED: NA

**PURPOSE**

When it is necessary for a city employee to remain away from home overnight while in the service of the city, or to travel to a destination other than the normal work sites for training or other work related to the city, the city will pay reasonable and necessary lodging, meal, and travel/mileage expenses. Conference and Training Expenses shall be submitted to the City Manager for approval in advance of the event, and expenses shall be itemized on a standard "Mileage and Expense Reimbursement Report" form and must be approved by the Department Supervisor prior to submission to the finance department for payment.

**RATES****Meal Expense:**

The Department Supervisor may agree to a reasonable amount not to exceed the per diem amounts as established by the IRS (see website below). The type of event should be considered as well as whether or not meals are included in the conference fees. If a per diem is used, the per diem rate shall be determined in advance and the form filled out and signed by both the employee and the supervisor. Alternatively, actual receipts may be required to be submitted for reimbursements. Tips given to servers should not exceed 15% and the tip amount is required to be listed on the credit card receipt.

**Lodging:**

Lodging costs are not to exceed the IRS standard allowance rates (as assigned for the respective city visited) and conference group package deals should be utilized when available.

Department Supervisors may require employees to share a room during conferences and training in order to minimize expense for the City.

**Airfare:**

Airfare will be reimbursed at coach rate. Each department is allowed one air fare per year, with the exception of the fire department, who is allowed up to two air fares per year, unless otherwise approved and specified by the City Manager.

**Mileage:**

Employees may claim mileage, after their normal commute, for travel to other sites for work related to the city. These miles are reimbursable at the "standard mileage" reimbursement rate for which a deduction is allowed for the purposes of federal income tax. Employees should car-pool when possible (thus only the driver is eligible for mileage reimbursement) and/or take city vehicles when available prior to using their personal vehicle.

Note: An employee may not request mileage reimbursement between their homes and their main or regular place of work (defined as their normal commute). This rule is in effect seven (7) days a week, so weekends and holidays are also excluded from mileage reimbursement.

*Reference: Internal Revenue Service Publication 17; Commuting Expenses.* An employee may also not request mileage reimbursement for personal functions (e.g. doctor, dental, lunch, etc.) during the work day.

**Miscellaneous Staff Expense Reimbursement:**

Reimbursements for things such as boot allowance or purchasing items for the City on a personal credit card or cash should be accompanied by an approved Purchase Order when appropriate and a detailed cash register receipt. Employees should first try to use approved vendors and pay through the normal channels prior to utilizing personal funds or petty cash.

**Reporting:**

A quarterly report will be provided to the City Council summarizing conference and travel expenses.

**Timeline for Submission:**

Staff Reimbursement requests in excess of 45 days after the date of expenditure may be denied. The expectation is reimbursement requests will be submitted monthly.