

**POLICY: EMPLOYEE OFFICIAL OUT-OF-STATE TRAVEL POLICY**

ORIGINAL ADOPTION: 01-27-2009

REFERENCE NO. FIN-007

REVIEWED/UPDATED: TBD

**PURPOSE**

The City of Mound recognizes that its employees may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the city.

**GENERAL GUIDELINES**

The workshop, conference, event or assignment must be approved in advance by the City Manager and must include an estimate of cost of the travel. In evaluating the out-of-state travel request, the City Manager will consider the following:

- Whether the employee will be receiving training on issued relevant to the city or their role within the city.
- Whether the employee will be meeting and networking with other city staff and elected officials from around the country to exchange ideas on topics of relevance to the city.
- Whether the employee will be viewing city facility or function that is similar in nature to one that is currently operating at, or under consideration by the city where the purpose for the trip is to study the facility or function, and to bring back ideas.
- Whether the employee has been specifically assigned by the City Manager to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
- Whether the city has sufficient funding available in the budget to pay the cost of the trip.

No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.

The city may make payments in advance for airfare, lodging, and registration if specifically approved by the City Manager. Otherwise all payments will be made as reimbursements to the employee.

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

Mileage will be reimbursed at the IRS rate. If two or more employees travel together by car, only the driver will receive reimbursement. The city will reimburse for the cost of renting an automobile IF AIR TRAVEL IS necessary to conduct city business.

Lodging costs and meal costs are not to exceed the IRS standard allowance rates (as assigned for the respective city visited).

International travel by department heads of the City Manager must be approved by the City Council. Any costs over continental travel will be charged to the employee.

Receipts are required for lodging, airfare, and meals, and should accompany an expense report form. The expense report form shall be submitted to the City Finance Department for payment.

The city will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis.

The city reserves the right to make exceptions to the policy when deemed appropriate and necessary by the City Manager.