



City of Hampton

*City Finance and Accounting
Procedures (FAPS) # 1

* Travel Policy

* Revision Date: 4/13/98

* Effective Date: 5/25/98

* Prepared By: _____

* Reviewed By: _____

* Approved By: _____

*City Manager's Approval: _____

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- Subject:** Travel Policy
- Purpose:** To establish procedures for traveling at City expense.
- Authority:** Director of Finance
- Responsibility:** Finance Department and Department Heads
- Applicability:** To city employees traveling on **official city business** at the City's expense. However, this policy is not intended to reduce any restrictions set forth by Federal or State grant regulations. Therefore, when travel is grant-funded, the most stringent restrictions are applicable.
- General:** Travel in today's environment is an expensive proposition. Consequently, it is expected that employees performing official travel exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. **Excessive costs, circuitous routing, delays, or luxury accommodations unnecessary or unjustified in the performance of assigned travel are not considered examples of prudent behavior.**

The traveler shall be responsible to the City for all fees, deposits, and other travel expenses in the event this policy is violated. Where all or a portion of any such fees, deposits, and expenses have been prepaid on behalf of the traveler, timely notification to the travel industry supplier will enable the city to recover these expenses.

If, through no fault of the traveler, it becomes impossible to attend the scheduled event because of illness, emergency, or other circumstances beyond the control of the traveler, the traveler shall contact their approving authority in order to be excused from the repayment of any such fees, deposits and expenses.

PROCEDURE:

A. Approval

City Council members, Elected and Appointed Officials shall approve their own travel. National and Local travel of department heads will be approved by the department head. The department head or designee shall approve City employees travel.

Travel outside the continental United States by any City official or employee shall be approved by the City Manager. In addition, a written notice must be provided to City Council at least two weeks prior to the intended day of departure. If there are unforeseen circumstances and, for good cause, such notice is not possible, immediate written notice shall be provided to the City Council. Such notice shall list the purpose of the travel, the destination, members of the traveling group, duration of stay, costs, and point of contact for the trip.

B. Authorized Travel

Official travel at City expense will be authorized only when necessary in connection with official activities of the City of Hampton and will normally fall within the following situations:

1. Assignment of a temporary nature in connection with City of Hampton business away from employee's normal work location (City of Hampton and commuting area) or in the continental United States.
2. Attendance at training courses approved by City of Hampton.
3. Attendance at technical, professional, or similar meetings and conferences.

Furthermore, travel is **not authorized** if correspondence, telephone, telegraph, substitution, or other appropriate means can accomplish the purpose of the trip less expensively. In addition to the above, more stringent travel guidelines may be issued on a temporary basis by the City Manager's office.

C. Allowable Expenses and Supporting Documentation

The following expenses will be allowed and must be documented as follows:

1. The cost of tuition and registration fees will be itemized on the "Statement of Travel" form and supported by registration forms and receipts.
2. Travel to a conference or convention should be accompanied by a stay at the conference or convention hotel. If accommodations are not available, attempt to find lodging with comparable rates. For a routine business trip, the actual cost of lodging at the single occupancy rate will be reimbursed.

The cost of lodging (room and tax only) will be itemized on the "Statement of Travel" form and supported by receipts.

3. Any of the following transportation costs are allowed, providing the most economical and practical method is selected:

- a. The cost of commercial transportation to and from out of town locations will be itemized on the "Statement of Travel" form and supported by receipts. Commercial transportation rates should not exceed those charged for tourist class. Higher-class fares may be used if no reasonable flight schedule can be arranged at lower fares. City managers or Department Heads approval is required on all exceptions.
- b. When using privately owned vehicles for local and out of town travel, employees will be reimbursed for each mile driven at the current rate of thirty-two and one half cents (32.5) per mile. **NOTE: Departments will be notified when the current rate changes.**

To be reimbursed, employees must submit an "Authorization for Payment" voucher, (see *Exhibit 1*) and their itemized mileage on a "Travel Expense Voucher" - Form 020-20, (see *Exhibit 3*), to the Finance Department on a **monthly** basis.

- c. City Vehicles should be used if a city vehicle has been assigned to the traveler's department. If a city vehicle is not available, the Department Head must approve the use of a privately owned vehicle. Family members or other non-business riders are not permitted in city vehicles. Expenses incurred with city vehicles **will not be** itemized on the "Statement of Travel" form but charged to the department's budget. Contact Fleet Management for any additional procedures.
- d. The costs of tolls and parking incurred while on out of town travel is reimbursable if itemized on the "Statement of Travel" form and supported by receipts. This applies to city and private vehicle use.

- e. Taxicabs, buses, trains, limousine services or rental vehicles used in getting to and from airports or other commercial transportation depots are allowable, providing the most economical and practical method is selected. Car rental insurance and refueling costs are reimbursable with receipts. These costs must be itemized on the "Statement of Travel" form and supported by receipts.
4. The costs of meals, tips, and other incidental expenses must be itemized on the "Statement of Travel" form. Receipts are not required for these expenses if the amount does not exceed \$35 per day. Incidental expenses include bellhop, maid service, baggage handlers and taxi tips, laundry, personal telephone calls, etc. The following amounts are allowable meal expenses:

Example Breakfast	\$ 5.00
Lunch	\$10.00
Dinner	<u>\$20.00</u>
	\$35.00

Employee will be reimbursed for actual expenses only if supported by bonafide receipts and the amount **does not exceed** \$45. If several City employees are in attendance at the same conference, seminar, meeting, etc., and one of the group pays the entire tab, such amount will be reimbursed only upon the presentation of adequate receipts and a list of the individual employees included in the group. However, under no circumstances should the amount allocable to each employee exceed the limits stated above.

The amount of reimbursement for large metro or high cost areas is the maximum federal per diem rate as listed in the State of Virginia's travel regulations (see Exhibit 4). If a location is not listed, the standard rate applies. Receipts are not required.

NOTE: When meals are provided at no cost in conjunction with travel event, the applicable meal per diem reimbursement rate shall be reduced by the amount of the applicable meal. Example: Conference cost is \$100.00 and lunch is included in the price. The amount of meal reimbursement for that day is \$25.00(\$35.00-\$10.00 see chart above).

- 5. Promotional and entertainment costs; that is, expenses relating directly to attracting conventions, tourist industry, or promoting the image of the City are allowed, if properly documented. The City Manager shall authorize such expenses. However, in certain promotional departments, i.e. Convention and Tourism, Coliseum, and Development, the Department Head shall authorize such expenses.

Include a description of the event and itemize expenses on the “Statement of Travel” form. An example of promotional expense is the cost of lunch for a convention’s site selection committee.

D. Disallowed Expenses

The following items will not be reimbursed:

1. Alcoholic beverages
2. Lost or stolen articles
3. Damage to personal vehicle, clothing or other items
4. All expenses related to personal negligence of the traveler, such as fines, towing charges, traffic or parking tickets etc.
5. Personal entertainment
6. Expenses for children, spouses, and companions while on travel status
7. Non-business related telephone calls

E. Travel Forms

Exhibit 1- Authorization for Payment Voucher
Exhibit 2- Statement of Travel - Form 020-17
Exhibit 3- Travel Expense Voucher – Form 020-20

F. Travel Advances

Personnel desiring a travel advance must submit an “Authorization for Payment”- voucher, (*see Exhibit 1*), and a “Statement of Travel”- Form 020-17, (*see Exhibit 2*). Complete the shaded portion of the Statement of Travel and submit to the Finance Department at least five (5) days prior to the date that the advance is required. Requests made later than five (5) days will be honored only in emergency situations and when approved by the Finance Director.

G. Travel Settlement

All city employees performing business travel, regardless of whether an advance was received, will complete the “Statement of Travel” form and “Authorization for Payment” form, if money is owed to the traveler. Submit the completed “Statement of Travel” form and “Authorization for Payment” voucher to the Finance Department within five (5) working days of completion of travel. Department Heads will insure that this requirement is complied with to enable Finance to clear outstanding advances and to permit timely recording of expenditures of City/Departmental funds.

The Finance Department will review all outstanding travel advances on a monthly basis. If settlement *is not* made within five (5) working days after

being contacted by Finance, all outstanding travel statements will be brought to the attention of the Finance Director.

NOTE: All travel policy changes, exceptions, and interpretations must be approved by the City Manager.

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