

	City of Cedar Park Human Resources Policy Manual		
	Travel		
	Number: F-5	Revision: 2	Effective Date: 5/10/2018

1.0 Policy

It is the policy of the City that representatives of the City be granted special leave and expenses to attend professional training, conferences, conventions, seminars, and association meetings, and to visit other cities for the purpose of organizational, community, and/or economic development, in accordance with applicable policies of the City. As City employees, elected officials and appointed board members and commissioners are frequently required to travel, attend local meetings, or otherwise incur expenses in the interest of the city, it is desirable to establish standard regulations governing the financing of such expenses. To provide uniformity in submitting and handling of expenditure requests and to establish proper accounting for approved expenditures, including advances made for travel and subsistence, the procedures herein described shall be followed by all City representatives.

2.0 Procedure/Rule

2.1 Authorization: The City shall pay reasonable travel expenses which are incurred in the course of authorized City business meetings and City trips. Prior approval is an integral part of the travel and training expense procedure in the City. In the event that travel is conducted without prior approval, the representative may be responsible for all expenses incurred. It is the intent of this policy to be consistent with rules and regulations promulgated by the Internal Revenue Service and the Department of Labor.

2.2 Transportation: While the circumstances surrounding each trip shall be different and may, in some cases, dictate otherwise, representatives are advised to use municipal vehicles as much as possible. This is especially true for trips of long duration involving several representatives. The following guidelines are to be observed:

- Commercial airlines: The City shall pay or reimburse actual expenses for round trip air coach. City representatives are encouraged to take advantage of discounts whenever possible.
- Private air carriers and charters: The City shall not pay or reimburse for private airplanes or charters without express approval of the city manager.

- City vehicles: City vehicles may be used according to the discretion of the traveling employee's Department Head. The City shall pay for or reimburse actual expenses for fuel associated with the use of City vehicles.
- Personal vehicles: With the approval of their Department Heads, City representatives may use their personal vehicles for travel or training when a City vehicle is not provided or available. The City shall pay a per mile rate based on the amount authorized by the Internal Revenue Code. When the destination is more than a day's travel from the point of departure, the City shall not reimburse the representative for any expenses (such as lodging and meals), which, in transit exceeds the cost of regular round trip coach airfare. Any travel time which is greater than one (1) day when the destination could have been reached within the same one (1) day by airlines, shall be considered vacation time.

The City shall pay for or reimburse expenses for required mileage to and from the destination. If the beginning point is the person's place of residence, then mileage will be calculated as the actual distance driven less the distance of the commute to the person's normal place of employment. If the beginning point is the person's normal place of employment, then mileage will be calculated as the actual distance driven. Mileage documentation may be provided using maps from an internet based mapping application. If a representative is driving a personal vehicle outside the City and has car failure, the City shall pay the expense of towing the vehicle to the nearest garage. The representative shall pay for repairs. When multiple City representatives are traveling to the same location, it is expected that representatives will carpool unless work related scheduling conflicts require different arrival or departure times.

- For-hire motor carriers: The City shall reimburse actual expenses for for-hire motor carrier fares for transportation required for travel or training under this policy. The City representative must determine the best value option prior to hiring the for-hire motor carrier.
- Vehicle rental: The City shall pay or reimburse actual expenses for rented vehicles with prior approval of the employee's Department Head or the City Manager.
- Parking: The City shall pay or reimburse actual expenses for airport parking required while a representative is out of town and is traveling by airline under this policy. At the destination, the City

shall also pay required parking fees for personal vehicles, City vehicles or rented vehicles.

2.3 Lodging: The City shall pay or reimburse for actual lodging expenses incurred by City representatives for travel or training under this policy. Receipts for lodging shall be provided in order to obtain reimbursement and should show a detailed breakdown of all charges incurred on a daily basis. Personal expenses should be marked "personal" and deducted from the total hotel bill.

2.4 Other Expenses: Certain other actual expenses shall be paid or reimbursed when incurred by City representatives while on official duty.

- Luggage fees: City representatives shall be reimbursed for fees charged by the airlines for up to two (2) checked bags.
- Registration fees: The City shall pay or reimburse actual expenses for registration fees incurred under this policy.
- Entertainment: The City shall not pay or reimburse expenses for entertainment unless it is specifically related to the purpose of the travel or training under this policy.

2.5 Out of State Travel: The City shall pay or reimburse actual expenses for out-of-state travel and training under this policy, if funds are included in the budget and/or provided through a grant or other outside funding source. The decision to authorize out of state travel shall be made by the City Manager or their designee, prior to the departure date.

2.6 Travel Advances: Requests for advances for anticipated travel expenses should be on the approved form and requested by noon on the Monday of the week prior to the week of the expected departure date.

2.7 Reimbursement: Following a trip, City employees shall account for their travel expenses within 10 days of the trip. City employees shall use the required forms for reimbursement requests, and the Department Head and/or City Manager shall approve the request prior to submission to the finance department. Business meetings and/or lunches or dinners at which City business is transacted or discussed may be approved for reimbursement by the Department Head. Expense reports for these meetings should show the client's name and title of the company. Participation in chamber/civic/community events/functions may be approved for reimbursement by the City Manager.

2.8 Use of Purchasing Card: A purchasing card may be used for authorized expenses related to City business meetings or trips. The card holder shall abide by the regulations located in the purchasing card program cardholder manual, dated August 2003, or any revisions adopted thereafter.

- 2.9 Per-Diem Allowance for Meals and Incidentals: While out of town pursuant to this policy, City representatives shall be given a per diem when conducting official City business when a meal is not included. The per diem is expected to cover all meals, tips, snacks, and other small miscellaneous expenses incurred while traveling and shall be pro-rated to account for partial days and meals provided. The per diem is not intended to pay for lodging. The amount of the per diem shall be based on the domestic maximum per diem rates of the City of destination as published by the General Services Administration of the United States.
- 2.10 Additional Non Reimbursable Expenses: The following expenses shall be considered non-payable and non-reimbursable:
- Loss of funds or personal property.
 - Other personal expenses such as haircuts, medicine, newspapers and magazines.
 - Transportation to and from entertainment events, unless specifically related to the purpose of the travel or training under this policy.
 - Cost of obtaining traveler's checks.
 - Flight or trip insurance.
 - Excessive meals or lodging costs.
 - Expenses related to any person other than the representative, such as a spouse or a child.
 - Expenses for alcoholic beverages, laundry/dry cleaning, in-room movies, tours and health club expenses, and other personal, recreational or entertainment expenses.
- 2.11 Attendance Required: City employees granted special leave and expenses pursuant to this policy are expected to attend a significant portion of the program. Failure to attend significant portions of the program could result in disciplinary action up to and including termination of employment.
- 2.12 Extended Stay: Because conferences are often held in tourist/resort communities, representatives of the City may desire to extend their stays before and/or after conferences. City representatives may extend their stays at their personal expense and, if necessary, utilizing accrued vacation time. No expenses for extended stays shall be reimbursed by the City, unless there is a net savings to the City, such as:
- Reduced airfare for Saturday night stay-over, if meeting begins on Sunday;
 - A weekly car rental which is less costly than a five-day car rental;
 - A weekly room rate which is less expensive than several nights at a regular rate; or
 - Other similar cases where a net savings is provided to the City.

Each stay over reimbursement shall provide a net savings to the City and shall be approved by the City Manager or their designee.

- 2.13 Exceptions: Exceptions to the policies outlined above are to be made only in exceptional circumstances and only in those cases where the best interests of the City are clearly manifest. The City Manager shall determine whether or not to approve such exceptions.
- 2.14 Expense Authorization: Department Heads may approve travel expense reports for employees within their respective department(s). The City Manager shall be responsible for approving all other travel expense reports.