

NUMBER: 201  
SECTION: 201.1

Subject: Travel Expense Reimbursement

1. Purpose. This policy is to establish guidelines and procedures for the preparation and submission of travel expense reimbursement vouchers for the reimbursement of authorized travel expense while on official business of the City and to comply with financial audit requirements.
2. Authority. City of Charlevoix City Council
3. Application. This policy applies to all employees, Elected Officials and appointed representatives of the City who submit requests for reimbursement of travel expenses to the Treasurer.
4. Responsibility. Treasurer
5. Definitions. None
6. Policy.
  - 6.1 On the effective date of this policy all approved travel and related expenses shall be reimbursed in accordance with the following guidelines:
    - 6.1.1 All travel expense claims shall be prepared and submitted on the standard Expense Report, and must be itemized and stated in accordance with this policy. Forms are available from the Treasurer's office.
    - 6.1.2 Each expense voucher shall include the expenses for only one (1) person, unless more than one employee or City representative are eating together and a single receipt is provided. In such cases names of all participants must be listed.
    - 6.1.3 Expense Reports shall not cover a period of more than one month.
    - 6.1.4 Original, detailed receipts must be attached for all items of expense. If a credit card is used for payment, the details of the expense must be identified.
    - 6.1.5 Each day's expense shall be shown in chronological order.
    - 6.1.6 For travel by privately owned vehicles, actual mileage must be shown. However, mileage will be allowed on the latest edition of the State Highway Department Map or on-line maps.

- 6.1.7 Miscellaneous expenses must be shown under the actual date they were incurred and explanations included where required. All available receipts (i.e. cab fare, parking hotels, etc.) must be included.
- 6.1.8 The nature of the official business must be described. Statements such as “on official business,” or “as directed” are not acceptable.
- 6.1.9 Reimbursements for travel related expenses shall not exceed amounts budgeted.
- 6.1.10 Traffic or parking violations will not be reimbursed.
- 6.1.11 The Treasurer is authorized to reject any travel expense that has not been properly documented.
- 6.1.12 Special or unusual circumstances and cancellation of pre-paid activities and events will be addressed on an individual basis.
- 6.1.13 The Treasurer may set additional rules and guidelines as he/she deems necessary to administer this policy.
- 6.2 General Reimbursement Rates: The following rates will be used to reimburse expenses incurred on approved official City business:
  - 6.2.1 Reimbursement will not be paid for expenses for spouses, guests or other persons not authorized to receive reimbursement under this policy or state laws. Approved business lunches can be reimbursed.
  - 6.2.2 Mileage: Mileage shall be reimbursed at the Internal Revenue Service allowed rate. The current amount will be communicated to all departments by the Treasurer.
  - 6.2.3 Meals: Reimbursement of meals shall be determined based on when the travel commences and ends. The maximum daily reimbursement for meals shall be \$40.00 plus a gratuity of no more than 15% (when appropriate). Meals shall be reimbursed as follows:

Breakfast	\$ 8.00
Lunch	\$11.00
Dinner	\$21.00
  - 6.2.4 Reimbursement will not be paid for alcoholic beverages.

- 6.3 Overnight Travel: When overnight travel is necessary for conferences, conventions, training or other approved functions the following provisions apply:
- 6.3.1 Pre-approval must be obtained for overnight travel not part of the individual's regular schedule of work. All travel must be within budgeted amounts.
  - 6.3.2 Whenever possible arrangements for travel shall be made by the Department and billed or prepaid, limiting the employee's or official's personal expense.
  - 6.3.3 Transportation shall be reimbursed for the most cost effective and reasonable means of transport.
  - 6.3.4 Lodging will be reimbursed at the rate of the single-room rate per person. As a tax-exempt government entity, reduced or discount rates should be obtained whenever possible and a tax-exempt form should be obtained from the Treasurer's office prior to travel.
  - 6.3.5 Meals will be reimbursed at a daily \$40.00 rate rather than per meal. However, when meals are provided as part of the registration fee or otherwise included in a "package," the per meal rate from section 6.2.3 shall apply to any meals not included. The \$40.00 daily rate may be adjusted upwards for travel to major metropolitan areas at the discretion of the Treasurer and/or City Manager. Receipts are required.
  - 6.3.6 Out-of-state travel requires City Manager approval.
  - 6.3.7 Extension of business travel for personal reasons is allowed with Department Head approval, subject to leave availability. All expenses incurred as part of the extended leave will be paid by the employee.
- 6.4 Credit Card: The Department Head or the Treasurer shall be authorized to issue a City credit card to City employees for pre-approved conventions, conferences, training or group functions.
- 6.4.1 Upon return from the trip, actual expenses must be submitted. The Department Head must approve all receipts and provide account numbers for each expense.

This policy supersedes any and all related policies, practices, agreements, implied or written, in effect at the time of approval.