

Village of Pinckney (pop.2400 +/-):

Policy 506 Business Travel Expenses

The Village of Pinckney will reimburse employees for reasonable business travel expenses incurred while on assignments out of the Village or attending training. All business travel must be approved in advance by the Department Head.

Mileage Reimbursement

Mileage reimbursement for use of an employee's personal vehicle while on business required and authorized by the Village shall be reimbursed at the rate per mile as approved by the Village Council.

Meal Expenses

Actual meal expenses are restricted to a rate per meal as approved by the Village Council.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual cost of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Village of Pinckney under its approved reimbursement rates. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Village of Pinckney may not be used for personal use.

When travel is completed, employees should submit completed travel vouchers. Vouchers must include the date, mileage, point of origin, destination, and purpose of the trip. Vouchers must also include itemized statements and receipts.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment.