

CITY OF LEAWOOD, KANSAS

TRAVEL AND MEETING EXPENSE REIMBURSEMENT POLICY

- 1. OBJECTIVES**
- 2. SCOPE**
- 3. DEFINITIONS**
- 4. PAYMENT OF CERTAIN COSTS AND EXPENSES**
- 5. PROCEDURES**
- 6. RESPONSIBILITY FOR ENFORCEMENT**
- 7. AUTHORIZED CITIES FOR HIGHEST DAILY PER DIEM**

1. **OBJECTIVES**

This Policy establishes procedures for a uniform method for approval, payment and accounting for expenditures related to traveling for official business of the City. These guidelines ensure that City funds are being expended in a prudent and reasonable manner in the conduct of official City business.

The intent of the policy is to significantly support the financial obligation for the employee/official during travel; however, it does not purport to provide fully for all costs involved during travel.

2. **SCOPE**

This Policy and these procedures apply to all officials and employees of the City of Leawood when travel requiring an overnight stay is necessary as part of official City business.

3. **DEFINITIONS**

The following words when used in connection with this Policy shall have the meanings respectively ascribed to them herein.

TRAVEL DAYS: The day immediately prior to the conference or the day immediately following the last day of the conference.

CONFERENCE DAYS: The day the conference begins and the day the conference ends and any days in between upon which conference activities occur.

4. **PAYMENT OF CERTAIN COSTS AND EXPENSES**

The City shall pay for and/or reimburse employees and officials for the following costs, according to the procedures more fully set forth in Section 5 of this Policy.

A. **Meals and Incidentals**

Employees shall receive a per diem amount for meals and incidentals incurred on travel and conference days when the conference sponsor does not provide full meals [i.e., sit down breakfast, lunch or dinner] as part of the conference cost. The per diem rates are found in Exhibit 1.'

On travel days, only those meals required after travel begins or before travel ends will be included in calculating the per diem. Travel beginning before 8:00 A.M. will include breakfast, lunch and dinner; travel beginning between 8:00 A.M. and 12:00 Noon will include lunch and dinner; travel beginning after 12:00 P.M. will include dinner. Travel ending before 12:00 Noon will include only breakfast; travel ending before 5:00 P.M. will include only breakfast and lunch; travel ending after 5:00 P.M. will include breakfast, lunch and dinner. [All days will include per diem for 'other necessary expenses.']

The City will follow the standard travel rates for meals and incidentals allowed to employees that are in accordance with those set forth by the Internal Revenue Service [IRS]. New rates are published every October 1st. The City will use the prior years rates until new figures are available from the IRS.

There is, however, a specific allowance for meals when a trip involves only a single day. The agency head or designee may authorize reimbursement to employees for one meal per day in the following circumstances when no lodging expense is incurred:

1. The employee is required to travel on official city business, and the employee's workday, including travel time, is extended three [3] hours beyond the employee's regularly scheduled workday.
2. The employee is required to attend a conference or a meeting as an official guest or participant, and a meal is served during required attendance time at a cost.

However, this special meal allowance is not given if a meal is provided at no cost to the employee. In cases where a conference or training session breaks for a meal designated 'on your own,' no meal allowance is reimbursed.

B. Travel Costs

No specific mode of transportation is mandatory; however, employees are expected to use the most economical means available with reasonable consideration given to the time and distance involved. Mileage reimbursements will never be given which exceed the actual round trip cost of coach airfare. It is the department's responsibility to obtain comparative pricing to ensure competitive rates.

1. Air Travel

- a. The City shall pay the costs of coach airfare for travel for City business. Such travel must be the most cost-effective, direct flight to and from the conference location using the conference and travel days scheduled for the travel.
- b. The City will not pay the travel costs for a guest or spouse traveling with the employee or official, however, the employee or official may pay the amount for such employee or guest to the City and request the City pay the full amount of the airfare directly.

2. Driving

Employees or officials may choose to drive to and from a conference. However, in no event shall the City reimburse amounts incurred due to driving [including mileage, hotel and meals] which exceed the costs that would have been incurred for air travel and associated costs. Further, in such instances, employees or officials will be responsible for any tickets or citations issued to her/him.

- a. City Vehicle Use. Employees and officials are encouraged to use a City vehicle in lieu of a personal vehicle whenever a City vehicle is available. When a City vehicle is used, an employee will be reimbursed for all gas receipts if the gas is not charged directly to the City.
- b. Personal Vehicle Use. If an employee chooses to use his/her personal vehicle, an allowance at the prevailing per mile rate for the State of Kansas may be authorized for mileage amounts calculated based upon Rand McNally mileage charts. [If no mileage amount is available through mileage charts, the employee or official shall keep and submit written records of mileage, including beginning mileage and ending mileage]. No other allowance for additional passengers, repairs or vehicle maintenance shall be allowed. The costs of tolls will be reimbursed by the City if receipts are provided. Employees or officials using their own vehicles shall accept personal liability for any damage or injury occurring as a result of that use.

An employee or official who receives a monthly car allowance and who uses his/her personal vehicle shall be reimbursed at the rate of 75% of the rate established by the Secretary of Administration for public officers as provided in K.S.A. § 75-3203a when traveling outside the eight county Kansas City Metropolitan area which makes up the Mid-America Regional Council [MARC].

- c. Rental Car Use. The City shall not pay for the costs of rental cars for the purpose of travel to and from a conference destination unless extenuating circumstances exist and the City Administrator approves such use.
- d. Exceptions to Mileage Reimbursement Rates. The following two [2] exceptions for the City of Leawood are applicable to the mileage reimbursement rates:
 1. When a mode of transportation is available and less costly than transportation by a privately owned conveyance, mileage reimbursement is limited to the cost of the other mode of transportation; or

2. The agency may pay a specified mileage rate that is lower than the state mileage rates when an employee's travel is not required by the agency and the employee is informed of the specified rate in advance of the travel. Furthermore, an employee will be reimbursed for mileage between his domicile and destination or between his official station and destination, whichever is less of the two.

e. Mileage Reimbursement Form.

C. Conference Payment

The City shall pay for the cost of basic conference registration and fees for additional pre-sessions and post sessions that are clearly a function of the conference and cannot be construed as entertainment.

D. Lodging Expenses

1. The City shall pay the cost of standard rooms at the suggested conference hotel(s) unless extenuating circumstances prevent staying there. Expenses for alcoholic beverages, in-room movies and other personal expenses will not be reimbursed.
2. In travel for official business not related to a conference, lodging choices should be based upon economy, and accessibility to destination of purpose for travel.
3. Expenses incurred by family members are the full responsibility of the employee.

E. Miscellaneous Items and Restrictions

1. The City will pay directly to the employee of official the projected costs for transportation to and from the airport [round trip of 80 miles from City Hall to KCI]. Other associated costs, such as parking, will be reimbursed with actual receipts. Employees are entitled to be reimbursed for transportation on a travel day or conference day to and from the airport to the hotel. Reimbursement can also be requested for taxi fares, to and from the hotel to a restaurant for both lunch and dinner. A receipt must be submitted for reimbursement.
2. Employees who travel will not be reimbursed for personal phone calls.
3. Reconciliation of all trip expenses and prepayments is required even if the trip is cancelled.

4. If City employees and/or officials travel early or stay later for personal reasons not related to City business, either prior to or after the approved conference, all lodging and excess travel costs shall be paid for by the employee or official. No per diem rate shall be granted for days other than conference days, travel days, and days approved for conducting official City business.
5. Any deviation or special claim for reimbursement will not be allowed unless specifically approved by the City Administrator.
6. Employees who wish to personally pay for costs for items mentioned in this policy that are incurred as a result of overnight travel and be reimbursed may do so, by only if the travel authorization form has been completed, submitted and approved.
7. No per diem is provided for trips not requiring an overnight stay, except as described Item No. A; Meals and Incidentals
8. Consideration must be given to the most economical location for conferences or seminars, which are offered in various cities.
9. Itemized receipts are necessary for all reimbursement with the exception of mileage and meals.
10. Receipts reflecting each miscellaneous expenditure should be submitted with the travel claim form, except no receipts are required for: telephone calls [official], telegrams, local transportation charges, unattended parking meters, and unattended toll booths.
11. Charges for baggage in excess of weight or size carried free by transportation companies are reimbursable if such excess baggage is used for official business.
12. Purchases of services and office supplies are reimbursable when required for official business while in travel status.

F. Illness

If an employee becomes incapacitated because of illness or injury while traveling, the agency head or designee may authorize payment to the employee for appropriate expenses. These expenses are for the return of the employee and his vehicle to his official domicile. The agency head or designee may also authorize payment of a subsistence allowance not exceeding five [5] days.

G. Excess Travel Time Adjustments

When an employee begins travel from a domicile located in an area that is not in the City where their official stations is, the actual departure time for gravel must be adjusted for excess travel time incurred. For the purpose of reimbursement, travel time begins upon leaving the official station if it is closer to the destination than the domicile is. Also, on a return trip, if the employee returns directly to his or her domicile, the actual return time must be adjusted for excess travel time for not returning to the official station.

1. Departure Time Adjustment
 - a. Subtract the mileage from the official station to the destination from the mileage from the domicile to the destination to determine excess miles driven.
 - b. Divide the excess miles driven by 45 miles per hour to determine excess travel time.
 - c. Add the excess travel time to the actual departure time to determine the time used for computing meal allowance.
2. Return Time Adjustment
 - a. Subtract the mileage from the official station to the destination from the mileage from the domicile to the destination to determine excess miles driven.
 - b. Divide the excess miles driven by 45 miles per hour to determine the excess travel time.
 - c. Subtract the excess travel time from the actual return time to determine the time used for computing meal allowance.

5. PROCEDURES

Employees and officials must have their travel plans approved in advance and must reconcile their expenses within 10 working days of their return.

A. Approval and Payment

1. A Travel Authorization Request Form shall be completed by the employee and approved by the appropriate Department Head. Department Heads should forward their travel authorization request forms to the City Administrator for approval. The City Administrator and the Governing Body shall forward travel request forms to the Mayor for approval and the Mayor shall forward to the Presiding Officer for approval. All completed request forms shall be submitted to the Finance Department at least fourteen [14] days prior to departure.
 - a. No travel arrangements should be made without prior approval

- b. All relevant documentation must accompany the travel authorization request form including a copy of the conference brochure and including documentation reflecting comparative pricing availability.
- c. A separate travel authorization request form must be completed for each employee traveling.
- d. Advance payments for registrations, airline tickets, and lodging expenses, etc., may be paid directly by the City. A separate payment voucher should be prepared for each applicable item.
- e. The City encourages air travel to be reimbursed as soon as the employee has made travel arrangements and has received a confirmation number. The City is not responsible for any interest charges incurred by an employee using their personal credit card.
- f. Arrangements should be made far enough in advance so that payment of conference registrations can be made directly to the sponsoring organization as part of the City's regular appropriation process.
- g. Travel advances will be distributed no more than seven [7] days prior to departure.

Whenever possible, advance arrangements should be made whereby lodging costs will be paid directly by the City to avoid sales tax.

B. Reconciliation

- 1. A Travel Reconciliation Form and receipts for all actual costs must be turned into Finance within ten [10] working days after return [no receipt is necessary for mileage or meals]. Employees and officials are responsible for returning any unused advanced monies [outside of allowed per diem] and will be reimbursed for any business expenses not covered by that advance. An itemized bill must accompany any claim for reimbursement [i.e., hotel and registration]. Employees or officials will be reimbursed as soon as possible as part of the City's regular accounts payable process. If receipts are not submitted promptly after return, the employee may be subject to disciplinary action.

6. RESPONSIBILITY FOR ENFORCEMENT

The City Administrator and/or appropriate Department Head are empowered to authorize, within budgetary limitations, reimbursements for travel, meetings, and other occasions to pursue necessary official business of the City.

The City Administrator and/or appropriate Department Head will have overall responsibility for the enforcement of this policy. Department Heads will be entrusted with the responsibility of enforcing the policy within their departments and Finance will ensure the compliance of the specified procedures before reimbursement.

7. AUTHORIZED CITIES FOR HIGHEST DAILY PER DIEM

- Aspen, Colorado
- Boston, Massachusetts
- Chicago, Illinois
- Denver/Aurora, Colorado
- Ft. Lauderdale, Florida
- Key West, Florida
- Palm Springs, California
- Newark, New Jersey
- New Orleans, Louisiana
- Las Vega, Nevada
- Lake Placid, New York
- New York, New York
- Orlando, Florida
- Philadelphia, Pennsylvania
- Phoenix/Scottsdale, Arizona
- San Francisco, California
- Washington, D.C.
- Outside the Continental United States

The normal per diem amounts are:

PER DIEM

| | Normal Daily Rates |
|------------------|---------------------------|
| Breakfast | \$8.00 |
| Lunch | \$10.00 |
| Dinner | \$23.00 |

And \$5.00 for other necessary costs including tips to hotel porters, bellhops, doormen and maids. The employee shall receive a higher rate when the conference is held in one of the cities listed above.

The higher per diem amounts are:

PER DIEM

| | Higher Daily Rates |
|------------------|---------------------------|
| Breakfast | \$11.00 |
| Lunch | \$11.00 |
| Dinner | \$29.00 |

And \$5.00 for other expenses. The City Administrator may approve the higher per diem amount for travel to cities other than those listed however, amounts paid in excess of the standard rates will be treated as paid under a 'non-accountable plan;' thus, such excess amounts will be reported on the employee's W-2 and are subject to withholding. The daily per diem for travel outside of the United States will be established by the U.S. State Department at the time of travel.