

Article PR4-G TRAVEL AND EXPENSE REIMBURSEMENT POLICY

Section PR4-G-1 OBJECTIVES.

To establish a policy that sets procedures for a uniform method of approval, payment and accounting for expenditures related to traveling on official business for the City. These guidelines ensure that City funds are being expended in a prudent and reasonable manner in the conduct of official City business. All City employees are expected to use sound judgment in expending public funds while traveling on official business for the City.

The appropriate Management Team member is empowered to authorize the approval of all requests for funds, reimbursements, and overnight travel for their employees. The City Administrator is empowered to authorize the approval of all requests for funds, reimbursements, and overnight travel for members of the Management Team or Governing Body.

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Effective April 23, 2007

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Section PR4-G-2 SCOPE.

This policy and these procedures apply to all officers and employees of the City of Lenexa when travel on official business of the City **requires an overnight stay of one or more days.**

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Section PR4-G-3 DEFINITIONS.

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

CONFERENCE DAYS: The day the conference begins and the day the conference ends.

KANSAS CITY METROPOLITAN AREA: The counties of Cass County, MO, Clay County, MO, Jackson County, MO, Johnson County, KS, Leavenworth County, KS, Platte County, MO, Ray County, MO, and Wyandotte County, KS.

MEALS: For purposes of this policy, meals do not include continental breakfasts.

TRAVEL DAYS: The day immediately prior to the conference (or the first day of the conference if the conference begins after 1 p.m.) and the day immediately following (or the last day of the conference, if conference ends by 1 p.m.). For air travel and per diem calculation purposes, travel is defined as beginning three hours prior to departure. Travel beginning before 8:00 a.m. will include breakfast, lunch, and dinner; travel beginning between 8:00 a.m. and Noon will include lunch and dinner; travel beginning between Noon and 4:00 p.m. will include dinner. Travel ending before 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 travel days will include per diem for "other necessary expenses"). Reasonable exceptions to these guidelines may be approved by the appropriate Management Team member.

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Section PR4-G-4 PROVISIONS.

None defined.

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Section PR4-G-5 PROCEDURES.

General Requirements:

A. Approval and Processing of Payments:

1. A travel authorization form shall be completed by the department and approved by the appropriate Management Team member or designee (or the City Administrator for Management Team or Governing Body members).
 - a. A separate travel authorization form shall be completed for each employee traveling.
 - b. In order to process advance payments to employees for per diem allowances, mileage, and other costs, a check request form shall be submitted to the Finance Department. The check request form shall include the signature of the appropriate Management Team member or designee (or City Administrator, if appropriate). The travel authorization form shall be attached to the check request form. No other supporting documentation is required to process the advance payments.
 - c. Check requests for advance payments related to travel will be processed according to the annual Accounts Payable calendar. **In-Between Check Requests will not be processed for advance payments related to travel.**
 - d. All payments to employees related to travel will be made through Electronic Funds Transfer (EFT). It is the responsibility of the employee to provide the appropriate bank account information to the Finance Department before any payments are processed.
 - e. Departments are responsible for maintaining appropriate documentation for each travel request. This documentation includes a copy of the travel authorization form (with the appropriate approvals by signature or e-mail), a copy of the conference brochure, mileage documentation, and copies of any other relevant documents (including receipts) which support the travel request. The documentation must be maintained for a period of five (5) years, and will be maintained in an electronic format.
 - f. If spouses or guests plan to travel with the employee or official, the employee or official must make arrangements to pay or the cost of the spouse or guest's airfare directly to the vendor. **The City will not pay an employee for spouse or guest expenses.**

B. Transportation:

1. 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 air fare. It is the department's responsibility to obtain comparative pricing and maintain documentation (in the department's travel records) showing the prices obtained.

2. Driving: If an employee chooses to use his personal vehicle, an allowance at the prevailing IRS per mile rate may be authorized. Mileage amounts based on standard mileage charts or other sources (such as Google or Mapquest) should be used as the basis for the mileage allowance.
 - a. If an employee chooses to drive his personal vehicle, no allowance above the normal mileage rate shall be made for additional passengers, repairs, and vehicle maintenance. The use of a City purchasing card for the purchase of gas for personal vehicles is prohibited.
 - b. If an employee chooses to drive his personal vehicle, he accepts personal liability for any damage and injury which occurs while using his auto.
 - c. Any employee receiving a car allowance is not eligible for mileage reimbursement for trips within the Kansas City metropolitan area.
 - d. Use of a City vehicle, in lieu of use of a personal vehicle, is encouraged whenever a City vehicle is available. The mileage rate will not be given when a city vehicle is used, but the employee will be reimbursed for gasoline purchased while using the city vehicle. The employee must submit gasoline payment receipts for reimbursement. Employees may also use their City purchasing card to purchase gas for City vehicles.
 - e. An employee is responsible for any tickets or citations issued to him whether in his personal vehicle or a City vehicle.

C. Air Travel:

1. Authorization will be given only for coach airfare.
2. Authorization will be given only for the most cost effective, direct flight to and from conference location, using the day immediately prior to the conference (or the first day of the conference if the conference begins after 1 p.m.) and the day immediately following (or the last day of the conference, if it ends by 1 p.m.) as "travel days." If significant monetary savings (including airfare, lodging, etc.) can be realized by making Saturday a "travel day," employees may be requested to depart earlier than the normally expected "travel day." If a request is made for later or earlier departure, documentation of savings to the City must accompany the original travel request.
3. If an employee is allowed to depart earlier or stay later than the conference for personal purposes, the employee must pay the cost difference if airfare is more expensive than the cost of traveling on a normal schedule for attending the conference.

D. Conference Registration:

1. Arrangements should be made far enough in advance so that payment of conference registrations can be made directly to the sponsoring organization according to the City's annual Accounts Payable processing calendar or using a City purchasing card.

2. Authorization will be given for payment of basic conference registration fees and for additional pre-sessions and post-sessions that are clearly a function of the conference and cannot be construed as entertainment. Fees for any entertainment activities not related to the conduct of official City business are the responsibility of the employee or official.
3. Any meals provided as part of the conference registration must be subtracted out of the per diem at the rates listed on the travel authorization form. For example, if lunch is provided as part of the conference registration, the per diem amount for lunch must be subtracted from the total per diem amount provided to the employee.

E. Lodging:

1. Authorization for lodging costs will be approved for standard rooms at the suggested conference hotel(s) unless extenuating circumstances prevent staying there.
2. When traveling on official business not related to a conference, lodging choices should be based on economy, and reasonable accessibility to the location of purpose for travel.
3. Employees and officials are encouraged, for safety purposes, to seek accommodations that are equipped with a sprinkler system.
4. Whenever possible, advance arrangements should be made whereby lodging costs can be paid by a City purchasing card or billed directly to the City.

F. Miscellaneous Costs:

1. Authorization will be given for payment directly to the employee prior to departure for projected costs for transportation to and from the airport (60 miles -- City Hall to K.C.I.). If prior approval is given for an employee to be dropped off and picked up at the airport by someone using their personal vehicle, the employee may be paid directly for actual mileage up to a total of 120 miles. Only actual costs will be reimbursed. Departments are responsible for collecting receipts for all actual costs from employees within ten business days after return (no receipt is necessary for mileage). 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. Employees or officials will be reimbursed according to the annual Accounts Payable calendar. If receipts are not submitted promptly after return, the employee may be subject to disciplinary action and/or taxation of the unsubstantiated amounts.
2. Employees receiving a car allowance are not eligible for reimbursement for the costs of transportation to and from K.C.I. airport.
3. Employees who travel should use a City cell phone or long distance calling card for only business-related calls. Requests for a City cell phone or long distance calling card should be made to the Communications Division of the Police Department.

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4. Authorization for payment of costs for rental cars will not be approved unless extenuating circumstances exist. Any authorization for a rental car requires approval by the appropriate Management Team member.
5. Authorization will be given to reimburse employees for the actual cost of business-related internet access while traveling on official business of the City.

G. Per Diem:

1. Per diem allowances are given to cover other necessary expenses associated with a conference (tips, meals, baggage, personal long distance phone calls). Transportation to and from the hotel, conference site, and airport at the conference city will be reimbursed upon return with proper receipts. Transportation for entertainment activities not related to the conduct of official City business and other personal purposes will not be reimbursed. Per diem monies are only provided for days of the conference and "travel days" to and from the conference.
2. Authorization for a daily per diem rate for meals and incidental expenses (M&IE) are based on the prevailing GSA (General Services Administration) rates and will be given for travel to cities listed on the travel authorization form and the GSA website.

Any other city not specifically listed on the GSA website will be authorized for a daily per diem of \$39.00.

The total daily per diem amount is based on the M&IE breakdown provided by the GSA.

3. Any meals provided as part of the conference registration must be subtracted out of the per diem at the rates listed on the travel authorization form. For example, if lunch is provided as part of the conference registration, the per diem amount for lunch must be subtracted from the total per diem amount provided to the employee.
4. No per diem is provided for trips not requiring an overnight stay. For travel costs related to one day trips, see the Meal and Expense Reimbursement Policy (located in the City's Personnel Policies).

H. Other Requirements:

1. If City employees/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.
2. Employees who wish to personally pay for costs for items mentioned in this policy which are incurred as a result of overnight travel and be reimbursed after the travel as occurred may do so, but only if the travel authorization form has been completed and approved. Reimbursements over \$100 will be made through EFT and will be processed according to the annual Accounts Payable calendar.
3. Consideration must be given to the most economical location for conferences or seminars offered in multiple cities.

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4. If travel time is extended due to unforeseen circumstances such as flight delays, the City will pay for any additional costs incurred. The employee may also charge these additional costs to their City purchasing card as long as the costs are allowable costs per the City's purchasing card manual. The cost of alcoholic beverages cannot be charged to a City purchasing card and will not be reimbursed by the City.
5. Receipts are necessary for all reimbursements, except mileage.
6. After travel is completed, a reconciliation should be completed to reflect actual charges using the travel authorization form. Receipts for all travel expenditures, except mileage, should be included with the reconciliation. The travel reconciliation should be completed within 30 days after the travel occurred. Failure to complete the reconciliation in a timely manner may cause the travel expenditures to be treated as taxable income to the employee (per IRS regulations).
7. Compensation for non-exempt employees traveling on City business will be compensated as follows: Travel by an employee who will be away from home overnight is work-time only during those periods that coincide with the employee's regular working hours (8 a.m. to 5 p.m., for example). Such time is counted as hours worked even if it occurs on a non-working day. Travel outside regular working hours as a passenger in a plane, train, boat, bus, or automobile is not hours worked.

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Section PR4-G-6 RESPONSIBILITY FOR ENFORCEMENT.

The City Administrator and/or appropriate Management Team member is 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 Management Team member will have overall responsibility for the enforcement of this policy. Management Team members will be entrusted with the responsibility of enforcing the policy within their departments.

The City Administrator or Finance Director may waive provisions and procedures of this policy provided they are not in violation of state or federal law.

The Finance Department will perform periodic reviews of department travel records to evaluate compliance with the Travel and Expense Reimbursement Policy. In addition, the City's external auditor will conduct an annual review of department travel records to evaluate compliance with this policy. The external auditor will issue a report to the City Administrator summarizing the audit process, recommendations for process improvement, and instances of non-compliance with this policy.

Any inappropriate travel expenses paid with City funds identified by the City's external auditor, the Finance Department, or other City staff will be reimbursed to the City by the employee.

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Section PR4-G-7 REFERENCES.

IRS Mileage Reimbursement Rate; General Services Administration Federal Per Diem (M&IE) Allowances for U. S. Cities.