City of Tigard, Oregon

Citywide Travel Policy	Effective Date: July 1, 2011
Approved: Craig Prosser	Signature:

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1. GENERAL PROVISIONS

1.1. **Purpose of Policy.** The purpose of this policy is to provide guidelines to City employees for payment of travel expenses in a cost-effective and efficient manner ensuring the best result for the City.

1.2. **Applicability.** This policy applies to all City employees. The policy is to be adhered to by the following groups:

1.2.1. Mayor & City Council
1.2.2. Executive Staff (City Manager & Directors)
1.2.3. Management Staff
1.2.4. SEIU Staff
1.2.5. TPOA Staff
1.2.6. Other City Officials

1.3. The City's Financial and Information Services Department shall administer the travel policy and shall periodically review travel and training records to ensure policy compliance and provide any necessary training to departments on the implementation of the policy.

1.4. Department Directors and Managers shall be responsible for the implementation of policy within their departments, ensuring their department's employees comply with

the policy, and ensuring expenditures are appropriate and directly related to City business. Questions regarding the intent or application of this policy document shall be directed to the City's Financial and Information Services Director.

1.5. The City Manager shall have final authority for administering, interpreting, and applying the terms of these procedures.

1.6. **Personal Expenses.** The City, with very limited exception, shall not pay for any personal expenses incurred by an employee during City business travel. For example, employees will not be reimbursed for personal grooming items, parking tickets, entertainment expenses, etc.

2. COMPLIANCE AND ACCOUNTABILITY

2.1. All City staff and agents must comply with the provisions contained herein. Periodically, the City's Finance and Information Services Department may perform a review of the City's travel records to ensure compliance with this policy. The Finance and Information Services Department, working with the City Manager's Office, may implement appropriate and progressive sanctions related to misuse. All City employees must fully comply with requests for records and documentation supporting all travel expense claims.

2.2. Any and all staff may be liable for improper use of public funds. As public employees, staff that order, authorize or cause to be made any expenditure in violation of City policies, state statutes, rules, or procedures can and will be held personally financially liable for inappropriate expenditures.

3. DEFINITIONS

The following terms may be used throughout these policies:

3.1. **Actual.** The actual meals or lodging cost supported by receipts. The City's policy is to pay actual costs for meals and lodging up to the Federal per diem rate for the location.

3.2. **Conference/Training Meal.** Any meal provided, through the registration process, by a conference or training.

3.3. **Contracted Travel Agency.** The travel agency under contract with the City to provide travel related services. Azumano Travel is the City's current Contracted Travel Agency.

3.4. **Employee.** An individual on the payroll of the City.

3.5. **Employee Travel.** Travel by City employees on official City business.

3.6. **Frequent Flyer Miles.** Credits acquired when making qualified air travel purchases. It is the City's policy that staff shall not earn any Frequent Flyer Miles while on City business.

3.7. **Incidental Expense.** Small costs associated with travel. Incidental Expenses include, but may not be limited to: Gratuities, taxi fare, work related mailing costs or phone charges, etc.

3.8. **Itinerary - Airfare.** Information provided by an airline or travel agency showing the traveler's name, dates of travel, class of travel, and travel route.

3.9. **Meals.** Standard breakfast, lunch, or dinner eaten by an employee during City business travel.

3.10. **Mileage.** The distance traveled via personal automobile by an employee during travel. The City calculates mileage during travel from Tigard City Hall, not the employee's home. To development the reasonable estimate of mileage, the City shall use an online travel/map site such as Mapquest.com or Yahoo.com

3.11. **Official City Business.** Business, and any travel associated with it, that directly provides a benefit to the City.

3.12. **Overnight Travel.** Any travel that requires an employee to stay overnight. A conference or training must be at least 50 miles away from the City to justify an overnight stay.

3.13. **Per Diem Allowance.** The allowance for lodging, meals and incidental expenses established for the travel destination as established by the U.S. General Services Administration (GSA). The City's policy is to pay actual expenses for meals and lodging up to the GSA rate unless otherwise required by union contract.

3.14. **Pool Vehicle.** A City-owned vehicle available for "check out" by general staff.

3.15. **Purchasing Card.** A City-issued credit card that is the preferred means of payment for travel expenses.

3.16. **Receipt.** A document detailing an expense incurred. To be valid, a receipt must provide the name and address of the business, the date of the purchase, an itemized description of the goods or service purchased, and the amount of the purchase. For lodging expenses, the receipt must also include the name of the guest, the number of guests, the dates occupying the room, the room number, the room rate, and the lodging tax.

3.17. **Travel Pre-Authorization Form.** A Departmental form that may or may not be required prior to any travel. Each Department Director shall determine the best way to document pre-authorization for their department.

3.18. **Travel Purchasing Card.** A generic purchasing card that can be checked out prior to travel by an employee who does not have a City-issued purchasing card.

3.19. **Travel Reconciliation Statement.** A City-required form that must be completed within five (5) full business days upon return from any overnight City business travel.

3.20. **Travel Time.** The amount of time that is required by an employee to travel to and from a conference or training.

3.21. **U.S. General Services Administration (GSA) Per Diem Rates.** The estimated daily cost of lodging, meals, and incidentals for various cities that is used by the City as the maximum actual costs to cover during travel.

4. PRE-AUTHORIZATION

Pre-Authorization shall be a Departmental responsibility. Each City Department shall have travel pre-authorization procedures in place and train their staff on these procedures. Pre-Authorization may be required by a Department for any travel but especially in the case of travel with overnight stay, travel requiring air travel, or travel where lodging exceeds the daily allowance.

4.1. **Pre-Authorization Form.** Each Department shall have a Pre-Authorization Form available for staff use. The FIS Department has created a generic form that may be used by any Department or each Department may create their own form that best meets their needs.

4.2. **Pre-Authorization Filing.** Each Department shall be responsible for retaining a file of the Department's travel pre-authorization documents. This file shall include approved and denied travel information.

4.3. **Travel Coordinator / Point of Contact.** It is the recommendation of this Policy that each Department designate a Travel Coordinator or single point of contact for employees to refer to for guidance and questions. The FIS Department shall have a Coordinator or single point of contract for Citywide travel information and guidance.

5. TRAVEL TIME

It is the policy of the City to use a reasonable estimate for allowable travel time during which the employee is considered "on–the-clock". Please see Citywide Personnel Policy # 47 for further information about travel time and compensation.

Under FLSA, the rules for paid travel change when the travel involves an overnight stay. In these cases, time spent traveling during normal work hours are paid, while time spent traveling outside of normal work hours are not. The only exception permitting an employee to be compensated for overnight travel outside of normal work hours is when the employee is the actual driver of the vehicle or is actively engaged in doing work tasks. Passengers, regardless of the mode of travel, are compensated only for travel time during normal work hours. Please note: This particular rule applies seven (7) days a week. So if an employee is normally scheduled 8:00 am to 5:00 pm, M-F, and travels between the hours of 12:00 pm and 4:00 pm on a Saturday, the employee would be paid for four (4) hours of travel pay, even though the employee traveled on a Saturday: Look at the hours of travel, not the day of travel.

In further accordance with the FLSA, the employee shall be paid their hourly rate during any official training or conference hours.

5.1. To development the reasonable estimate, the City shall use an online travel/map site such as Mapquest.com or Yahoo.com. An employee may receive additional time if appropriate justification for the needed time (i.e. delayed flight) is submitted to his/her supervisor and approved.

6. TRAVEL METHODS

The City shall require the most direct and cost effective means of travel for an employee attending any conference or training. Prior to any travel, the traveling employee and his/her supervisor shall discuss the travel methods. During the discussion, the costs, both in dollars and requirements of staff, shall be weighed with the most beneficial to the City being utilized.

6.1. **Auto Travel.** Auto travel is the most common means of transportation used during City business travel.

6.1.1. **City Pool Vehicle.** Employees are strongly encouraged to use the City's Pool Vehicles during local travel. These vehicles may be reserved and checked out during the employee's travel dates.

6.1.1.1. **Non-City Employee Ride-Along.** Per the City's Personnel Policy:

> "Family members or other non-City employees shall not be transported in city vehicles except as specifically authorized by the department director or consistent with department policy or in cases in which the city vehicle is regularly assigned to the employee as a provision of an employment contract"
>
> As such, family member or other non-City employees may accompany an employee in a City-owned vehicle during City-related travel with the appropriate approvals.

6.1.2. **Personal Vehicle.** The City may authorize employees to use their own vehicles for City travel when it is in the benefit of the City. Use of a personal vehicle during City travel must be authorized during the pre-authorization process in the Department.

6.1.2.1. **Insurance.** Employees that use their private vehicle for City business are required to have personal automobile liability insurance to provide the primary coverage for any accidents involving that vehicle. Documentation of said coverage must be on file with the City's Risk Management Office.

6.1.2.2. **Mileage Reimbursement.** When an employee uses their personal vehicle for City travel, the City shall reimburse the employee for mileage up to, but not more than, the Federal per mile reimbursement rate. Total allowable mileage shall be calculated from Tigard City Hall to the lodging location and back. If required,

additional mileage may be granted under certain circumstances. No other means of fuel or mileage reimbursement shall be approved by the City.

6.1.2.2.1. The City shall use an online travel/map site such as Mapquest.com or Yahoo.com to develop the total allowable mileage distance.

6.2. **Air Travel.** The City shall pay actual cost for an employee's City business travel. All employees shall utilize coach when traveling commercial airline. Reservations, where possible, should be made at least fourteen (14) or more days in advance to take advantage of any and all available discounts. Increased fees related to late booking may be disallowed unless documented with a sound business reason. Employees may at their own expense pay to upgrade their airline accommodations or alter their flight itinerary for personal business.

6.2.1. **Contracted Travel Agent.** City employees are strongly encouraged to utilize the City's Contracted Travel Agent for air fare during City travel.

6.2.1.1. **Government Air Fare.** The City's Contracted Travel Agent is authorized to provide the City with government air fare ("City Pairs") which are contracted, discounted, unrestricted, and one-way fares that require little advance reservation and have no cancellation or transfer penalties. Employees should seek to use these fares in order to maximize the benefits to the City.

6.2.1.2. **Booking.** This City is able to book air transportation through the Contracted Travel Agent either online or through an agent via the telephone. Staff should make every effort to use online booking to reserve air travel to maximize cost savings for the City.

6.2.2. **Discount Travel Sites.** Employees may, with documentation of the reasoning, use discount travel sites such as Expedia, Travelocity, Hotwire, Orbitz, or Priceline.

6.2.3. **Airline Direct Booking.** Employees may, with documentation of the reasoning, book air transportation directly with the airline. As this tends to be the most expensive option, it should be the last option and have solid documentation of the reason for the expense.

6.2.4. **Cancelled/Missed Flights.** Should a non-refundable flight need to be cancelled for either City-related business or a medical or family emergency beyond an employee's control, the City, in so long as documentation and approval are placed in the travel file, shall incur the cost of the air fare. If the flight is cancelled or missed due to any neglect, mistake, or other fault of the registered employee, the employee shall bare the cost of the ticket and all associated costs.

6.3. **Rental Cars.** The City will pay actual for rental vehicles when it is found to be an economical and efficient means of transportation for an employee during travel. Authorization for a rental vehicle must be obtained during the pre-authorization process for the travel.

6.3.1. **Contracted Travel Agent.** City employees are strongly encouraged to utilize the City's Contracted Travel Agent for rental vehicles during City travel.

6.3.1.1. **Contracted Rental Car Company**. The City has a Contracted Rental Car Company and the City's Contracted Travel Agent is authorized to book against this agreement.

6.3.1.2. **Booking.** This City is able to book rental vehicles through the Contracted Travel Agent either online or through an agent via the telephone. Staff should take every effort to use online booking to reserve air travel to maximize cost savings for the City.

7. LODGING

The City shall pay true actual cost, up to the GSA daily per diem rate

7.1. **Receipts.** A detailed receipt is required for any lodging incurred during an employee's travel. For lodging expenses, the receipt must detail the following:

7.1.1. Name of the hotel
7.1.2. Address of the hotel
7.1.3. Name of the guest
7.1.4. Number of guests
7.1.5. Dates occupying the room
7.1.6. Room number
7.1.7. Total cost of the stay
7.1.8. Room rate
7.1.9. Lodging tax.

7.2. **Lodging Per Diem Allowance.** Lodging expenses are paid by the City at actual cost up to the specific GSA daily maximum allowable rate in effect at the time of travel for the specific area or locality.

7.2.1. The GSA rates can be found at this link: GSA Domestic Per Diem Rates.

7.2.2. Department Heads have the authority to approve lodging expenses over the GSA daily maximum allowable rate when unusual conditions exist. This approval, which requires written documentation by the traveling employee detailing the reason for the higher expenditure, is to be made on a case-by-case basis and signed by the Department Head.

7.3. **Conference/Training Official Hotel.** If an employee attends a conference or training and stay at the official hotel where the conference or training is being held,

the City shall cover, within reason and with prior approval, all actual lodging costs if the rate exceeds the GSA lodging per diem allowance for the city. If this exception is granted, the employee must book the cheapest available room or personally pay the difference between the room they book and the room with the lowest rate. This exception serves to save the City additional incidental costs such as a rental car or other transportation fees.

7.4. **Alternative Lodging.** The intent of this section is to reimburse employees that use their personal travel trailer or motor home during official City travel and should result in an economic benefit to the City. The daily maximum allowable reimbursement rate for all alternative lodging shall be $25. It is intended that the alternative lodging reimbursement rate apply for any overnight City travel.

8. MEALS

The City shall pay true actual cost, up to the GSA daily per diem rate, for meals incurred by employees during City related travel unless otherwise mandated by union contract.

8.1. **Multiple Locations/Single Rate.** The City shall use a single per diem threshold rate for an entire day. If an employee travels to more than one location in one day, the per diem threshold shall be for the location in which the employee spends the night. On the final day of travel, the per diem threshold shall be for the location in which the traveler stayed the last night.

8.2. **Actual Costs with Per Diem Rate Threshold.** The City shall pay actual costs for lodging, meals and incidental expenses up to the U.S. General Services Administration's (GSA) established daily rates for the travel destination City unless otherwise required by union contract.

8.2.1. The GSA rates can be found at this link: GSA Domestic Per Diem Rates.
8.2.2. The allowance is a true daily allowance and unused portions do not role to the next day.

8.3. **True Per Diem.** As may be required by union contract, the City shall pay negotiated true per diems to certain employees covered by the contract during travel

8.3.1. Refer to union contracts for details on negotiated per diem.

8.3.1.1. SEIU/OPEU Agreement
8.3.1.2. TPOA Agreement

8.4. **Conference/Training Provided Meals.** When meals are provided by the conference/training and paid for through the employee's registration, the daily meal allowance or per diem shall be reduced for that particular meal. See Section 8.5 for a breakdown of the meal allowance.

8.4.1. If the meal is an optional piece of the conference or training registration process, the employee shall have the choice to participate in the meal or, instead, to receive the meal as part of the daily meal allowance or per diem.

8.5. **Meal Allowance Breakdown.** The City shall use the following meal breakdown regardless of a traveler using the actual costs or true per diem meals method:

8.5.1. **Breakfast.** Equals 25% of daily allowance.
8.5.2. **Lunch.** Equals 25% of daily allowance.
8.5.3. **Dinner.** Equals 50% of daily allowance.

8.6. **Travel Day Meals.** The City shall pay for meals on travel days according to the following schedule (per IRS rules the City cannot pay more than 75% of the maximum daily allowance during travel days):

8.6.1. **Prior to Noon – 75%.** When an employee leaves on travel prior to Noon the employee shall be entitled to actual meals at 75% of the daily allowance.

8.6.2. **Between Noon and 7:00 p.m. – 50%.** When an employee leaves on travel between Noon and 7:00 p.m. the employee shall be entitled to actual meals at 50% of the daily allowance.

8.6.3. **After 7:00 p.m. – 0%.** When an employee leaves on travel after 7:00 p.m. the employee shall not be entitled to any meal allowance until the following day.

8.7. **Alcohol.** At no point or under any circumstance shall the City pay any alcohol expense incurred during a meal or travel. Any alcohol which is purchased by the employee must be paid for at the time by the employee and should be on a separate check.

9. PAYMENT METHODS

The City's preferred method of payment during City travel is a City Purchasing Card. Other means of payment shall remain available but every effort must be taken to use a purchasing card then at all possible.

9.1. **Purchasing Cards.** The City preferred mean of purchase during City travel. The Purchasing Card is a City-issued MasterCard that can be used nearly anywhere MasterCard is accepted. Many employees have been issued an individual Purchasing Card and it is this card that should be used by the employee during City travel. If a traveling employee has not been issued an individual Purchasing Card, Travel Cards are available for issuance during travel. Follow the City's established procedures to utilize the Travel Cards.

9.2. **City Check.** Under a limited number of situations, a City-issued check may be used to pay for a portion of the travel costs. Employees shall follow the City's established procedures, which shall include documenting the reasoning for a check rather than a Purchasing Card, to obtain a travel-related check.

9.3. **Employee Reimbursement.** Under rare circumstances, and with detailed documentation, the City may directly reimburse an employee for costs incurred during travel.

10. PERSONAL EXPENSES

The City, with very limited exception, shall not pay for any personal expenses incurred during City business travel.

10.1. **Combining Personal Travel with City Business Travel.** The City's policy for business travel does allow for combining personal travel with business travel with additional rules.

10.1.1. **Personal Portion of Trip.** If an employee combines personal travel with City business travel, the City will pay only the actual costs associated with City business, any additional cost shall be incurred by the employee.

10.1.2. **Airline Costs.** When an employee combines personal travel with City business travel and airfare is required, the City shall pay no more than the lowest cost of round-trip coach airfare for the days that the City business would have required. Any additional cost due to an extended personal stay shall be borne by the employee.

10.2. **Alcohol.** See Section 8.7.

10.3. **Entertainment Expenses.** The City shall not pay, at any time, for any entertainment expenses incurred by an employee on official City business. Entertainment expenses shall include, but not necessary be limited to, the following:

10.3.1. Movies, including in-room
10.3.2. Health Club/Gym Fees
10.3.3. Sporting Events
10.3.4. Golf (Including Conference-related Tournaments)
10.3.5. Spa Services

Refer to Oregon Ethic Laws for further details on entertainment expenses.

10.4. **Personal Grooming Items or Services.** At no time, and for no reason, shall the City pay for any personal grooming items or services during an employee's time on City business travel.

10.5. **Personal Phone Calls.** No personal phone calls while on travel shall be paid by the City other than the following exception:

10.5.1. Personal telephone calls to immediate family members or significant others to confirm the traveler's well being while on overnight travel are allowed under this policy. The employee shall be allowed one phone call a day while on travel for not more than ten (10) minutes. The City does encourage the

traveler to use a personal cell phone in lieu of this personal call allowance when at all possible.

11. TRAVEL RECONCILIATION

Within five (5) business days of return from any City business travel and employee must submit to the FIS Department's Accounts Payable Office a completed and authorized Travel Reconciliation Statement. The City shall develop guidelines to assist employees through the travel reconciliation process.

12. COMPLIANCE AUDITING

The City's FIS Department shall conduct routine review of a Department's travel records to ensure compliance with all aspects of this Travel Policy. The FIS Department, working with the City Manager's Office, may implement appropriate and progressive sanctions for inappropriate use of City funds related to travel. All employees must fully comply with requests for records and documentation supporting any and all travel expenses.