

CITY OF MAYER
BUSINESS-RELATED EXPENSE REIMBURSEMENT
POLICY STATEMENT

Purpose

It is intended that this policy conform to all applicable Minnesota State Statute and IRS rules governing expenses incurred by employees while conducting City business.

Approval of Travel Expenses

The City of Mayer will reimburse employees and Council Members for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel outside the State of Minnesota must be approved in advance by the City Council.

Travel expense must be budgeted in the department's budget as approved by the City Council.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. If possible, travel arrangements should be made in advance and billed to the City. Travel expenses not billed to the City shall be paid for by the employee and reimbursed upon return in accordance with this policy.

Authorized Expenses

The City will provide reimbursement for the following expenses incurred while attending a workshop, conference, meeting, seminar, or training related activity authorized by the City. Reimbursements will be provided according to Business Related Expenses Reporting Section.

1 Mileage for Personal Vehicles - When at all possible, City employees are expected to use City vehicles for business related to travel. However, the City will pay the rate established by the City Council to employees who use their personal vehicle. Mileage is paid on the most reasonable direct route as follows:

A Travel to and from site of meeting, conference, seminar, etc.
(total miles traveled round trip).

B In the event of ride sharing, the person who owns the vehicle being driven is the only one who may claim mileage reimbursement. Whenever possible, employees are encouraged to car pool.

2 Air Fare or Train Fare - When travel to a conference, workshop, etc. requires the utilization of air or train transportation, the employee or City official shall arrange for travel in coach or economy class or the lowest available fare.

3 Automobile Rental - Employees who desire to rent a vehicle will be reimbursed only for that portion of the costs which would normally have been occurred by the City. For example, cab fare to and from the airport and hotel.

4 Taxi/Bus - Employees may be reimbursed actual costs plus a maximum 15% gratuity for taxi, bus or shuttle services when on City business and where no private vehicle is available.

5 Lodging

A Lodging will be reimbursed at the lowest possible rate at single occupancy. If possible, employees are encouraged to share accommodations. The City will not reimburse the employee for "extra's (pay movies, room service, personal phone calls, etc) billed to the room.

B Employees will be reimbursed for the night prior to the formal start of the conference, seminar, etc., and the nights the event is in session (including the night of the last day).

C Whenever possible, lodging should be billed directly to the City. Otherwise, the employee should submit a bill upon return for reimbursement.

6 Meal Allowance - The City will reimburse for meals up to a maximum of \$30.00 per day and a maximum of 15% gratuity, excluding alcoholic beverages, shall be reimbursed, unless these expenses are included as an inseparable part of a conference/workshop, training session registration.

7 Parking - Employees shall be reimbursed for the cost of parking while attending a meeting, conference, seminar, etc. with the exception of long term parking at an airport or train station.

8 Extended Travel - When extended travel is required, the employee may be authorized time for the day before and/or the day following the conference.

Travel with Spouse/Family Members, Ect.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of the companion will not interfere with successful completion of business activities. City vehicles may not be used in these circumstances.

Employees are also permitted to combine personal travel with business travel, as long as time away from work is approved.

The City will reimburse only those expenses incurred by the employee or official, not by the spouse, friend, or family etc. These expenses will be the responsibility of the employee.

Reporting

When travel is completed, employees are to submit completed travel and expense reports. Reports shall be accompanied by the following:

- 1 For claiming mileage, document the odometer reading of total miles traveled to and from the conference, workshop, seminar, or meeting.
- 2 For lodging, include the hotel bill, or credit card slip/bill, identifying the room charges.
- 3 For air fare, train fare, or bus fare, attach a copy of the billing. If paid by credit card, copy of the credit card bill with travel fare highlighted.
- 4 Any other authorized expense not detailed here must be accompanied by a receipt.

All expenses are to be listed on a City expense form. Expenses listed on the claim form, but not accompanied by a receipt will not be reimbursed. Hand written receipts made out by the employee may not be acceptable.

The claim form, with all receipts and documents attached, is to be submitted to the Department Head for approval. Upon approval by the Department Head, claim form is to be forwarded to the City Administrators office for reimbursement approval by the City Council.