

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

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| <u>Subject:</u> BUSINESS TRAVEL POLICY | <u>Regulation No:</u> 6.0 | <u>Effective Date:</u> May 15, 2017 |
| | Supersedes: November 19, 2008; October 1, 2012 | |

I. PURPOSE

This administrative regulation sets forth the policy of the Town regarding the payment of reasonable and necessary travel expenses for Town employees while traveling on official Town business.

II. ELIGIBILITY FOR TRAVEL EXPENSES

All elected and appointed officials and employees of the Town who by reason of membership in professional organizations, attendance at meetings, enrollment in work-related training sessions, or other requirements of their official duties to travel, are eligible for travel reimbursements as defined by this policy.

III. LIMITATIONS

- A. Travel expenses will be reimbursed only for travel within the continental United States, unless specifically approved by the Town Manager.
- B. Only expenses of the official or employee will be reimbursed by the Town.

IV. SCOPE OF ALLOWABLE EXPENSES

The following expenses qualify for reimbursement as hereinafter defined:

- A. Automotive Travel
 1. When an employee of the Town is required to travel for events that are work related, it is preferred that a Town vehicle be used.
 2. Only the Town Manager may authorize the use and payment of a rental car for business-related travel.
 3. When a personal car is used, mileage will be paid at the current rate of reimbursement authorized by the Internal Revenue Service. Travel by personal car, however, will be limited to destinations of 250 miles from the Town of Vienna unless otherwise approved by the Town Manager.
 4. For purposes of reimbursement, mileage will be determined as beginning at

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“Headquarters” (the employee’s primary and routine place of work) and ending at Headquarters, unless otherwise approved by the Town Manager.

B. Travel Fares

1. Travel fares, including airplane, train, or bus is paid at the coach or lowest available rate only. The employee will be responsible to pay the difference between the Town’s approved rate and any upgrade.
2. Travel fare for anyone other than the employee is not reimbursable by the Town.

C. Transportation to and from Depots and Airports; Tips, Tolls and Parking

1. Expenses to and from depots and airports, such as airport limousine, rental car, taxicab or local bus are qualified expenses, including reasonable gratuities.
2. Road tolls and parking fees are also reimbursable.

D. Registration and Banquet Fees

Registration and banquet fees as stated by the registration program of the convention are allowable.

E. Hotel Rooms

1. The Town pays only the single-room rate for one employee.
2. If the employee chooses a hotel room option that is more expensive, the employee is responsible to pay the difference between the Town approved rate and the upgrade.
3. If two employees share a double room, the Town will pay the double-room rate for the shared room.

F. Suites

1. Under certain circumstances when the Town is a host to other jurisdictions or when special facilities are required, the cost of the suite is an allowable expense.

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2. Full justification and Town Manager’s prior approval is required to qualify for such reimbursement.

G. Per Diem

1. Per diem (or “per day” allowance) is for full day trips and longer for each day the meeting or training class is in session. The per diem allowance is intended to compensate the employee for the cost of meals and incidentals at a fixed rate.
2. Employees on per diem do not have to submit receipts upon completion of the trip.
3. Per diem allowances vary by location based on the rates set by the U.S. General Services Administration (GSA). Current GSA per diem rates can be obtained by accessing the General Services Administration website www.gsa.gov/perdiemrates. Go to the “Meals & Incidental Expense rates” (M&IE) for the geographic location applicable.
3. The same reimbursement rates apply to full or partial same-day travel.
 - a. For full same-day per diem allowance to apply, travel must begin from Headquarters no later than at 5:00 a.m. and arrive back at Headquarters no earlier than at 8:00 p.m.
 - b. Employees traveling less than one full day may claim actual expenses (prior Town Manager approval and submission of itemized receipt required) or the per meal rate as shown under the Meals & Incidental Expenses –“M&IE Breakdown” table.

H. Official Business Meetings

1. Business meetings where officials or employees are actually conducting Town business during mealtime are allowable.
2. The meals of guests or other individuals may be paid if it is business related.
3. Employees are encouraged to use discretion and provide proper justification to the Town. The following documentation is required to be submitted to the Finance Department whether a Town credit card is used or a reimbursement is requested:

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- a. Written explanation of the business purpose
- b. The names of all participating individuals, including officials or employees and guests the employee paid for
- c. Copy of itemized restaurant receipt
- d. Customer copy of credit card receipt

I. Telephone Calls

Business related telephone calls are an allowable reimbursement using a personal or other telephone.

J. Tips

Tips are authorized reimbursements; however, they must be reasonable (e.g., \$3.00 per suitcase for bellhop or 20% of meal costs to server).

K. Cleaning Expenses

Laundry and dry cleaning expenses are only reimbursable if the travel time exceeds ten (10) days or in the event of an emergency, with adequate justification.

L. Miscellaneous

Miscellaneous charges are only reimbursable provided they are directly related to the trip and approved by the Town Manager.

M. Travel Time

1. Exempt personnel are not compensated for time spent in transit. They may be allowed compensatory time while conducting business out of town, as provided for in Administrative Regulation No. 2.8.
2. The Town will comply with all requirements of the Fair Labor Standards Act (FLSA) as they relate to a non-Exempt employee's pay while in transit and at the destination during work-related travel that is authorized by the Town.

V. PROCEDURE FOR FILING FOR TRAVEL AUTHORIZATION

- A. The employee will complete the Travel Authorization Form and submit the form to the

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department head and Town Manager for approval no closer than five (5) business days to the date of departure.

- B. Registration, hotel and transportation payment should preferably be made in advance directly by the Town to the provider, whenever possible.
- C. In an emergency, the employee has the option of receiving a cash travel advance.
- D. No travel advance will be issued more than five (5) business days prior to the date travel commences.
- E. The Town Manager may authorize an exception to these procedures.

V. PROCEDURE FOR FILING RECONCILIATION OF TRAVEL EXPENSES FORM

- A. Within five (5) business days after the completion of the trip, the employee must complete the Travel Expense Report Form and reimburse the Town any monies to be returned.
- B. The following forms of documentation will be required to accompany the Travel Expense Report:
 - 1. MapQuest or similar proof of mileage
 - 2. Actual itemized receipts to support hotel expenses; airline or other travel; conference registration; parking; gas purchases (for Town vehicles); or any other charges submitted for reimbursement
 - 3. Printout of GSA schedule supporting per diem rate
- C. If, during the payment process, expenses disallowed by this policy are discovered, the Finance Department will charge the payment to the employee and notify the department. Examples of disallowed expenses are alcoholic beverages, movie tickets, or other personal entertainment that is not deemed reasonable and necessary to conducting business.
- D. The Finance Director will deduct from the employee's pay any travel advances or disallowed expenses outstanding for more than thirty (30) days after the completion of the trip if the requirements of this policy are not met, as agreed to by the employee through his or her signature on the Travel Authorization Form.

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VI. APPLICABLE DOCUMENTS

Travel Pre-Authorization Form (FD 6.0-1)
Travel Expense Report Form (FD 6.0-2)

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| <i>Signature of Town Manager:</i> | <i>Date:</i> |
|  | May 15, 2017 |