

Travel Policy
Resolution No. 527
July 9, 2003
HR-3-07. Travel

CITY OF SAN LUIS

TRAVEL POLICY

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Revision date:

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Resolution

OFFICE OF THE
MAYOR
CITY OF SAN LUIS

RESOLUTION NO. 527

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, REPEALING THE CURRENT TRAVEL POLICY OF THE CITY OF SAN LUIS AND DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK ENTITLED "TRAVEL POLICY DATED JULY 9, 2003".

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF SAN LUIS, ARIZONA.

WHEREAS, that certain document entitled "Travel Policy dated July 9, 2003", three copies of which are on file in the office of the City Clerk, is hereby declared to be a public record, and said copies are ordered to remain on file with the City Clerk and;

WHEREAS, the City of San Luis, Arizona, did duly adopt the current Travel Policy on December 13, 1989; and

WHEREAS, an updated policy has been prepared to replace the current policy; and it is the desire of the Mayor and Council to repeal the current Travel Policy and adopt the new Travel Policy dated July 9, 2003, and

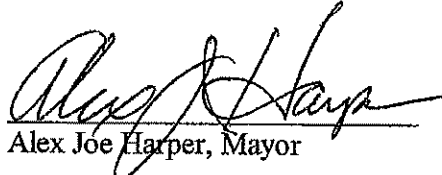
WHEREAS, the Mayor and Council of the City of San Luis, Arizona find that it is in the best interest of the employees of the City of San Luis, Arizona, that the new Travel Policy dated July 9, 2003, be adopted,

NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Council of the City of San Luis, Arizona, as follows:

Section 1. That the Travel Policy of the City of San Luis is hereby repealed in its entirety and replaced by the Travel Policy dated July 9, 2003.

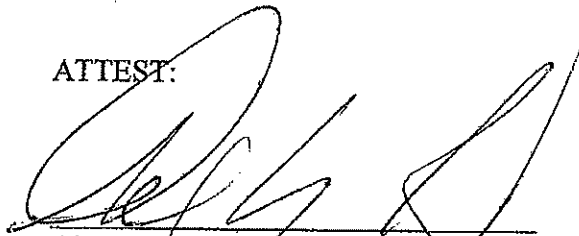
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Resolution No. 527
San Luis City Council

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY
OF SAN LUIS, ARIZONA, this 9th day of July, 2003.



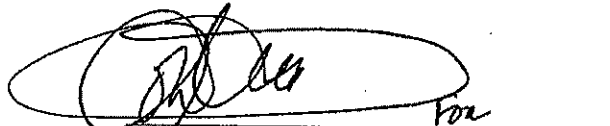
Alex Joe Harper, Mayor

ATTEST:



Alex U. Ruiz, City Administrator

APPROVED AS TO FORM:



Gerald W. Hunt, City Attorney

CITY OF SAN LUIS

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ARTICLE 1. GENERAL

**HR307-T-1-01
DEFINITIONS**

**Origination date: July 9, 2003
Revision date:**

Purpose: To define terms used in this policy

Applicability: To the entire travel policy

HR307-T-1-01. Definitions

- A. Meal allowance or meal reimbursement. A meal allowance or meal reimbursement is that amount spent for a meal, not to exceed the maximum amount allowed for such meal.
- B. Meals and Incidental Expenses. The cost of meals and incidental costs, including laundry, communication expenses, etc. while in travel status that will be reimbursed in accordance with the City Travel Policy.
- C. Designated Post of Duty. The post of duty of each city employee is defined as the place where the official or employee spends the largest portion of his regular work day or working time, or the duty/work place to which he returns on completion of special assignments.
- D. Travel Status. For a City employee to be in travel status, the employee must be conducting necessary City business requiring approved travel.
 - 1. Except as otherwise may be herein provided, to be eligible for reimbursements for meals and incidental expenses and lodging, the traveler must be outside the City of San Luis when the services are purchased and consumed (in the case of meals and other tangible goods) or used (in the case of lodging and other services).
 - 2. While Conducting City business away from one's home and duty post, an individual may be entitled to mileage reimbursement.
- E. Traveler. City Council members, or employee of the City, who is in travel status (A.R.S.838-621A).

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ARTICLE 1. GENERAL

**HR307-T-1-02 GENERAL
PROVISIONS**

Origination date: July 9, 2003

Revision date: March 31, 2004

Purpose: To reimburse employees and City Council members for travel expenses directly associated with City business and to establish uniformity in procedures.

Applicability: To all city employees and to all City service positions, classified and unclassified, including but not limited to volunteers, management, contract employees and elected officials.

HR307-T-1-02. General Provisions

- A. In general, all travel for city business must be authorized in advance by the supervisor or Department Head. All travel for Council members must be approved in advance by the City Mayor.
- B. In-state and out of state travel.
 1. All travel within the boundaries of the state of Arizona shall be considered in-state travel, and
 2. All travel outside the boundaries of the state of Arizona shall be considered out-of-state travel.
 3. All out of state travel or out of the country travel requires authorization in advance from the City Administrator in the case of employees and from three members of council for the City Mayor and a council member; one of the three members of council authorizing the trip may be the traveler.
- C. Travel authorization is necessary even when the employee's expenses are paid or reimbursed by an agency other than the city and the trip is undertaken as part of an employee's official duties as a city employee. All travel is conducted according to this policy regardless of funding source.
- D. When travel is necessary, the most economical method of travel taking into account the travel time should be selected.
- E. Reimbursement for travel is limited to expense of travel by the most direct and usually traveled route taking into consideration the cost and travel time.
- F. An employee or official traveling by an indirect route or prolonged stay for his own pleasure and convenience will not be reimbursed for subsistence and travel expenses in excess of those, which would have been required for travel by the most direct and economic route or mode of transportation.
- G. Travel should be limited to essential personnel.
- H. Travel claims should be submitted at least every 30 days (monthly) to assure timely processing.

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TRAVEL POLICY	PAGE 2 OF 2	ARTICLE 1. GENERAL
HR307-T-1-02 GENERAL PROVISIONS		Origination date: July 9, 2003 Revision date: March 31, 2004

- I. All documentation related to official City travel must be maintained for audit purposes and examination by the public for a period of not less than 5 years or as indicated by federal audit, whichever is longer.

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HR307-T-1-03. APPLICABILITY		Origination date: July 9, 2003 Revision date:

Purpose: To define the application of this travel policy

Applicability: To travel policy

HR307-T-1-03. Applicability

The City of San Luis Travel Policy applies to all city employees and to all City of San Luis service positions, classified and unclassified, including but not limited to volunteers, management, contract employees and City Council members.

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HR307-T-1-04. AUTHORITY		Origination date: July 9, 2003 Revision date:

Purpose: **To define authority of travel policy**

Applicability: **To the entire travel policy**

HR307-T-1-04. Authority

- A. The travel policy is based on guidelines provided by the Arizona Revised Statutes with respect to public employees and travel reimbursement.
- B. The Finance Director is responsible for exercising control of travel expenses by keeping them within adopted budgetary appropriations and by enforcing this policy.

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ARTICLE 2. LODGING

HR307-T-2-01.
GENERAL

Origination date: July 9, 2003
Revision date:

Purpose: To establish lodging reimbursement amounts and procedures

Applicability: To all city employees and elected officials.

HR307-T-2-01. General

A. Definition. Lodging shall be defined as overnight living quarters at a commercial establishment such a motel or hotel for a single person rate and applicable taxes.

B. Eligibility for Reimbursement. The individual must be in authorized travel status to be reimbursed for lodging cost. Lodging costs incurred within a 75-mile radius of his/her designated duty post or residence will not be reimbursed unless an emergency exists, and the City Administrator approves it. Lodging must be at a commercial establishment and the individual is required to request the lowest available rate.

1. Original itemized lodging receipt is required. The lodging receipt must be itemized and must include the name, address, and telephone number of the establishment.
2. If a room is shared by two or more travelers, reimbursement is to be claimed by only one traveler, marked "Shared Lodging" and must include the names of all travelers sharing the room.
3. If the original lodging receipt is lost or destroyed, a photocopy may be submitted with the statement, *Treat as an Original*. The photocopy must be signed by the traveler, and his/her supervisor.
4. Benefits from any lodging promotion (such as free days lodging) are the property of the City and must be turned in.

C. Reimbursement Amounts.

1. The reimbursement amount includes room charges and applicable taxes. The reimbursement may not exceed the listed maximums plus tax for cities included in the "Rate Index", or for the default amount, plus tax if cities are not listed in the index. The City to be used under the rate index

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HR307-T-2-01.

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is determined by the address on the lodging establishment's statement.

2. The rate index will be updated periodically (usually annually).

- D. When lodging is shared, reimbursement per person shall not exceed the amount allowable per person at the single room rate plus tax.
- E. When lodging is shared with an individual not on City business (such as a spouse) reimbursement shall not exceed the single room rate plus tax.
- F. Individuals required to stay at a conference designated hotel may be reimbursed the least expensive (single room) conference lodging cost plus tax, provided the brochure from the conference indicating the lodging rates accompanies the lodging receipt.
- G. If the City Administrator determines in writing that a situation exists which makes compliance with the maximum impractical, the actual lodging cost may be reimbursed.
- H. Reimbursement shall not exceed the actual amount of lodging expenses.
- I. Exclusion.
 1. Lodging expense at other than a commercial establishment is not reimbursable.
 2. Lodging costs incurred within seventy-five (75) miles of an individual's designated post of duty or residence will not be reimbursed.

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HR307-T-3-01. DEFINITIONS		Origination date: July 9, 2003 Revision date:

Purpose: To establish guidelines for meal reimbursement

Applicability: To all travelers requesting reimbursement for City business.

HR307-T-3-01. Definitions.

- A. Disclaimer. Definitions of normal shift, workdays and travel days are applicable only in the context of interpreting City travel policy and are not to be applied to the calculation of the number of hours worked or for the computation of compensation or benefits.
1. Eligibility for Reimbursement. To be eligible for reimbursement, the individual must be in authorized travel status. The meal for which reimbursement is sought must be purchased and consumed outside the City limits.
 2. Workday. For purposes of City Travel Policy, an employee's workday encompasses the hours actually worked on a given day, irrespective of his or her normal shift.
 3. Travel Day. For purposes of City Travel Policy, a travel day is the employee's workday extended by that time the employee is in travel status though not working.
 4. Amount. The amounts allowed for meals are not intended to cover the entire cost of a meal taken while in travel status. The amounts are calculated to compensate the traveler for the estimated difference between the cost of a meal taken on the road and the cost of a meal prepared at home or purchased at a local establishment.

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ARTICLE 3. MEALS

**HR307-T-3-02. MEALS &
INCIDENTAL
EXPENSES**

Origination date: July 9, 2003
Revision date:

Purpose: To establish guidelines for meal and incidental expenses reimbursements.

Applicability: To all travelers requesting reimbursement.

HR307-T-3-02. Meals and Incidental Expenses

A. Meal Allowances.

1. **General.** Regardless of any circumstance or condition, a traveler may not claim reimbursement for more than three (3) meals in any single calendar day or in any period of twenty-four (24) consecutive hours. Except as may be otherwise specifically herein provided, to be reimbursed, meals must be purchased and consumed outside the City limits. To be reimbursed for any meal, the traveler must show where and when the trip began and ended.
2. **Full Day Allowances.** Except as may be otherwise provided, a travel day of ten (10) or more hours shall be considered a full day and entitle the traveler to reimbursement for up to three (3) meals. Exceptions include circumstance under which the traveler is by some other means (such as meals served at a conference or on a plane) provided one or more meals during the course of a day.
3. **Partial Day Allowances.** When the travel day is less than a full day as described above, the following guidelines shall be applied to the reimbursement of the amounts spent for meals when:
 - i. **Breakfast.** Breakfast qualifies for reimbursement when an employee is in travel status by six o'clock in the morning.
 - ii. **Lunch.** Lunch qualifies for reimbursement when an employee is in travel status from eleven o'clock in the morning to three o'clock in the evening.
 - iii. **Dinner.** Dinner qualifies for reimbursement when in travel status after six o'clock in the evening.

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ARTICLE 3. MEALS

**HR307-T-3-02. MEALS &
INCIDENTAL
EXPENSES**

Origination date: July 9, 2003
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- B. Meal Provided. The traveler is not entitled to a meal allowance for substantial meals provided free on an airplane, included in conference registration fee or provided on a complimentary basis by the facility at which one is lodged.
1. A substantial meal is one that contains a serving of proteins in the form of meat, poultry, fish, seafood, or eggs.
 2. Breakfast, lunch or dinner reimbursement may be claimed for a facility that offers complimentary continental breakfast, snacks or refreshments.
 3. An exception may be made if the traveler shows just cause, such as a special diet, for purchasing a separate meal. Receipts are required and reimbursement may not exceed the allowable meal amount.
- C. Meals at Conferences, Seminars and Symposiums. Reimbursements for meals at conferences, seminars and symposiums in excess of Per diem rates may be made, at the discretion of the Finance Director, when:
1. The charge for the meal is not included in the conference fees; and
 2. The meal features a speaker, formal panel discussion, or other activity integral to the purpose of the conference.
- D. Reimbursement. Amounts per travel day and per meal are reimbursed according to the Rate Index and may not exceed the applicable amount.
1. When an employee is entitled to reimbursement for three consecutive meals on any one day, the amount expended for any particular meal is left to the employee's discretion. The total for all meals claimed may be shown as a lump sum for each calendar date, but may not exceed the amount allowed for a particular location.
 2. Requests for reimbursement of meals that are for less than the full-day allowance are to be done in accordance with the reimbursement schedule in A(3) of this section.
- E. Policy Exceptions.
1. Exceptions to this policy as it applies to the reimbursement of meals must be submitted to the City Administrator in writing stating the specific reason for the request and the circumstances that apply. The approval of the exception to this policy and justification letter must be maintained for audit purposes with the travel claim.
 2. The purchase with City funds or City credit card or reimbursement for alcoholic beverages is not authorized.

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ARTICLE 4. TRANSPORTATION

HR307-T-4-01.

Origination date: July 9, 2003

GENERAL

Revision date:

Purpose: To define transportation reimbursement for travel

Applicability: To all travelers claiming transportation reimbursement.

HR307-T-4-01. General.

- A. General. Reimbursement will be made only for the method of transportation that is in the best interest of the City considering the travel expense as well as the traveler's time. When more than one traveler uses the same motor vehicle, only one claim for mileage reimbursement will be allowed.
- B. Driver's License. A valid driver's license is required if the traveler is driving a City, private or rented motor vehicle on City business. The supervisor's signature on travel advance or travel reimbursement requests indicates that the supervisor has verified that the traveler has a valid driver's license.

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HR307-T-4-02. PRIVATE AUTOMOBILE		Origination date: July 9, 2003 Revision date:

Purpose: To establish guidelines for private automobile reimbursement.

Applicability: To all travelers claiming mileage and private automobile expenses.

HR307-T-4-02. Private Automobile

A. Privately-Owned Motor Vehicle.

1. Mileage Reimbursement Rates: travelers will be reimbursed for mileage for use of their own vehicles for City business according to the rate used by the IRS for mileage expenses. See rate index.
 3. A traveler using a privately owned vehicle for City business with supervisory approval may receive mileage reimbursement regardless of eligibility for lodging or meals reimbursement. This also applies within a 75-mile radius of duty post.
 4. Miles for local, in-city travel or multiple local stops needs to be identified and the exact miles recorded in order to claim reimbursement.
 5. Reimbursement mileage is computed as the mileage for the most direct route to the destination.
 6. When a trip is commenced or terminated at the individual's home, the distance traveled shall be computed from his post of duty or home, whichever shall result in the lesser distance. When a trip begins or ends at the individual's post of duty, the distance traveled shall be computed from the post of duty.
 7. Map mileage may only be used between cities and towns. If map mileage is used, enter *Map Mileage* in place of odometer readings.
 8. The use of Internet mapping program to determine map mileage is permissible provided that a printout of the program showing the addresses and the calculation is included with the travel claim.
 9. Mileage claims for privately owned motor vehicles should specify the street address; city and state departed from and arrived at.
 10. Travelers who regularly incur mileage reimbursement expenses must file an itemized travel claim at least once a month in order to receive reimbursement.
- B. A traveler driving a privately owned motor vehicle on City business must have current vehicle insurance (A.R.S.828-4131) and a valid driver's license (A.R.S.828-4131) verified by the supervising authority prior to travel.

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HR307-T-4-02. PRIVATE AUTOMOBILE		Origination date: July 9, 2003 Revision date:

1. If the traveler does not carry motor vehicle liability insurance, it is the responsibility of the supervisor to prohibit the use of the private vehicle on City business and to require that a City owned automobile is used.
 2. If a traveler driving a privately owned vehicle is involved in an accident and found to be at fault, his or her liability insurance carrier is responsible to the limit of the policy. If the amount exceeds that coverage, the City's self insurance program will, at the time, cover the amount over the policy limits if the traveler was acting within the course and scope of his or her employment.
 3. If a traveler, driving his or her own motor vehicle on City business is involved in an accident, regardless of fault, the City will not reimburse the traveler for any physical damage to the motor vehicle (comprehensive and collision).
- C. When two or more employees travel in the same personal vehicle at the same time, only one employee will be reimbursed for mileage expense.

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HR307-T-4-03. RENTED AUTOMOBILES		Origination date: July 9, 2003 Revision date:

Purpose: To establish guidelines for private automobile reimbursement.

Applicability: To all travelers claiming mileage and private automobile expenses.

HR307-T-4-03. Rented Automobiles.

Rented automobiles may be used when other means of travel cannot be used economically or conveniently. The Department Head will approve the use of rented automobiles and will consider the expense and other means of transportation such as City vehicles, public transportation, and taxicab shuttles.

1. Itemized commercial receipts are required to reimburse for motor vehicle rental A.R.S.838-625.
2. Rented motor vehicle insurance costs incurred by the traveler are not reimbursable.
3. Travelers using rented vehicles will not be allowed to claim mileage. Reasonable gasoline will be reimbursed if receipts are provided.

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HR307-T-4-04. CITY VEHICLES		Origination date: July 9, 2003 Revision date:

Purpose: To establish procedures for proper use of City vehicles and to comply with statutes.

Applicability: To all travelers using City vehicles.

HR307-T-4-04. City Vehicles.

- A. City vehicles should be used in place of privately owned motor vehicles whenever possible.
- B. Prohibit the use of City vehicles for transporting individuals not essential to the purpose for which the vehicle was dispatched.
- C. City vehicles are for City business use only.
- D. Any authorized person using a City vehicle must record miles used in vehicle log kept in the car or at a designed office.
- E. Charge gasoline purchases for City vehicles to authorized City credit cards when possible, and follow reimbursement procedures—which require receipts—for reimbursement of cash purchases of gasoline.
- F. Proper care of vehicle.
 - 1. Persons using City vehicles should exercise reasonable care while using the vehicle.
 - 2. Turn in vehicle with at least half a tank of gasoline.
 - 3. Maintain vehicle clean.
 - 4. Take vehicle to car wash for cleaning when needed. Car wash expenses limited to \$8 per car per wash.
 - 5. Report any malfunctioning to garage supervisor.

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HR307-T-4-05. COMMON CARRIERS		Origination date: July 9, 2003 Revision date:

Purpose: To establish guidelines for common carrier fares and expenses.

Applicability: To all travelers.

HR307-T-4-05. Common Carriers.

A. Transportation expenses are for common fares, private automobile or airplane tickets, bridge, and road tolls, necessary taxi, bus, or streetcar fares, parking fees and all other charges essential to travel. Airport parking or storage fees will be allowed if the total cost is less than the cost of a taxicab to and from the airport.

B. Limitation.

1. Reimbursement will be made only for the method of transportation, which is in the best interest of the city considering direct expense as well as the traveler's time. The supervisor or Department Head will authorize the use of a private vehicle and the Finance Director will determine the most appropriate method of travel, if there is conflict or concern.
2. Reimbursement for commercial airfare may exceed the lowest fare only if seats are unavailable at the lowest fare and travel is imperative.
3. Benefits from any airline promotion belong to the City, and must be turned in.
4. Flight insurance purchased by the traveler is not reimbursable.
5. When a trip is commenced or terminated at the claimant's home, the distance traveled shall be computed from either the post of duty or home, whichever shall result in the lesser distance. When a trip begins or ends at the individual's post of duty, the distance traveled shall be computed from the post of duty.

C. Common Carrier. When possible, travelers should consider advance purchase requirements for special fares from vendors and plan accordingly to purchase tickets with a City credit card rather than a check or reimbursement.

1. Air Travel. Generally, it is considered more economical in terms of time and money than other modes of transportation in making long trips. Claims for transportation by scheduled airlines shall be allowed at the lowest fare available.
2. Railroad. Travel is permitted and sleeping accommodations are considered as transportation. However, because of scarcity and costs of rail transportation, other methods of transportation should be considered first.

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HR307-T-4-06. LOCAL TRANSPORTATION		Origination date: July 9, 2003 Revision date:

Purpose: To establish guidelines for local transportation while traveling.

Applicability: To all travelers.

HR307-T-4-06. Local Transportation.

- A. Local Transportation. Taxicabs, airport limousines, local buses, and streetcars are classified as local transportation. Rental automobiles may be used for in-city travel with approval from Department Head as stated in section 4-03 of this policy. Local transportation shall not be considered as regular common carrier transportation. Receipts must be furnished with the claim for reimbursement.
- B. Transportation to and from air terminals shall be by limousine or airport bus, rather than taxi, when such service is available, unless there is justification for the use of a taxi and is presented in writing to Finance Director.
 - 1. Airport storage or parking for privately owned motor vehicle is allowed only if less than taxi fare to and from the airport and requires a receipt.
 - 2. If a traveler is dropped off at the airport, no parking is reimbursable. When the traveler is picked up at the airport, up to one hour of parking may be reimbursed and requires receipt.
- C. Incidental Travel Expenses. Expenses incidental to travel like a map are reimbursable expenses. Baggage handling, gratuities and tips are not reimbursable. Receipts supporting incidental expenses must be furnished with the claim.

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HR-307-T-5-01. General

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ARTICLE 5. ACCIDENTS

HR307-T-5-01.

Origination date: July 9, 2003

GENERAL

Revision date:

Purpose: To establish procedures for reporting accidents

Applicability: To all travelers using all means of transportation

HR307-T-5-01. General

- A. General. All accidents or incidents that result in damage to City property, damage to property of other, bodily injury or some other form of damage to an individual or organization, the situation should be reported immediately to Department Head and to the risk management representative.
- B. Reporting of claim.
 - 1. File notice of claim and/or supervisor's report of injury promptly within 24 hours of the incident.
 - 2. Catastrophic accidents or fatalities should be reported immediately to the City's risk management representative.
 - 3. Do not talk about the accident to anyone other than the appropriate individual(s) within the City, or the risk management representative.
 - 4. Do not give any reports to any other individuals, except police.

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HR307-T-6-01. Miscellaneous Issues

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ARTICLE 6. MISCELLANEOUS

HR307-T-6-01.

Origination date: July 9, 2003

GENERAL

Revision date:

Purpose: To address other potential issues and expenses related to business travel

Applicability: To all City travelers

HR307-T-6-01. Miscellaneous issues.

A. Communications Expense.

1. Business communications charges, including faxes and copies, are reimbursable if documented by receipts.
2. Business calls should be noted as such on hotel receipt.
3. Personal phone calls to call home are reimbursable up to a maximum of one phone call per day not to exceed five minutes per day. Other personal calls are not reimbursable.
4. Business calls while on city business must submit a receipt, or other evidence of the call and amount for call with the travel claim form for reimbursement.
5. Receipt or copies of telegrams sent on city business must be furnished along with the travel claim form.

B. Extending Business Trips with Vacation Time. When a traveler is approved to extend a business trip using vacation time or compensatory time, the traveler will be reimbursed lodging and meals for the days he is doing business for the City, including the travel time from and to the post of duty or residence. Airfare equivalent to roundtrip travel to and from business destination will be borne by the City. Other travel expenses incurred for non-City business will not be reimbursed.

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ARTICLE 7. TRAVEL CLAIMS

Section

HR307-T-7-01. Travel Advance

HR307-T-7-02. Procedures

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HR307-T-7-01. TRAVEL ADVANCE		Origination date: July 9, 2003 Revision date:

Purpose: To establish procedures for advancing travel expenses

Applicability: To all City travelers

HR307-06-01. Travel Advance.

- A. Travel advances are given at the discretion of the Finance Director in the case of employees and at the discretion of the City Mayor in the case of City Council members.
- B. Employee Eligibility.
 1. An employee may request an advance when travel is approved.
 2. A travel advance from City funds may not exceed 100% of the total estimated mileage, meals and lodging reimbursement.
 3. No advances may be given for:
 - a. Airfare; the traveler should purchase airfare with the City card.
 - b. Vehicle rentals; rental requires the use of City credit card.
 - c. Communications expense or miscellaneous travel expenses.
 4. The approved request must be submitted to Finance no later than 10 working days prior to the day on which the travel will begin. The request must be certified by the employee's immediate supervisor and approved by Finance Director prior to processing of the advance.
 5. Each employee who receives a travel advance from City funds should submit his/her travel claim no later than 10 working days after the last day of travel. If the travel advance exceeded the amount of travel expense incurred, a check or money order from the employee for the difference must accompany the travel claim.
 6. If an employee fails to submit a travel claim after receiving an advance, the monies advanced will be deducted from the next payroll check.

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C. Procedures.

1. Travel advance requests must be submitted on approved forms and authorized by the Finance Director prior to processing the advance.
2. To insure receipt of an advance before departure, the request should be received by the Finance Department at least two weeks prior to the date of departure. Advances will not be made sooner than five business days prior to departure.
 - i. Advances shall constitute a lien against wages.
 - ii. If a travel claim is not filed within ten working days after the end of the trip, the amount advanced will be deducted from the next pay check
 - iii. If the travel claim expenses are less than the amount advanced, a check for the difference should accompany the travel claim; or the amount advanced in excess of actual travel expenses will be deducted from the next paycheck.
3. Any advances received for expenses determined ineligible for reimbursement in the travel claim must be reimbursed to the City within five working days or such amount will be deducted on the next paycheck.

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HR307-T-7-02. PROCEDURES		Origination date: July 9, 2003 Revision date:

Purpose: To establish procedures for claim processing

Applicability: To all travel reimbursement and advance claims

HR307-T-7-02. Procedures

- A. General. The Finance Director will establish procedures for submitting travel claims and will maintain appropriate records and enforce this policy.
- B. Procedures.
1. Travelers should file a travel claim on designated form promptly upon their return.
 2. If a traveler requested a travel advance, the travel claim with actual expenses must be filed to Finance within ten working days from the end of the trip or the advanced monies will be deducted from the next paycheck.
 3. Travel claims for which a travel advance was issued and the actual expenses are less than the amount advanced, a check from the traveler for the difference should be attached or Finance will deduct the difference amount on the next paycheck.
 4. Supporting documentation and receipts must be attached to the travel claim.
 5. Travel claims or travel advances involving conferences, conventions, or seminars must include literature or booklets explaining the contents of the event.
 6. Travel claims will be processed within ten working days.
- C. Receipts. In general, all travel claims should be accompanied by original receipts of the items claimed, unless this policy allows for reimbursement without receipts or substitutes.
1. Claims without the appropriate receipts may not be honored.
 2. No receipts are required for meals Per Diem reimbursement.
- D. All amounts due the City from a travel claim should be returned within ten business days or the full amount will be deducted on the employee's next paycheck. Only if the amount of the paycheck is less than the amount due may two or more deductions be made from several paychecks.