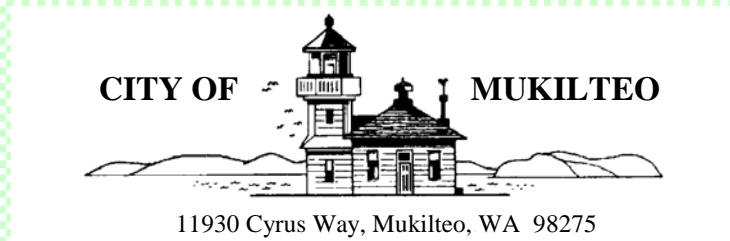


City of Mukilteo



Travel Policy and Procedures

June 1, 2008

CITY OF MUKILTEO TRAVEL POLICY AND PROCEDURES

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PURPOSE

To establish policies and procedures related to obtaining travel authorization, advance travel funds, and expenditure or reimbursement for business travel expenses.

REFERENCES

RCW Chapter 42.24, Mukilteo Municipal Code, and Internal Revenue Service (IRS) regulations.

DEFINITIONS

Commercial Lodging Facility: A business, non-profit, or governmental entity that provides lodging accommodations for a fee.

Commute: Travel between the official residence of the employee and their official station.

Eligible Meals: Meals which meet the IRS qualifications for a non-taxable reimbursement to an employee in travel status. This generally requires an overnight stay.

Incidental Expenses: Fees and tips given to porters, baggage carriers, hotel and restaurant staff, flight attendants, and others for personal services performed. This is not a miscellaneous expense. An allowance for incidental expenses is included within the per diem rates for the area of travel.

Ineligible Meals: Meals which do not meet the IRS qualifications for a non-taxable benefit. Although these meal reimbursements may be allowed by City policy, they must be reported to the IRS as taxable fringe benefits.

Official Residence: The city, town, or other location where a City employee maintains a residence that is used as their primary domicile, based on items such as voter registration, ownership, or long-term rental of a personal residence, and the permanent address carried in the employee's personnel file.

Official City Business: Activities performed by a City employee as directed by his or her supervisor in order to accomplish City programs or as required by the duties of his or her position or office.

Official Station: The location where the employee's office is located, or the location where the employee's work is performed on a permanent basis.

Per Diem: Allowances for lodging, meals and incidentals as established by the Office of the General Services Administration (GSA) for the area of travel. The most current per diem rates can be found at the following web address: <http://www.gsa.gov>. Per diem rates include the costs of tax and gratuity.

Reimbursement: Can also be interpreted to mean "paid for by the City." Eligible expenses need not necessarily be reimbursements to the individual, they can be expenses paid by the City directly to the vendor.

Travel Authorization Form: Official City form used to obtain authorization for travel. See attachment A. This form is provided on the City intranet in Excel format.

Travel Expense Voucher: Official City form used to obtain reimbursement for authorized travel expenses and/or to document expenditure of travel advance funds. See attachment B. This form is provided on the City intranet in Excel format.

Travel Status: The official status of a traveler when the traveler is away from both the official residence and the official station, exclusive of commuting between the traveler's official station and official residence, on City-related business. The IRS defines this as a time when your duties require you to be away substantially longer than an ordinary day's work, and you need to sleep or rest to meet the demands of your work while away from home. (In almost all cases, this means an overnight stay is involved.)

Traveler: A person in travel status who is on official City business.

POLICY AND PROCEDURES

Policy Overview

It is the policy of the City of Mukilteo to reimburse employees for reasonable travel expenses incurred in the conduct of business for the City. Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein by application and upon compliance with this policy and with Chapter 42.24, Revised Code of Washington.

Responsibilities of travelers

A traveler on official City business is responsible for:

- Being familiar with City travel and transportation regulations before embarking on travel.
- Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official City business travel are not acceptable.
- Paying any expenses incurred for personal preference or convenience.
- Returning as promptly as possible to either the official station or official residence when the City business is completed.
- Securing prior authorization for travel.
- Preparing the Travel Expense Voucher and providing appropriate receipts and documentation

Advance Travel Arrangements Required

All travel arrangements, including but not limited to airline reservations, hotel reservations, conference registration, etc., shall be made in advance to take advantage of any available discounts and to avoid paying premium rates.

Travel Status Limitations

An employee may be considered to be in travel status when the area of travel is located outside of Snohomish and King Counties. In some situations there may be adequate justification for allowing an employee to be in travel status within Snohomish or King County, such as:

- When the health and safety of travelers is an issue, as noted in the next section.
- When it can be demonstrated that staying overnight is more economical to the City.
- When it can be demonstrated that staying overnight is a necessary requirement for the conference or training. (Such as Fire Academy.)

Health and Safety of Travelers

The health and safety of travelers is a top priority in the conduct of travel related activities. It may be necessary to alter travel plans and itineraries in consideration of hazardous inclement weather and other situations that could threaten the health and safety of City employees. When this occurs, travelers should:

- Promptly notify the traveler's supervisor of the change in travel plans.
- Note the reason for any additional expense on the traveler's travel expense voucher.

Excess Travel Time

Any excess travel time which is brought about by the employee's choice of transportation or other personal reasons will be charged to the employee as vacation time.

Excess Travel Expenses

Any excess travel expenses which are brought about by the employee's personal activities are the responsibility of the traveler. Only those travel expenses directly related to City business are allowed.

Travel Authorization

Advance authorization for travel must be obtained as documented by a properly completed and approved Travel Authorization form (Attachment A). All anticipated travel expenses must be listed, and appropriate approval signatures obtained as indicated below. If assistance is needed in determining allowable rates, completing forms, etc., Accounts Payable staff will provide the necessary direction. If applicable, conference or training registration documentation that indicates the purpose, dates and times of the meeting, and details of what is included with registration must be attached. The Travel Authorization form must be attached to the Travel Expense Voucher when a reimbursement request is submitted.

Approvals

Travel Authorization forms, Travel Expense Vouchers and credit card charges shall be signed for approval as noted below:

- Council – approved by the Mayor or City Administrator.
- Mayor – approved by the City Administrator.
- City Administrator – approved by the Mayor.
- Department Director – approved by the City Administrator.
- Other employees – approved by the direct supervisor or Department Director.

Any travel outside of the continental United States requires the pre-approval of the City Administrator or Mayor.

Travel Advances

A travel advance may be issued to an employee for approved anticipated out-of-pocket lodging and meal expenses to be paid by the employee during authorized travel. Travel advances are not intended for travel tickets, pre-registration fees, prepaid lodging and other items which can normally be billed to the City, paid through the regular accounts payable system or by City credit card. Within 5 business days following return from travel status, the traveler must submit a completed, approved travel expense voucher to substantiate expenditure of the travel advance. If lodging costs were included in advance funds, an itemized, paid hotel bill must be attached. Any amount advanced that exceeds the authorized expenditure amount must be returned via check made payable to the City of Mukilteo. Travel advances are considered liens against any amount

owed by the City to the employee. Any amounts in default may be withheld by the City from funds owed to the employee. No advance will be made to an employee who has an advance which is in default.

Use of City Credit Cards

Any payments made using a City credit card must comply with all City of Mukilteo credit card policies and procedures. **Original, itemized receipts are required for all credit card purchases**, and must be submitted with requests for payment of credit card bills. Any credit card charges that are not properly documented are the responsibility of the traveler and must be repaid to the City.

City credit cards may only be used for the following employee travel related expenses:

- Conference registration and conference-provided meal fees
- Eligible transportation related costs such as airfare and parking fees.
- Eligible lodging costs.

City credit cards may not be used to pay:

- Any portion of an expense that is the responsibility of the individual. For example, if lodging costs are higher because of an additional guest in the room, only the portion of the lodging cost attributable to the City may be charged to the City credit card.
- Meal expenses, except meals included with conference registration or included with lodging.

Travel Expense Voucher

All travel expenses shall be submitted to the Finance Department on a Travel Expense Voucher (Attachment B). If assistance is needed in determining allowable rates, completing forms, etc., Accounts Payable staff will provide the necessary direction. Original, itemized, paid receipts are required for all expenses except meals purchased with per diem allowances. The Travel Authorization form, including conference or training registration documentation that indicates the purpose, dates and times of the meeting, and details of what is included with registration must be included with the reimbursement request. An agenda should be attached if one was provided at the conference or training.

Individual Expense Reimbursements

Except for lodging where individuals share the same room or transportation conveyance (cab, rental car, etc), each individual seeking reimbursement must incur his/her own expense and request reimbursement on his/her own Travel Expense Voucher. If lodging accommodations or transportation are shared between two or more employees, the portion of the billing for all such employees may be submitted by the employee paying the bill.

Registration

Registration should be prepaid through the City credit card or accounts payable. Registrations shall be made in a timely manner to take advantage of early registration discounts. If a check is to be processed, the request for payment shall be submitted in sufficient time to process the registration with regular accounts payable procedures. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement or for documentation of advance funds received.

Transportation

Actual costs for bus travel, train travel, taxi, tolls, car rentals, parking fees and air travel are eligible, provided all air travel shall be by coach class. Payment for air travel shall be at actual cost from Sea-Tac Airport to destination and return. To take advantage of available discounts and avoid paying premium fares, travel arrangements shall be booked in advance.

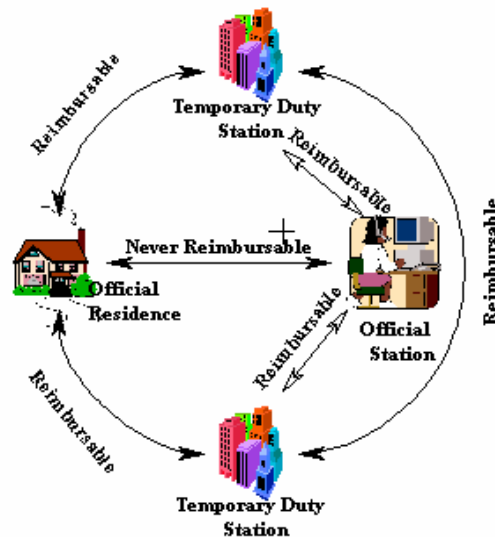
- Employees choosing to use a personally owned vehicle to travel on City business will be reimbursed at the Internal Revenue Service rate, provided payment will not exceed coach class airfare to and from the same destination.
- When a City-owned vehicle is used to travel on City business the employee shall secure a City gasoline credit card and use such for purchases of gasoline, oil, emergency repairs, etc. whenever possible.

Privately Owned Vehicles – Mileage Reimbursement

Whenever possible, a City vehicle should be used for employee travel. If an employee must use a personally owned vehicle, mileage will be reimbursed at the Internal Revenue Service rate, provided payment will not exceed coach class airfare to and from the same destination.

Daily commute transportation expenses between the employee’s official residence and official station is a personal obligation of the employee and is not reimbursable by the City. All other miles driven on official City business are reimbursable. Employees may be reimbursed for miles driven between their official station **or** official residence and a temporary duty station, whichever is shortest.

The following diagram depicts reimbursable and non-reimbursable privately owned vehicle (POV) mileage.



Example: An employee’s home is in Marysville and official station is in Mukilteo. The employee travels from home directly to training in Olympia. After training the employee goes by the office in Mukilteo to do some work before returning home. The miles driven between Marysville and Mukilteo are considered the normal commute and therefore are not eligible for reimbursement, even if the employee does not stop at the office on the way to Olympia. However, the miles driven between the work/training locations (from Mukilteo to Olympia) are reimbursable.

Lodging

Under normal circumstances, payment for lodging is only allowed when traveling outside of Snohomish and King Counties. See “Travel Status Limitations” on page 3. The actual cost of commercial lodging facility accommodations is eligible for payment or reimbursement up to the maximum lodging rate allowed (excluding tax) for the area of travel as established by the Office of the General Services Administration (GSA). The most current maximum lodging rates can be found at the following web address: <http://www.gsa.gov> under “Per Diem Rates.” An original, itemized, paid hotel bill is required. If a family member or guest accompanies the employee, the employee shall pay for the additional amount over that of a single accommodation. The single accommodation rate must be noted on the hotel/motel bill submitted.

Exceptions to the maximum allowable lodging rates

In the following situations, the maximum allowable lodging amounts may not be adequate and the City Administrator or Mayor may approve payment of lodging expenses that exceed the allowable amount. Approval must be made in advance of the travel.

- When costs in the area have escalated for a brief period of time either during special events or disasters.
- When lodging accommodations in the area of travel are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
- The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held.
- To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.
- When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

Meals

Individuals on travel status may be reimbursed for meal expenses using per diem rates as established by the Office of the General Services Administration (GSA) for the area of travel. (No meal receipts are required.) The most current per diem rates can be found at the following web address: <http://www.gsa.gov>. Under normal circumstances, payment for travel status meals is only allowed when traveling outside of Snohomish and King Counties. See “Travel Status Limitations” on page 3.

In addition, the employee must be in travel status for the entire City-defined meal period to be eligible for payment of a particular meal expense. Meal periods are defined as follows:

Breakfast:	6:30 – 7:30 am
Lunch:	12:00 – 1:00 pm
Dinner:	5:00 – 6:00 pm

Note: It is not a requirement that the meal be consumed during the meal period, only that the employee is in official travel status for the entire meal period to qualify for per diem for that particular meal.

The employee may not stop for a meal or depart earlier than necessary just to meet the meal period requirement.

An allowance for incidental expenses is included within the per diem rates for the area of travel. Incidental expenses include fees and tips given to porters, baggage carriers, hotel and restaurant staff, flight attendants, and others for personal services performed are not a miscellaneous expense. An allowance for incidental expenses is included within the per diem rates for the area of travel. For purposes of calculating reimbursement rates, the incidentals allowance will be allocated 1/3 to each meal rate. Per diem rates include the costs of tax and gratuity, and no additional reimbursement is authorized in excess of per diem rates.

Meal allowances will be reduced by the amount of any meal not related to the travel, provided as part of the conference or training, or paid for by the City through any other means. For these purposes, a meal does not include a complimentary meal served on an airline, or a “continental breakfast” which normally consists of pastries, juice and coffee.

Example 1: An employee attends a conference in Olympia that begins at 8:30 am on Tuesday and ends at 12:00 pm on Wednesday. Tuesday’s lunch is included with the registration fee. The employee leaves their home in Mukilteo at 6:00 am on Tuesday, and arrives back at City Hall at 3:00 pm on Wednesday. The employee could receive per diem for breakfast and dinner on Tuesday, and breakfast and lunch on Wednesday. (Tuesday’s lunch has already been paid for with the registration fee.)

Example 2: An employee attends a conference in Olympia that begins at 10:00 am on Tuesday and ends at 3:00 pm on Wednesday. No meals are included with the registration fee. The employee leaves their home in Mukilteo at 7:00 am on Tuesday, and arrives home at 5:30 pm on Wednesday. This employee could receive per diem only for lunch and dinner on Tuesday, and breakfast and lunch on Wednesday. (The employee may not stop for dinner on the way home just to extend their travel time past 6:00 pm to qualify for dinner per diem.)

Meals Reported as Taxable Benefits

Meals provided by the City which do not meet the IRS definition of a travel status meal (generally requiring an overnight stay) may be eligible for reimbursement by the City. However, reimbursements for meals that do not meet IRS requirements for travel status meals will be reported to the IRS as taxable fringe benefits to the employee consistent with IRS rules.

Laundry and Valet Service

The actual cost of laundry and/or valet service are allowable expenses when employees are required to be away from the City for more than six days at one time or the conditions under which they are required to work while away from the City create a more than normal need for such services.

Ineligible Expenses

None of the following expenses shall be paid by the City:

- Travel expenses paid for by any other organization
- Alcoholic beverages
- Meals or lodging accommodations for family or guests
- Tour bus fees for sightseeing tours


- Mileage if traveling as a passenger in a privately owned car
- Trip insurance
- Any other personal expenditure for entertainment or other purposes.



TRAVEL AUTHORIZATION

1. DATE PREPARED		2. OFFICIAL STATION			
3. NAME OF EMPLOYEE			4. PHONE		
5. TITLE					
6. OFFICIAL RESIDENCE					
Street Address		Apt. #			
City		State		Zip Code	
7. PURPOSE OF TRAVEL (Include dates & place of meeting, etc.)					
8. LIST OF ACCOMPANYING TRAVELERS					
9. DATE		FROM (City, State)	TO (City, State)	10. ESTIMATED TIME	
				Depart	Return
11. EMPLOYEE STATEMENT					
Travel Advances must be documented via approved Travel Expense Voucher submitted to accounts payable within 10 business days following return from travel status. Travel advances are considered liens against any amount owed by the City to the employee. Any amounts in default may be withheld by the City from funds owed to the employee.					
EMPLOYEE SIGNATURE					
DATE					
12. ITEMIZATION OF ESTIMATED TRAVEL EXPENSES					
DESCRIPTION				ESTIMATED AMOUNT	
12a. TRANSPORTATION - Common carriers					
AIR				\$	
BUS				\$	
TRAIN				\$	
OTHER				\$	
12b. RENTAL CAR				\$	
12c. PRIVATE VEHICLE					
Miles _____ X Rate _____ =				\$	
12d. LODGING					
# Nights _____ X Rate _____ =				\$	
12e. MEALS not included with registration					
Breakfast \$ _____ X # days _____ =				\$	
Lunch \$ _____ X # days _____ =				\$	
Dinner \$ _____ X # days _____ =				\$	
12f. REGISTRATION FEES					
(attach copy of Registration Form)				\$	
TOTAL				\$	
BUDGET NUMBER					
APPROVAL SIGNATURE					
DATE					

May be requested only for estimated cost of lodging, meals and registration expenses that have not been prepaid by the City.

 CITY OF MUKILTEO TRAVEL EXPENSE VOUCHER				2) NAME AND ADDRESS OF CLAIMANT 				3) MONTH/YEAR 		6) REG. SCHEDULED WORK HOURS 							
1) DISTRICT NAME 								4) WORK PHONE NUMBER 		7) OFFICIAL STATION 							
										8) OFFICIAL RESIDENCE 							
9) TRIP INFORMATION				10) PER DIEM				11) MOTOR VEHICLE				12) OTHER PER DETAIL (FROM BELOW)	13) GRAND TOTAL	14) AMOUNT SUBJECT TO PAYROLL TAXES			
9a) DATE	9b) FROM	9c) TO	9d) TRIP TIME		10a) PER MEAL ENTITLEMENT			10b) SUBTOTAL	10c) LODGING COSTS (Receipt Req'd)	10d) TOTAL PER DIEM	MILES DRIVEN				11c) REIMBURSEMENT RATE	11d) MILEAGE ALLOWANCE	
			DEPART	RETURN	BRKFST.	LUNCH	DINNER				11a) POINT to						11b) VICINITY
														-			
														-			
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														-			
											15) LESS TRAVEL EXPENSE ADVANCE -						
TOTALS																	
16) DETAIL OF OTHER EXPENSES				17) PURPOSE OF TRIP(S) - Provide detail for each trip occurrence												DATE	
DATE	PAID TO	FOR	Amount														
18) I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.																	
_____ EMPLOYEE SIGNATURE			_____ DATE	_____ 20) DEPARTMENT APPROVAL SIGNATURE								_____ TITLE	_____ DATE				

TRAVEL EXPENSE VOUCHER INSTRUCTIONS

A Travel Expense Voucher is required for documentation of use of travel advances received, or for expenses incurred while in travel status on City business. A copy of the approved Travel Authorization with supporting receipts must be attached, along with original receipts for lodging, taxi, etc.

The Finance department is intended to assist in completing the Travel Expense Voucher form. Refer to the City of Mukilteo Travel Policies and Procedures for detailed information. If you require further assistance, please contact the Finance department.

Instructions

Enter the name of the claimant's department.

Claimant Enter the claimant's name and address.

Enter the month and year that the travel occurred.

Enter the claimant's normal work schedule, including days and times.

Enter the phone number where we can reach the claimant if we have questions

Enter the claimant's official station.

Enter the location of the claimant's official residence.

Complete one line for each day that in travel status. (Example: travel from 9/4 - 9/8 will require completion of 5 lines of detail.)

Enter the location departed from

Enter the destination location.

Enter the time of departure. Use the time claimant left home or official station. Do not use flight departure time, etc.

Enter the time that claimant returned to home or official station. Do not use flight arrival time, etc.

Enter the per diem amount for breakfast for each day that the per diem requirements are met. To qualify for breakfast per diem, claimant must be in travel status for the entire period between 6:30 and 7:30 am. Refer to the City of Mukilteo Travel Policies and Procedures for details.

Enter the per diem amount for lunch for each day that the per diem requirements are met. To qualify for lunch per diem, claimant must be in travel status for the entire period between 12:00 and 1:00 pm. Refer to the City of Mukilteo Travel Policies and Procedures for details.

Enter the per diem amount for dinner for each day that the per diem requirements are met. To qualify for dinner per diem, claimant must be in travel status for the entire period between 5:00 and 6:00 pm. Refer to the City of Mukilteo Travel Policies and Procedures for details.

Subtotal all meal entitlements.

NOTE: Receipts for meals are not required. All meal per diem rates are based on the destination, not the area of departure.

Enter ONLY those lodging costs for which claimant paid with personal funds and is requesting reimbursement. Do not include lodging costs paid for with a City credit card.

NOTE: An original, paid receipt for lodging is required, and must be attached.

Subtotal all meal entitlements plus lodging costs.

Enter the miles driven in your claimant's personal vehicle between the departure location and destination. If traveling by air, bus, train, etc., mileage may be claimed from the departure location to the airport or station.

Enter the miles driven within the destination location that are related to City business only. Do not include miles driven for personal use.

Enter the total mileage reimbursement calculated.

In the section "Detail of Other Expenses" list items such as taxi fares, parking, etc. Include the daily total in the "Other Per Detail" column.

Enter the daily total of all expenses.

All Taxes This is for accounting use only. If it is determined that travel expenses do not meet IRS requirements for non-taxable reimbursement, the expenses will be reimbursed through the payroll system. Per IRS regulations, meals are generally considered to be taxable if they are reimbursed when an overnight stay is not required.

Advance At the bottom of the "Grand Total" column, enter the amount of any travel advance received. This is to be deducted from the remaining reimbursement to be paid to the claimant.

Total each column. If the amount of documented expenses exceeds the amount of travel advance received, the additional amount will be paid to the claimant. If the documented expenses are less than the amount of travel advances received, the excess amount must be repaid to the City immediately. Make checks payable to the "City of Mukilteo" and submit to Finance along with your completed Travel Expense Voucher.

Itemize each miscellaneous expense that is not included in meals, lodging, etc. Enter daily totals in column 22 "Other Per Detail."

Enter a brief description and date for each trip included on the Travel Expense Voucher. (Only applicable if multiple trips are included on one Travel Expense Voucher.)

Enter the budget number(s) that will be charged for the travel expenses.

The claimant must read the employee statement and sign and date where indicated.

nature Approval signature required.

ent Submit the original, approved Travel Expense Voucher form to accounts payable with a copy of the Travel Authorization form with registration materials and required receipts attached.