

## **REDMOND TRAVEL EXPENSE REIMBURSEMENT**

Reasonable expenses for approved travel will be reimbursed. If an advance was received prior to travel, please review the section titled Advance Travel on the Finance Department web page. If no advance was received, please follow the procedures noted below and on the Employee Claim for Expense form and submit the completed documentation to Payroll at 3NFN.

Original receipts and a copy of the related training or conference registration form to verify that travel was for City business must be attached to the Employee Claim for Expense Form submitted for reimbursement. (Prior to travelling, a pre-authorization for training and travel form must be completed and signed. The form can be found on the Travel home page)

The authorized signer for reimbursement of travel expenses must be the owner of the NBU segment of each account number used. A listing of authorized signers can be found on the Finance Department intranet page or by contacting the Accounting Division. All Travel requests must receive prior approval from the Department Director before travel commences. The Mayor's (or designee's) approval is required for out-of-state travel and for travel by Department Directors.

Reimbursement for travel expenses will be allowed for the day immediately preceding a training/conference and, if necessary, the day following. The most direct and cost-effective mode of transportation will be the basis for the reimbursement. The City allows for Saturday night stays before or after a conference if the savings in airfare is greater than the cost of the additional hotel and meal expenses.

If an individual elects to drive rather than fly, trips beyond the State of Washington are reimbursed in an amount equal to the appropriate round-trip coach air fare or the current IRS mileage rate, whichever is less.

**Accommodations:** The City will reimburse for the cost of reasonable accommodations and any required taxes or fees during authorized travel. The City will not cover the cost of movie rentals, laundry, or phone service other than what is noted below under the Telephone section.

**Air Travel:** Air transportation purchased by a City employee may be reimbursed through the City's "Expense Reimbursement" process upon completion of travel. Employees may claim meal reimbursement while traveling by airplane, regardless of whether a meal is served during the flight. All employees shall fly coach fare.

**City Vehicles:** Out-of-area costs for vehicle operation are acceptable, such as gas, oil, tires and necessary repairs. Note the specific vehicle number on the claim for expense form. Fuel costs to be reimbursed must be charged to the fleet fuel account number 501.22200.00320.54865 and approved by the Fleet Manager at MOCPW prior to submitting the form to Payroll for personal reimbursement. Fuel can be reimbursed through Petty Cash if the dollar amount is within the threshold.

**Personal Vehicles:** In-state travel expenses are reimbursed at a rate not to exceed the current IRS allowable mileage rate. Standard regional distances found on the back of the Employee Claim for Expense Form may be used when requesting reimbursement. Otherwise, odometer readings are required.

**Rental Vehicles:** Costs for a rental vehicle needed while conducting City business may be reimbursed as long as the proper authorizations were obtained prior to rental. The City allows for the purchase of supplemental insurance.

## Per Diem Meal Rates

Per diem may be used to claim meal reimbursements for out-of-town trips ( ≥ 50 miles from Redmond). Per diem is allowed ONLY while in approved travel status and not for local meals. Receipts are required for all other meals. The following per diem rates include tax and tip, and are found at the GSA website:

<http://www.gsa.gov/perdiem>.

### Per Diem Rates effective October 1, 2018 through September 30, 2019

Breakfast	\$13.00	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
Lunch	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00
Dinner	\$23.00	\$23.00	\$26.00	\$28.00	\$31.00	\$34.00
Incidentals	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
<b>Daily total</b>	<b>\$ 55.00</b>	<b>\$56.00</b>	<b>\$61.00</b>	<b>\$66.00</b>	<b>\$71.00</b>	<b>\$76.00</b>
<b>Partial day rate 75%</b>	<b>\$ 41.25</b>	<b>\$42.00</b>	<b>\$45.75</b>	<b>\$49.50</b>	<b>\$53.25</b>	<b>\$57.00</b>

The standard meal allowance is \$55.00 per day for most areas in the United States. Other locations in the United States are designated as high-cost areas, qualifying for a higher standard meal allowance. Refer to IRS Publication 1542 or check with the Treasury Division in Finance for the locations qualifying for the other per diem rates listed. If a particular destination is not listed, the standard rate of \$55.00 is used. Employees should request a copy of this listing from the Accounts Payable, x2158, before leaving town.

Receipts for travel meals may be turned in instead of claiming the per diem amount. Meal claims for any one trip must be all per diem or all receipts. Mixing of per diem for some meals and receipts for others on a single trip is not allowed. Meals provided at a training/conference are included in the registration fees and are not applicable for reimbursement without the Department Director's approval.

**Partial day rate:** The partial day rate of 75% of the regular daily per diem rate applies for days spent traveling between Redmond and the destination. An example would be arriving at the out-of-town destination the night before the training or conference begins. If any training or portion of a conference or seminar takes place, that day is considered a full day. Welcome receptions, etc. are not considered training and if only a welcome reception (or similar event) takes place on a particular day, that day would be considered a travel day and would be subject to the 75% per diem rate.

**Tips:** Reasonable payment for table service at a restaurant, commonly referred to as a tip, may not exceed 20 percent of the cost of the meal, must be identified and may be added to the restaurant price of business meals for reimbursement. This amount is included in the per diem allowed, not in addition to it. The Finance Department is authorized to approve exceptions to the policy when it determines the administrative cost of collecting the overpayment outweighs the amount to be collected.

**Incidentals:** Examples of per diem incidental expenses include fees and tips given to porters or baggage carriers, or other small expenses not planned for in advance. This is limited to \$5 per day, based on standards established by the General Services Administration (GSA). No receipts are required.

**Expenditures Non-Allowable as Food and Beverage:** Unauthorized expenditures include, but are not limited to, liquor, expenses of spouse, guests or other persons not authorized to receive reimbursement under this policy or State regulations.

**Situations not specifically addressed above require Finance Department review and prior approval of the Mayor or his/her designated representative.**

**Miscellaneous Transportation/Other Travel Expenses:** Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry, porter, bellman, hotel maid service and the like, are authorized. A supplier's receipt will be required only when the daily total cost of this type expense exceeds \$5.00.

**Telephone expenses:** An employee or Council member out of town on City business will be allowed an initial call home upon arrival at their destination to let family members know of their safe arrival. Thereafter, one personal long distance phone call, not to exceed ten (10) minutes, is allowed for each two (2) nights away from the City. Authorization for calls that differ from this policy will be required. If the proper authorization is not obtained, the City will not be responsible for reimbursement of any calls.