

## **REDMOND ADVANCE TRAVEL**

The City of Redmond has a special fund of \$20,000 set aside to advance anticipated out-of-pocket expenses to employees traveling on municipal business. The authority to create this fund and certain conditions are contained in the Revised Code of Washington (RCW 42.24.120). The Advance Travel Fund is maintained by the Finance Department Treasury Division as a checking account.

The fund is used solely for travel advances to City employees, not direct payments to vendors. Monies may only be advanced to an individual who has received authorization for out of state or overnight travel. The fund may not be used for payment of airline tickets, pre-registration fees, reimbursement for travel already incurred, office expenses or personal loans.

Prior to obtaining a travel advance, a pre-authorization for training and travel form must be completed and signed. The form can be found on the Travel home page.

## **TRAVEL EXPENSES**

Reasonable expenses for approved travel will be reimbursed. The authorized signer for 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 Advance 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.

**Overnight Travel:** Out-of-City travel must be approved by the Department Director or his/her designee prior to making any commitments for such travel. Out-of-state travel must be approved by the Mayor or his/her designee prior to making any commitments for such travel. Approval will be based on the direct benefit of the travel to the City. Other alternatives for obtaining adequate training (such as in-state options, video conferencing or "webinars") should be explored before the expense of overnight or out-of-state travel is authorized.

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.

### **Air Travel:**

Advance travel funds are not available for airfare. Airfare may be paid by a Procard, purchase requisition, or personally and reimbursed after travel. For more details please refer to the separate document under the Travel section titled Procedures for Making Travel Arrangements.

**Accommodations:** The city prefers that hotel arrangements are paid with a City purchase requisition or a ProCard rather than providing a cash advance. If necessary, advance travel funds can be provided. Please attach the hotel reservation confirmation to the advance request with the total cost clearly noted. The City will not cover the cost of hotel fees for any items other than the room rental and any required taxes or fees.

**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 amount of per diem for a travel day depends on the time of departure or arrival back in Redmond and the travel time required to reach the destination. For example, when the travel distance requires less than a 2 hour drive, Supervisors have the discretion to require an employee to leave after the lunch hour with the City only providing per diem for dinner and incidentals.

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 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 on a travel day, at the Supervisor’s discretion, a full day of per diem may be granted.

When requesting or approving advance travel, the time of departure and the arrival time back in Redmond, as well as the distance and time required to travel will factor into what is approved for meals. 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 a maximum of 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.**

**City Vehicles:** Anticipated out-of-area costs while using a city vehicle for travel are acceptable for items such as gas and oil and/or necessary repairs.

**Personal Vehicles:** Advance travel funds are not available for personal vehicle use.

**Rental Vehicles:** A rental vehicle may be requested by checking the appropriate box on the Authorization for Out-of-State and/or Overnight Travel form and obtaining the applicable authorizations required on that form. The City allows for the purchase of supplemental insurance.

**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.

## **WHEN YOU RETURN**

Settlement of advances must be made on or before the **fifteenth day** following the close of the travel period (Required by RMC 3.44.040).

Submit an Employee Claim for Expense form to Maria Ubezzi at 3NFN. Itemize any travel expenses you received an advance for, including the per diem amounts.

Attach the following to the expense form:

- original receipts
- copies of conference/training agenda and certificate of completion (if applicable)

In the event that actual expenses were less than the amount advanced, the unspent portion of the advance must be returned to Maria with the Employee Claim for Expense form. The returned funds can be paid either in cash or as a check made payable to the City of Redmond.

If expenses were greater than the amount advanced, Huimin will submit the claim for expense form to Payroll to process the reimbursement. The reimbursement will be processed by Payroll and, depending on the timing, included in your next pay check.

Note: Any default in accounting for or repaying an advance shall render the full, unpaid amount immediately due and payable with interest (at the yearly rate of 10% from the date of default until repaid).

The City may withhold any and all funds payable to any officer or employee (including wages) to recover a delinquent refund. No advance of any kind may be made to any officer or employee who is delinquent in accounting for or repaying a prior advance. (Additional information is included in RMC 3.44.040 and in the BARS Manual, Section 3-3-16.)