
 <b>City of Berkley, Michigan</b> <b>ADMINISTRATIVE DIRECTIVE</b>	<b>Directive #:</b> 2016 - 03	<b>Effective Date:</b> November 7, 2016	<b>Page</b> 1 of 4
	Supersedes: ALL PREVIOUSLY ISSUED TRAVEL POLICIES		
Approved by:  Matthew C. Baumgarten City Manager	<b>Subject:</b> <b>TRAVEL REQUESTS AND EXPENSE REPORTS</b>		

**OVERVIEW:**

The City of Berkley will reimburse employees and elected officials for reasonable and necessary expenses incurred in connection with approved travel on behalf of the city.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, submit a written request to the city manager for consideration as soon as possible.

Employees must comply with all applicable city policies and ordinances when traveling for city business.

**DEFINITIONS:**

1. Eligible reimbursements - cost incurred for conference registration, lodging, meals, travel (airline, train, bus, personal vehicle, meals, parking) and other costs associated with employee travel for city business
2. Personal funds - travel related cost paid with an employee's personal funds, that are eligible for reimbursement by the city
3. Travel Authorization - the department director or city manager is responsible for authorizing employee travel
4. Travel Request and Reimbursement Form - the form that must be completed to authorize the use of city funds for authorized travel.
5. Travel Expense Report - the second page of the Travel Request and Reimbursement Form, must be submitted no more than 10 business days after returning from an authorized trip
6. Travel advance - a specified amount requested and disbursed to an employee (before the travel occurs) for eligible expenses to be used during the employee travel
7. Travel reconciliation - the process of ensuring that the dollar amount paid by the city for travel is equal to the actual travel cost and includes receipts for all travel related expenses

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## TRAVEL REQUEST AND EXPENSE REPORTS

**ELIGIBLE EXPENSES AND GUIDELINES:**

The city will pay for, or reimburse travelers for the expenses as described below. Whenever possible, travel related expenses should be included in the department budget.

**Conference Registration Fees.** Conference registration fees can be prepaid with a credit card or check using the Travel Request and Expense Report.

**Airfare.** Airfare may be prepaid by the city by either check or credit card. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not reimbursable.

**Rail Transportation.** The city will prepay rail transportation if the expense is not greater than the cost of the least expensive airfare.

**Rental Vehicles.** The city will pay for approved use of a rental vehicle and parking associated with authorized travel.

**Personal Vehicle Mileage.** Employees may use their personal vehicles and be reimbursed for mileage for travel to and from meetings and conferences. ***Calculate vehicle mileage with City Hall (or the department location) as the starting point.*** A valid driver's license and personal automobile insurance is required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for business related travel. Employees receiving a vehicle stipend, as part of their annual compensation, are not eligible for personal vehicle mileage.

Request mileage by submitting a completed Mileage Reimbursement Form. Department approval is required to authorize payment. Mileage associated with out of town travel to meetings or conferences is reimbursable and can be paid in advance using the Travel Request and Expense Report Form.

**Taxi Cabs, Ferry, Public Transportation, Tolls, Parking.** Receipts must be submitted for reimbursement. Travelers will not be reimbursed for this expense if the receipts are not provided.

**Lodging.** Hotel reservations should be made with as much advance notices as possible (preferably 14-30 days). The City is exempt from state sales taxes. Obtain a tax exemption certificate from the Finance Department and present it to the hotel upon check-in.

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**TRAVEL REQUEST AND EXPENSE REPORTS**

**Meals.** Per diem allowances are reimbursable for in-state overnight travel that is 45 miles or more from the traveler's home or primary worksite. Per diem allowances are applicable for all out-of-state travel that is 45 miles or more from the traveler's home or primary worksite. The maximum per diem allowable for meals is noted below.

- Breakfast \$15
- Lunch \$15
- Dinner \$20

Submit reimbursement requests for meals using the Travel Expense Report. Reimbursement for alcoholic beverages is not allowable.

**Other Business Expenses.** Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status can be reimbursed. Original itemized receipts are required.

**TRAVEL REQUEST AND EXPENSE REPORTING**

A traveler seeking an advance for expenses must complete a Travel Request and Expense Report form (attached) at least 20 days before the first day of the conference or travel related meeting. The form must be signed by the department director or the city manager to authorize payment. Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe the expenditures are inappropriate or extravagant.

Expenses associated with the travel must be reconciled and substantiated within ten business days from the return date using the city's Travel Expense Report (page 2 of the Travel Request and Expense Report form). The traveler must repay the city for any advances in excess of the approved reimbursable expenses.

**Vacation in conjunction with business travel**

If vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the Travel Request form. The city will not prepay or reimburse travelers for any personal expenses.

**Exceptions**

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the city manager before the travel occurs and before any pre-payments or advances are issued

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**TRAVEL REQUEST AND EXPENSE REPORTS****Ineligible Travel Expenses**

The following items will not be reimbursed by the city:

- Airline club memberships
- Airline upgrades
- Business class for domestic flights or first class for all flights
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges
- Commuting between home and the primary work location
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses
- Haircuts and personal grooming
- Laundry and dry cleaning
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs
- Travel accident insurance premiums or purchase of additional travel insurance
- Other expenses not directly related to the business travel

**Travel for Non-Employees**

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed.

**RESPONSIBILITY:**

- A. Traveler - comply with the provisions of applicable city policies and submit travel requests and requests for pre-payments as described in this directive
- B. Director - ensure funds are available before approving travel expenses. Discuss exceptions with the city manager before authorizing travel requests. Ensure that Expense Reports are submitted according to applicable ordinances and budget policies.
- C. City manager - review all requests, deny inappropriate requests, review exceptions and comply with applicable ordinances and budget policies in the administration of this process.

Contact the city manager's office if there are any questions regarding this directive.

Title:

**TRAVEL REQUEST AND EXPENSE REPORTS**

Attachment: Travel Request and Expense Report Form



# City of Berkley Travel Request and Expense Report

Date: \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_

Destination \_\_\_\_\_

Purpose \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

### A: REQUEST FOR TRAVEL ADVANCE

Transportation: <i>(check all that apply)</i>	Amount
Airline <i>(round trip)</i>	_____
Taxi <i>(destination city)</i>	_____
Train	_____
Automobile mileage*	_____
Estimated cost	_____
<i>NOTE: submit mileage form with reconciliation.</i>	

Registration & Lodging	Amount
Registration	_____
Lodging <i>(amount for total number of days)</i>	_____
Parking	_____
Breakfast	_____
Lunch	_____
Dinner	_____
Other Expense <i>(describe below)</i>	_____
Total Estimated Expense	_____

Total Advance Requested \_\_\_\_\_

Other: *(please describe)* \_\_\_\_\_

Requested by: \_\_\_\_\_  
Employee Name *(please print)* Signature Date:

### B: AUTHORIZATION:

Department Head \_\_\_\_\_ Date: \_\_\_\_\_ Acct #: \_\_\_\_\_ Estimated Amount \_\_\_\_\_

City Manager's Office \_\_\_\_\_ Date: \_\_\_\_\_

# Travel Expense Report

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Destination: \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

C: RECONCILIATION / ACTUAL EXPENSES: *(attach receipts for all items listed)*

Actual Expenses	Amount
Transportation	
Lodging: (amount for total number of days )	
Parking	
Breakfast	
Lunch	
Dinner	
Other Expense <i>(describe below)</i>	
Expense Total	

Total Actual Expenses	
Less: Amount of Advance	
Amount due to employee / (city)	

Other: *(please describe)* \_\_\_\_\_

*If **expense** is greater than the advance, enter the amount due to employee in the space below:*

Amount due to employee: \_\_\_\_\_

*If **advance** is greater than the expense, enter the amount due to the city in the space below:*

Amount due to city \_\_\_\_\_

*I certify that the information provided is accurate.*

\_\_\_\_\_  
Employee Name *(please print)* Signature Date:

PAYMENT APPROVAL	
Amount:	
Description:	
Acct#:	
_____	_____
Department Head	Date
_____	_____
City Manager's Office	Date

*Submit receipts and Travel Request & Expense Report to Department Head within 10 business days after return*