

## 570 Travel and Reimbursement Policy

---

### 570 Travel and Reimbursement Policy

#### 1.0 Purpose

This policy ensures that William Shore Metropolitan Park District (District) officials, Board members and employee travel is consistent with the official objectives of the District. It also ensures fair and equitable treatment of employees by defining procedures for authorized business travel and guidelines for expense reimbursement.

Employees are expected to exercise prudent judgment when incurring travel expenses on official District business. The failure of employees to follow this policy, or incur excessive expenses, may be cause for disciplinary action. Nonbusiness related expenses and/or expenses not made in accordance with this policy would not be approved or reimbursed.

Employees are expected to utilize local training opportunities, where travel is not necessary, as much as possible. The use of local training and other alternatives to travel such as teleconferencing, on-line training, satellite training, and/or train the trainer models is encouraged. The number of employees attending a particular meeting should be the minimum necessary, consistent with the benefit to be derived therefrom.

#### 2.0 Policy

Employees and officials may be reimbursed for normal and reasonable travel and other expenses incurred for a William Shore Metropolitan Park District business related purpose. Travel costs are defined as expenses for transportation, lodging, meals and related items incurred by employees who are traveling for District business purpose only.

The District does not reimburse business expenses on a per diem basis. Travel expense and business expense reimbursement is based on actual expenses incurred. Expenses are reimbursed based on a Travel Report Form filed within 15 days after completion of the trip. Travelers should obtain all receipts or confirmations which support expenses over \$25.00.

#### 2.1 Documentation

No claim for reimbursement shall be paid unless it is accompanied with a District Travel Report Form (Attachment A) with attached vendor's receipt for any expense over \$25.00. Should a receipt be lost or not be obtainable, an employee certification signed by the Executive Director will serve as a substitute for a receipt. Such receipt or certification should show the date, a description of the purchase, vendor identification, amount paid, and an explanation for the lack of a receipt should that be the case.

#### 2.2 Meals

Meals may be reimbursed by the District when associated with official business. Payment for table service at a restaurant commonly referred to as a tip, not to exceed 15% (or \$1.00 whichever is greater) of the meal price (including sales tax), is reimbursable as a reasonable and necessary cost for such service. All employees and officials claiming reimbursement for meals consumed while on District business but not on overnight travel must have required receipts and use the District Reimbursement Form not the Travel Report Form.

#### 2.3 Reimbursable Travel Expenses

The District may reimburse the following business expenses:

- Personal Vehicle:** Expenses shall be reimbursed for travel at the current maximum rate allowed by the United States Internal Revenue Service (IRS).

## 570 Travel and Reimbursement Policy

- **Air travel:** The District will reimburse the cost of standard airfare (coach) only. The lowest available discount airfare or customary standard airfare (coach or equivalent) must be purchased. Reservations should be made in advance to guarantee the ticket is purchased at the lowest available discount fare. Accommodation savings of the traveler may offset additional cost incurred by purchasing the ticket at a higher price.
- **Automobile Rental Expenses:** Automobile rental expenses will be reimbursed to the extent they are reasonable and appropriate. A receipt must support such expenses. Automobile insurance will not be reimbursed for domestic automobile rental and should be declined. Additional automobile insurance should be purchased when renting an automobile for foreign travel.
- **Alcoholic Beverages:** Alcoholic beverages are not allowed as a reimbursable travel expense.
- **Incidental Expenses:** Reasonable, incidental charges such as gratuities are reimbursable and need not be supported by a receipt.
- **Laundry:** Laundry services and valet services which cannot be deferred until completion of the trip may be claimed as a reimbursable expense.
- **Lodging/Meals:** Itemized receipts for all lodging expense must accompany the Travel Report Form.

**Note:** *Employees are encouraged to seek out reasonably priced accommodations to minimize the cost to the District. Costs associated with upgrades in accommodations will not be reimbursed unless standard accommodations are not available.*

### 2.4 Travel Report Form (Attachment A)

The Travel Report Form should be filled out within 15 days from the end of the travel for all overnight travel. All non-overnight travel should be reimbursed by using the District Reimbursement Form. Reimbursement for meals is based on actual expenses. If expenses include the cost of meals for other persons, the Travel Report Form must list names of individuals, the purpose, time, place and amount.

The cost of Conferences, seminars, Training Courses, and Classes related to employee training and training materials should not be listed on the Travel Report Form.

### 2.5 Cash Advance

The employee or official may request a cash travel advance for the estimated expenses to be incurred that are not to be paid directly by the District or by District credit card. To receive a cash advance, the traveler must make the request for the advance a reasonable time in advance of the date of travel. If a Travel Report Form is not filed within fifteen (15) days of the date **the travel is completed**, the travel advance will be deducted from the next payroll check.

### 2.6 Non-Travel Reimbursement of Expenses: Reimbursable employee non-travel expenses:

- Same day travel and meals consumed by the District employees during meetings and other functions, which conduct official District business or serve to benefit the District are reimbursable to the employee.
- Meetings or functions wherein a District function, public purpose, training or District program is served or furthered and wherein the Executive Director has expressly approved the meeting as such, the District may incur such costs directly or as a reimbursement to employees who have incurred such costs on behalf of the District.
- All non-travel reimbursements should be made on the District Reimbursement Form. The Travel Report Form should only be used for overnight travel.

### Quasi-Employee Refreshments:

## 570 Travel and Reimbursement Policy

---

"Quasi-employees" are defined as non-compensated volunteers, advisory committee members, board and commission members and others who are participating in District business but are not on the District's payroll.

- Coffee, utensils and other light refreshments at meetings involving volunteers and other 'quasi-employees' are authorized District expenditures.
- Incidental consumption of refreshments by District employees at meetings involving quasi-employees is allowed.

### **Ceremonies and celebrations:**

- Reasonable expenses, including food and beverage, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate District expenditures.
- Private celebrations rather than public celebrations are not generally considered as serving a public purpose. Refreshment, food and beverage related costs would therefore not be recognized as legitimate District expenditures.
- Support of a local "event" or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires (1) the existence of a recognizable public or municipal purpose that relates to the purpose of the District's existence, (2) proper authorization from the legislative authority (Board of Commissioners) for such public sponsorship, and (3) a reasonable relationship between the amount of the District's expenditure and the "public" nature of the event.

**Attachment A**

**Official Travel Report/Reimbursement**

Name:	Dates of Travel:
Telephone:	Approved by:
Travel Purpose:	Trip Destination:

**Transportation**

Date	Mode of Transportation	Private Car Mileage	Cost of Transportation	Misc. Transportation Costs	District Credit Card Used Total	Reimbursement Total
<b>Total</b>						

**Lodging/Meals**

Date	Lodging/Meals	Cost of Lodging / Meals	Misc. Lodging/Meals Expense	District Credit Card Used Total	Reimbursement Total
<b>Total</b>					

Grand Total of District Credit Card:		Grand Total Reimbursement:	
--------------------------------------	--	----------------------------	--

I certify the above is a true statement, that the expenses claimed were incurred by me on official District business on the dates shown, and that I have attached the original receipts of any expense of \$25.00 or more in accordance with District travel policies.

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please attach receipts for all listed expenses, sign the form and send to the Executive Director for approval.*