

**BUSINESS OF THE CITY COUNCIL  
WINDSOR HEIGHTS, IOWA  
AGENDA STATEMENT**


Item No. 17  
For Meeting of 06/21/2010

**ITEM TITLE:** Discussion of revised travel policy

**CONTACT PERSON(S):** Marketa George Oliver, City Administrator  
Carrie Brannen, Chief Financial Officer

**SUMMARY EXPLANATION**

Attached is a revised travel policy. The initial travel policy was adopted by the City Council in April, 2007. The revisions to the policy are highlighted in yellow. The purpose of the agenda item is to discuss the revisions to the policy and provide direction. The Policy, Administration and Finance Committee have reviewed this policy.

Resolution _____ Ordinance ____ Contract ____ Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL _____ <div style="text-align: center;"> City Administrator</div>

**RECOMMENDATION:** This is a discussion item.

**COUNCIL ACTION:**

## City of Windsor Heights Administrative Policy: Travel

This policy addresses travel and conference participation both in and out of state.

Effective immediately, any travel outside of a 50 mile radius will need pre-authorization either from the Department Head or the City Administrator. Any out-of-state travel needs both the approval of the appropriate department head and the City Administrator. Any discretionary employee travel, whether in or out of state that exceeds three days in duration and is in excess of \$1,250 must have prior authorization of the Policy, Administration and Finance Committee of the City Council. Any elected official travel in excess of \$150 must first receive approval of the City Council. Following travel for training purposes, individuals participating may be asked to give a presentation to the appropriate committee or the City Council about the contents of the training or provide a written report.

In-state travel needs approval from the Department Head, unless the traveling employee is the department head, who would need approval from the City Administrator. The attached form should be used for this purpose. It shows the date, purpose, location, and cost projections for travel. Please note that non-exempt employees traveling for business may be required to alter their regular work schedules to accommodate travel and meetings at their travel destinations. The employee will be credited with the amount of time it would take to reasonably travel to and from the meeting in the manner authorized towards their work day.

Following completion of travel, a travel expense report will be submitted within 30 calendar days and must be signed by the City Administrator prior to any reimbursement. The expense report form is also attached. Also, plane reservations must be made at least three weeks prior to traveling in economy class. Please note that the least expensive mode of travel is the amount for which an individual will be reimbursed.

## POLICY

The policy and conditions for reimbursement are as follows:

Officers and employees shall be entitled to reimbursement for expenses which may lawfully be incurred when they are required to make necessary out-of-pocket expenditures within or without the City of a nature beyond those normally associated with the performance of the routine official duties of such individuals, for purposes which principally promote, develop or publicize the City's best interests.

Transportation, lodging, meals, and other related expenditures which may lawfully be incurred by officials and employees of the City means expenses which are actually incurred while attending to the business of the City.

- A. Expenses for lodging, air fare, auto rental, registration fees shall be supported by a bill, statement, or other evidence of such expenses incurred and attached to the claim voucher submitted by any such official or employee. Lodging expenses shall not exceed \$150 per day unless specifically authorized by the City Administrator. Expenses for meals shall not exceed an average of \$50 per day, unless specifically authorized by the City Administrator.
- B. Transportation shall be by the most reasonable and economical method of travel considering: distance, travel time, number of persons making trip, duration of stay, other commitments, and other factors as may be appropriate.
- C. Travel outside the state should normally be by commercial air coach, except where conditions require an alternate mode of transportation.
- D. Travel to convention and education meetings outside of the region will be authorized only upon special circumstances, demonstrating that no similar opportunities closer to Windsor Heights are available.

- E. Upon returning from travel for educational seminars/workshops, conventions, or professional meetings, each person may be required to complete a one-page evaluation indicating the value to the job and organization. This form must be submitted with the Travel Expense Voucher to qualify for reimbursement.
- F. Authorized expenses shall be those related to the operation of the City and shall include but not be limited to the following:
1. Meal costs incurred as a result of a meeting for the conduct of City business.
  2. Meal costs incurred as a result of attendance at a meeting conducted during the meal time where the City has an interest.
  3. All miscellaneous costs including loss of personal property or damage to personal property incurred as a result of travel on City business only.
  4. All transportation costs incurred for the business of the City including car rental insurance for property damage or loss to rental vehicles.
  5. Miscellaneous equipment and materials purchased for the use of the City, viz., books and/or pamphlets purchased at a conference.
  6. Expenditures for alcoholic beverages are not eligible for reimbursement.

**APPROVAL AND PRIOR AUTHORIZATION**

For all travel outside the City approval shall be by prior written authorization as follows:

- A. Prior to the commencement of travel, all out-of-state or overnight travel must be approved on the travel authorization form found as Attachment A.

- B. Department directors approve in-state travel for all their employees.
  
- C. The City Administrator approves out-of-state travel involving overnight accommodations for all department directors and all out-of-state travel and travel involving more than two (2) overnight accommodations for all employees.
  
- D. Prior written authorization is hereby given to the City Department Directors when traveling in-state and within the metropolitan area, involving less than overnight accommodations, for all authorized official expenses incurred while attending to the business of the City, subject to final approval on submission of a travel expense voucher.

**REIMBURSEMENT FOR EMPLOYEE TRAVEL**

Expenses for travel which are lawfully incurred shall be reimbursed to the employee subject to the following provisions:

- A. Reimbursement will be made only upon completion and processing of a travel expense voucher (Attachment B).
  
- B. Expenses such as hotel, auto rental, air travel, conference registration fees, etc., must be supported by receipts attached to the travel expense voucher.
  
- C. Receipts will be required for such items as meals, taxi fares, or miscellaneous expenses of a minor nature when costs of an individual amount exceed \$10.00 for each item.
  
- D. Whenever an employee travels with family members, the reimbursable motel rate shall be the single room rate for the occupied unit. This is an administrative policy intended to help reduce the City's liability and to prevent creation of a negative public image.

- E. The total daily reimbursable expense for both lodging and meals (including tips and gratuities) shall not exceed one hundred and twenty dollars (\$120), except when approved by the City Administrator.
  
- F. All travel by private automobile shall be reimbursed on the following basis:
  - 1. Mileage reimbursement shall be based the current IRS rate in effect when using a privately-owned automobile.
  
  - 2. Mileage reimbursement for out-of-state travel shall not exceed appropriate mileage as calculated using the IRS rate in effect when the travel occurs or total costs for commercial air coach travel, whichever is less, when using a privately-owned automobile.
  
  - 3. Enroute travel costs, such as meals and lodging will be reimbursed for each travel day or part day, not to exceed costs which would be reimbursed for a corresponding amount of time required for commercial air coach travel.
  
- G. NO reimbursement requests will be processed without the appropriate authorizing signatures.