

**City of Standish**  
**TRAVEL POLICY**

**A. APPROVAL**

The City Administrator is authorized to grant permission for out-of-state trips and conferences. All out-of-town travel must have the prior approval of the City Administrator. Department heads will go directly to the City Administrator for permission, while employees will go to their department head who will solicit the approval from the City Administrator. The request should be presented to the City Administrator, detailing the purpose, destination, mode of travel, estimated cost, and dates of departure and return.

**B. LODGING**

Officials and employees will be reimbursed for the actual cost of lodging on approved out-of-town travel. Receipts for lodging must be submitted with the travel expense voucher.

When an employee, on travel status, shares a hotel or other lodging with other travelers, reimbursement to the traveler will be as follows:

1. If hotel or other lodging is shared with one or more travelers who receive no travel reimbursement from the city, reimbursement will be at the single occupancy rate of the hotel or motel, regardless of the number of persons and/or rooms occupied. The single occupancy rate should be noted on the receipt.
2. If hotel or other lodging is shared with one or more city officials or employees, reimbursement will be a proportionate amount of the bill, based on the number of persons occupying the room. It is encouraged, where feasible, that travelers share the same room.

**C. MILEAGE**

The City Administrator must approve the use of an employee-owned vehicle on City business. Employees using their personal vehicle for City business will be reimbursed at the then current United States Internal Revenue Service (IRS) allowable reimbursement rate. Mileage must be documented on the travel expense voucher. Traffic and/or parking fines will not be reimbursed.

**D. MEALS**

When attending to City business, officials and employees will be reimbursed for actual expenses for meals. The total reimbursement for all meals in one day (less gratuities) shall be limited to a combined maximum of forty dollars (\$40.00). The City does not reimburse for alcoholic beverages. All meal reimbursement requests must be documented on the travel expense voucher, and shall include a receipt.

## **TRAVEL POLICY (CON'T)**

### **E. GRATUITIES**

Reimbursement for gratuities for meals and lodging shall not exceed twenty percent (20%) of a valid charge. Gratuities shall be documented on the travel expense voucher.

### **F. OTHER EXPENSES**

Only those expenses directly incidental to the trip will be reimbursed. Under no circumstances will expenses of a personal nature be included in a charge against public funds.

### **G. EXPENSES FOR SPOUSES**

Expenses for spouses of employees who attend conferences or conventions shall not be paid from public funds.

### **H. EXPENSE VOUCHERS**

Expense vouchers, available from the City Clerk, are to be completed to include the following information:

- a. Date and time of departure from Standish.
- b. Date and time of arrival in Standish.
- c. Nature of Business.
- d. Destination.
- e. Total distance traveled in miles (for mileage reimbursement requests).
- f. Record of all meals, lodging, and other expenses incurred on the trip which you wish to have reimbursed.
- g. Amount of travel advance, if any.

The City Administrator shall review all vouchers before reimbursement of expenses is made.

### **I. TRAVEL ADVANCE**

Based upon the cost estimate of the trip, advanced money may be obtained with prior approval of the City Administrator.