

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	10-1
		Original Adoption	02-09-1987
		Revision #	10
		Last revision date	November 2016
Section Title	General		
Subject	Travel Regulations		

This section outlines regulations for paying the expenses of employees who are required to travel on City business.

Approval for Travel

All employees traveling on City business must fill out a “Request for Travel and/or Training” form if reimbursement is required for the travel. In-state travel must be approved by the department head prior to leaving. Employees traveling on City business out of state must have travel approved by both the department head and City Manager prior to leaving. All department head travel, both in and out-of state must be approved by the City Manager. The request will include the estimated number of hours spent in training as well as the estimated number of hours spent in a travel status.

Employees traveling on City business not requiring a reimbursement are not required to complete the “Request for Travel and/or Training” form but must notify their supervisor of the travel.

The supervisor and the employee will agree on the number of compensable hours prior to the employee receiving authorization to travel. Examples of compensable travel are located on the back of the “Request for Travel and/or Training” form. Clarification may be obtained from the Human Resources office.

Supervisors will make every attempt to schedule travel and training time during the employees normally scheduled hours. If an employee must travel or attend training outside of his/her normal schedule, the work week may be adjusted.

Payment for Travel Expenses

In general, time spent in a travel status is considered work time for wage payment purposes. Time spent in travel to special events, such as training or conferences, whether for a day, or for periods of overnight duration, is also work time.

Normal home to work travel is not considered travel time and will not be compensated. This includes the employee returning to work for after hour meetings.

A copy of the approved request form must be attached to the timesheet for the pay period in which the travel occurred.

Approved claims for reimbursement of travel expenses will be submitted to the Finance Department. Expenses incurred by the employee will be reimbursed immediately upon approval and processing of the claim.

Lodging, airfare and miscellaneous expense receipts are required to be attached to the claim before reimbursement will be paid. Receipts for meals are not required.

Reimbursable Expenses

- One-day travel expenses:

Travel and return in the same day: Mileage if personal vehicle is used. Expense for meals if the criteria under meals is met.

- Multiple-day travel expenses:

Mileage, meals, actual lodging costs (for employee only), airfare, tips and taxi or other transportation. Any miscellaneous expense related to work or business travel. Limited phone calls to the traveling employee’s residence will be covered.

- Registration or tuition fees.
- Long distance phone calls related to City business while in travel status.
- Hotel accommodations shall be reasonable and shall be reimbursed at actual and necessary cost. Accommodations should be near the location of the conference or business meeting.

Meals

IN-STATE TRAVEL

A per diem rate not to exceed \$30.00 per day will be allowed for meals for employees who travel on City business within the State of Montana. This includes an allowance of 15% for gratuity. Reimbursement will be made without providing receipts.

If meals are included in tuition or registration fees, reimbursement will be reduced according to the following schedule. Claims for meals when employees are in travel status for fractions of days or a single full day will be made in accordance with the following schedule for individual meals.

MAXIMUM REIMBURSEMENT FOR MEALS (IN-STATE TRAVEL)

Breakfast	6.00
Lunch	7.50
Dinner	16.50

Eligibility for reimbursement for individual meals during travel will be as follows:

Breakfast: Employee must be in travel status at least two (2) hours before start of scheduled workday.

Dinner: Employee must be in travel status at least one (1) hour after end of scheduled workday.

NOTE: Lunch costs, while attending approved meetings or conferences within the city of Helena will generally be at the employees' expense. The following is an exception: 1) Luncheon meetings which involve speakers and/or are scheduled through lunch and for which a charge is made.

OUT-OF-STATE TRAVEL

A per diem rate not to exceed \$42.00 per day will be allowed for meals for employees who travel on City business outside of the state of Montana. This includes an allowance of 15% for gratuity. Reimbursement will be made without receipts.

If meals are included in tuition or registration fees, reimbursement will be reduced according to the following schedule. Claims for meals when employees are in travel status for fractions of days will be made in accordance with the following schedule for individual meals.

MAXIMUM REIMBURSEMENT FOR MEALS (OUT-OF-STATE TRAVEL)

Breakfast	10.00
Lunch	12.00
Dinner	20.00

Mileage when using Personal Vehicle on City Business

When an employee is authorized to use a privately-owned vehicle because a City-owned vehicle is not available or because such use is in the best interest of the City, a rate equal to the current business mileage allotment allowed by the United States Internal Revenue Service shall be paid.

When an employee is authorized to operate a privately-owned vehicle even though a City-owned or leased vehicle is available, the employee will be provided a gas credit card to supply the fuel necessary for the required mileage or be reimbursed for fuel costs. No other reimbursement will be allowed.

On long (extended mileage) trips, when an employee requests, and is authorized, to use a privately owned vehicle, they will be reimbursed an amount equal to the lesser of mileage/fuel costs (as stated in either 1 or 2 above) or the airfare costs to and from the destination.

Advance Payments

Requests for advance payment of hotel, airfare, and/or conference fees may be made prior to the travel through the Administrative Services Office. Advance payments will be issued to the hotel, airline, and/or conference directly either by check or by using the City credit card.

Travel Advances

To offset undue financial hardship on an employee traveling for City business, travel advances of \$50.00 or more may be requested. Travel advances will be allowed within 30 days of travel for personal vehicle mileage and meals not included in tuition or registration fees for overnight travel. An employee must complete a Request for Training and Travel form noting an advance is requested.

The form must be approved by the Supervisor and Department Head and a claim submitted to the Administrative Services at least one week prior to the advance being required.

Personal vehicle mileage reimbursement will be based on map mileage at the current IRS business reimbursement rate. Meals not included in tuition or registration fees for overnight travel may be requested using the limits outlined in this policy.

If an employee receives a travel advance and the travel is cancelled, the employee must immediately return the advance to the Administrative Services office.