

TRAVEL
Revised July 2001

SECTION: 34

A. TRAVEL POLICY:

Only expenses incurred on authorized trips on city business are required to be reimbursed by the city.

B. APPROVAL:

1. General Day Travel - Approval for daily travel expenses incurred during the course of work requirements shall be approved by the department head.
2. Overnight In-state Travel - Prior to incurring any expense, an "Overnight In-State Trip Authorization" (Form #12) shall be submitted to the employee's supervisor for approval by the Mayor.
3. Out-of-State Travel - Prior to incurring any expense, an "Advance Request for Out-of State Travel" (Form #13) shall be submitted to the employee's supervisor for approval by the Mayor.

C. VEHICLES:

1. City Vehicles - Whenever possible, employees shall use city vehicles and travel together when traveling on city business. The city recognizes that circumstances may arise where it is not in the best interest of Tooele City for employees to travel together or that limited vehicle space is available. If vehicles are unavailable or group travel is impractical, the department head may authorize an alternative agreement.
2. Personal Vehicle Use Required - When a city vehicle is not available and the employee is required to use his/her personal vehicle for city business, the employee shall be entitled to a mileage reimbursement as specified in Part E below. Because insurance follows the vehicle, accidents in personal vehicles, even on city business, fall on the employee's personal insurance. The city, however, will reimburse the employee for their deductible if the car was determined to be damaged during city business and the accident was not the employee's own fault.
3. Personal Vehicle Use by Choice - If the employee by his/her own choice, does not want to travel with a group or in a city vehicle (i.e. their family wants to go on vacation after or they prefer not to ride with a specific co-worker), the employee shall be reimbursed for their gas expenses to and from the travel destination. This will be paid in lieu of a mileage reimbursement, parking charges, road fees, and other fees related to use of a personal vehicle. Accidents or damage to the employee's vehicle will be the employee's responsibility.

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D. DEPARTMENTAL TRAVEL BUDGETS:

Travel expenses must be included in an annual budget for each department anticipating travel. Travel expenses in excess of the amount budgeted must have the prior approval of the Mayor.

E. REIMBURSABLE EXPENSES:

The following expenses will be considered for reimbursement when an employee submits a Tooele City "Expense Report" (Form #14) with the receipts required by Subsection (H):

1. Commercial airline fare, limited to tourist or economy fare. First class fare is reimbursable when tourist or economy fare is not available between specified points or when the employee personally pays the price difference between tourist or economy fare and first class fare.
2. Railway, bus, or boat fare, limited to coach fare plus necessary lower berth or roomette. First class fare is reimbursable when coach is not available;
3. Mileage reimbursement for personal car use at the rate set by the Finance Department and approved by the Mayor. Reimbursement for use of the car plus meals and lodging required en route shall not exceed the cost of tourist class air fare and the cost of travel to and from the airport, hotels, and the cost of travel to and from the hotels to the business location.
4. Gas expenses for personal cars;
5. Lodging, limited to actual costs;
6. Road charges, parking fees, storage charges, emergency repairs, and similar items for city-owned vehicles;
7. Charges for car rental or similar services but only upon advance approval by the Mayor;
8. Reasonable taxi and limousine charges;

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9. Conference registration fees and extraordinary expenses, such as purchase of incidental supplies or publications;
 10. Tips and gratuities;
 11. Approved expenses for meals when no overnight travel is involved.
- F. **NON-SPECIFIED EXPENSES:**
Reimbursement for expenses not specified in this Section shall require the Mayor's approval.
- A. **RECEIPTS:**
Receipts or affidavits for expenditures are required for each of the following:
1. All commercial air, railway, bus, or boat transportation;
 2. All lodging;
 3. Fuel if a personal vehicle is used and the employee requests gas reimbursement;
 4. Approved expenses for meals when no overnight travel is involved;
 5. Repairs or fuel for City vehicles, and;
 6. All extraordinary expenses, such as purchase of incidental supplies or publications and registration fees.
- B. **MEALS**
1. **Day Expenses** - Department heads may approve reimbursement to employees for meal expenses incurred when no overnight travel is involved.
 2. **Meal Per Diem for Overnight Travel** - Employees shall be provided with a meal per diem while on approved overnight travel. The meal per diem shall include tips and drinks and shall be reduced appropriately when meals are included with the training (excluding continental breakfasts). It is recognized that some out-of-state training locations are more costly and meal expenses may exceed the

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cumulative total of the allotted meal per diem. In such cases, the employee may submit receipts to be considered for reimbursement of meal expenses which exceed the cumulative total of the allotted meal per diem for the trip. Per diems are as follows:

	<u>Est. for Breakfast</u>	<u>Est. for Lunch</u>	<u>Est. for Dinner</u>	<u>Allowed Daily Total</u>
a. Overnight In-State Travel	\$7.00	\$10.00	\$18.00	\$35.00
b. Out-of-State Travel	\$9.00	\$12.00	\$20.00	\$41.00

C. **ADVANCEMENTS:**

Money may be advanced for anticipated expenses upon request to the Mayor. Unused funds shall be returned to the city, together with an itemized account of all expenses, with required receipts.

D. **TRAVEL TIME:**

For pay purposes, hours worked shall include all hours while engaged in actual travel. Once the employee has arrived at the destination, hours worked shall include those while the employee is performing city business and shall not include personal time (i.e. evenings, lunches, or optional conference activities not directly related to the conference subject matter).

E. **TELEPHONE CALLS:**

Employees shall be afforded one reasonable length telephone call (not to exceed 10 minutes) to call home for each night out of town. Calls shall be made on city cellular phones or charged to the room and reimbursed with the room charges. Additional personal calls shall be the employee's responsibility.