

Town of Spring Lake	ADMINISTRATIVE & FINANCIAL POLICIES		SUBJECT: EMPLOYEE TRAVEL POLICY	
	Number 10	Revisions 1	Board's Approval Date November 9, 2015	
North Carolina	Supersedes September 03, 2008	Effective Date November 10, 2015		Page 1 of 8

10.0 PURPOSE

To establish uniform provisions for reimbursement of necessary expenses of Town employees and appointed officials who are required to travel within or outside the county boundaries for the purpose of representing the Town at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within Town government. When it is necessary or desirable for a Town employee or appointed official to travel to participate in a meeting, conference, workshop, and seminar or otherwise conduct the Town's business, the Town will bear necessary and reasonable expenses relating to these activities.

10.1 POLICY INTENT

This Policy is intended to address out-of-pocket expenses for employees and appointed officials when traveling on Town business. It is not intended to replace travel allowances given to employees or officials as a condition of employment that are required to provide a vehicle for their work.

10.2 POLICY ADMINISTRATION / PRIOR APPROVAL REQUIRED

The Town Manager is responsible for the administration of the provisions of this policy. It is also the Town Manager's responsibility to determine if travel is necessary and reasonable and to set standards for approval. The Town Manager is authorized to approve travel reimbursements contingent upon the availability of funds in the department budget and subject to review by the Finance Director.

10.3 PROCUREMENT CARDS

Whenever possible, Town issued purchasing (credit) cards should be used rather than reimbursement to insure that the most accurate records are provided to the Town. If a Town issued purchasing card is used, receipts should be returned to the Finance Department with the approved Travel Request and Settlement form within the time frame required. All procurement card transactions must adhere to adopted purchasing policies.

10.4 **AUTHORIZED TRAVEL MODES**

10.4.1 Town-owned Vehicle – This method of transportation is to be used whenever a Town vehicle is available.

10.4.2 Privately owned Vehicle – When no Town vehicle is available, this mode may be used if specifically authorized. Reimbursement for operation expenses will be limited to the prevailing rate allowed by the Internal Revenue Service for business mileage.

Occasionally, either for personal preference or for the benefit of the Town, a traveler may take his/her personal auto for out-of-county travel when transportation by other means would be more economical. In those cases reimbursement will be limited to the prevailing rate allowed by the Internal Revenue Service for business mileage or an equivalent airfare whichever is less.

10.4.3 Public Transportation / Rental Vehicles – When deemed appropriate, public transportation may be authorized. Reimbursement will be for actual cost incurred. Reimbursement for air, rail, or bus fare is limited to business or coach fare, substantiated by a receipt. Quotes must be obtained from more than one common carrier, if multiple carriers exist, and documentation that the lowest fare available is that used must be submitted with the Travel Request and Settlement form.

10.5 **TYPES OF TRAVEL AUTHORIZED**

10.5.1 Local Travel – Town employees or appointed officials, who by the normal nature of their duties, are required to travel regularly within the Town or County using their personal vehicle and are individually authorized by the Town Manager, are eligible for reimbursement for transportation expense. Any employee or official receiving a stipend shall not be paid local travel when that travel is associated with the duties of the individual. Reimbursement will be at the prevailing rate allowed by the Internal Revenue Service for business mileage.

10.5.2 Special Local Travel – Town employees or appointed officials, who in the interest of the Town, and with the appropriate prior approval, travel to training sessions, conferences, meetings, etc. within the Town/County, may be reimbursed for:

- (a) Transportation cost

- (b) Meals that are in connection with or are part of the travel, meetings, etc.

10.5.3 Travel Outside the Town/County – Approved travel expenses outside the Town/County for Town purposes or purposes in the best interest of the Town, for training, conferences, professional meetings, etc. may be reimbursed with Town Manager prior approval to the limits of this policy, for:

- (a) Transportation cost (including reimbursement for use of a personally owned vehicle at the appropriate IRS reimbursement rate)
- (b) Meals
- (c) Lodging

10.6 TRAVEL ADVANCE

For “Travel Outside the Town/County” travelers may receive advances for reimbursable travel expenses, to avoid personal inconvenience or hardships. The individual traveling must make a request in writing, using the approved Travel Request and Settlement form, estimating the travel cost, in sufficient time (two weeks prior to travel) for processing. The Finance Director will issue a check in the amount of the approved estimate, to the traveler upon approval being noted on proper forms.

Immediately upon completion of the trip, the traveler will present an approved Travel Request and Settlement form to the Finance Department and return any money advanced in excess of the actual expenses approved on the form. Any amount advanced and subject to return to the Town, which is not promptly refunded, will be deducted from the traveler’s next payroll. In the event that a traveler does not turn in his/her receipts within ten (10) business days, the entire travel advance will be deducted from the traveler’s next paycheck.

10.7 MEALS

Meals consumed by the traveler, as well as the tips thereon, will be advanced/reimbursed based upon the per diem allowance as established annually in the Town of Spring Lake Rate and Fee Schedule. If a meal is provided as part of the registration fee, paid by the Town, no additional reimbursement will be made for that meal. Meals not included in the registration fee will be reimbursed based on the following departure and return schedule, utilizing reasonable commuting times:

Breakfast – Depart prior to 7:00 a.m.

Lunch – Depart prior to 11:00 a.m. and return after 2:00 p.m.

Dinner – Return after 7:00 p.m.

10.8 LODGING

Lodging necessary to accommodate overnight travel is appropriately reimbursable to the traveler when prior approval is received. If an event is held at a hotel or other facility offering accommodations, that facility may be selected for lodging at the single occupancy room rate. In the event that there is not lodging available at the conference hotel, an amount up to the cost of lodging in the conference hotel is authorized. The Town will only pay the lesser of the amount authorized in advance or the expense actually incurred.

10.9 INCIDENTAL TRAVEL EXPENSES

Charges billed to the traveler's hotel/motel room that have no bearing to the legitimate business nature of the travel, are the responsibility of the traveler and will not be reimbursed by the Town. Expenses of this nature which are charged to the Town must be noted on the Travel Request and Settlement Report form and immediately reimbursed to the Town by the traveler.

10.10 OTHER TRAVEL EXPENSE

Other travel expenses that are allowable are:

- (a) Taxi fares or other costs of transportations between the airport or station and traveler's hotel or from one place of business to another. Taxi fares are also allowable between the hotel and temporary work assignment.
- (b) Baggage charges

Tips that are incidental to any of the above travel expenses, not to exceed 10 percent of the fare, are reimbursable.

10.11 RIDERS

Individuals other than elected or appointed officials and coworkers may not accompany employees in Town owned vehicles unless they have a business interest in the purpose of the trip and their presence is related to Town business. All such riders shall be approved by the Town Manager prior to departure.

For liability purposes, only Town employees are allowed to drive Town owned vehicles, unless prior written approval is obtained from the Town Manager.

10.12 ATTENDANTS

Payment of travel and subsistence expenses for attendants for physically challenged employees while traveling on Town business may be reimbursed to the same extent as are Town employees if advance approval is obtained from the Town Manager.

10.13 **TRAVEL COMPANIONS**

Spouses, family members, or other guests may travel with Town officials and employees to seminars, meetings, and other gatherings, at their own expense. Traveling companions will not receive a subsistence allowance for "working meals" or events, nor will "spousal events" be paid or reimbursed from Town resources.

If arrangements have been made for group travel discounts, the cost of companion travel expenses shall be prepaid to the Town prior to departure and/or deducted from travel advances. If the Town provides pooled transportation services, companion attendance will be allowed on a space available basis. If an appointed official or employee chooses not to participate in the pooled transportation services, all cost of transportation shall be at the traveler's expense.

10.14 **TELEPHONE CALLS**

Travelers are not allowed to charge long distance telephone calls to the Town for calls made of a personal nature, except as stated below. All long distance calls that are to be paid by the Town are those made pursuant to the traveler conducting official Town business. Anyone traveling to a location outside the local calling area is allowed one (1) long distance phone call to cover "safe arrival" calling. Additionally, travelers may properly be reimbursed for emergency calls approved by the Town Manager. An example of such is a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.

10.15 **OTHER REIMBURSABLE EXPENSES**

The cost of meals and non-alcoholic beverages purchased for existing or potential agencies or entities, and other individuals and their employees will be reimbursed after receiving prior approval from the Town Manager. The amount must be reasonable and for bona fide business-related purposes. Under these circumstances, the cost of meals and non-alcoholic beverages for the traveler, as well as the agencies' and/or entities personnel or other individuals will be reimbursed. In order to obtain reimbursement, the receipt must be submitted along with the names of the persons to whom the meal was served, the location, the name of the restaurant, the business topic(s) discussed and the date. If the business contact with whom the meeting is held is a representative for an entity under which N.C.G.S. §143-318.11 (4) would allow discussion of the location or expansion of an industry to be held in closed session, or under which N.C.G.S. §158-7.1

would allow negotiation of economic development incentives, the required information regarding the business contact need not be disclosed until otherwise required by law.

10.16 **TRAVEL AUTHORIZATION AND SETTLEMENT PROCEDURES**

- 10.16.1 The appropriate Department Head has the responsibility to determine, from this policy, whether the proposed travel is eligible for advancement or reimbursement of expenses.
- 10.16.2 The Department Head must approve the travel and the mode of transportation by signing the Travel Authorization and Settlement form.
- 10.16.3 The Department Head submits the signed Travel Authorization and Settlement form with the conference or training agenda attached, along with appropriate "Blue Sheets" to the Finance Director for pre-audit at least two (2) weeks prior to the travel date(s).
- 10.16.4 The Finance Director submits the pre-audited Travel Authorization and Settlement form and appropriate "Blue Sheets" to the Town Manager for approval of the travel request.
- 10.16.5 The Finance Department returns the approved Travel Authorization and Settlement form to the Department Head and processes all attached "Blue Sheets".
- 10.16.6 Within ten (10) business days of returning from travel, the completed and signed Travel Authorization and Settlement form is submitted to Finance Department, along with appropriate receipts, for audit.
- 10.16.7 Finance Department remits any additional reimbursement funds due traveler or collects any over advanced funds due from the traveler based on audit of submitted documents.
- 10.16.8 The Finance Department will review all travel and training expenses on a quarterly basis with Department Heads and report on same to the Town Manager and the Town Board.

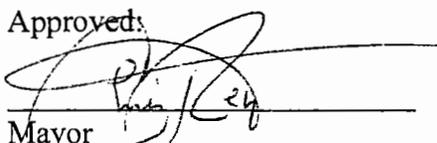
TOWN OF SPRING LAKE
TRAVEL REQUEST AND SETTLEMENT REPORT

Date of Request		Employee Name		Department	
Destination / Class			Travel Date(s)		
			From: Month Day Year		To: Month Day Year
Account Number	Account Name	Available Budgeted Funds	Estimated Travel Cost	Remainig Budgeted Funds	
310-01	Mileage	\$ _____	\$ _____	\$ -	
310-03	Meals	\$ _____	\$ _____	\$ -	
310-05	Lodging	\$ _____	\$ _____	\$ -	
310-07	Transportation	\$ _____	\$ _____	\$ -	
310-09	Registration	\$ _____	\$ _____	\$ -	
	Total	\$ -	\$ -	\$ -	
Purpose of Travel :					
Mode of Transportation :					
<input type="checkbox"/> Town Owned Vehicle		<input type="checkbox"/> Private Vehicle		<input type="checkbox"/> Air <input type="checkbox"/> Other	
Name of Hotel / Motel _____			Rate Per Night / Person \$ _____		
Comments, Reviews :					
Approved :					
_____		_____		_____	
Department Head		Date		Town Manager	
_____		_____		_____	
Appropriations Available		Finance Director		Date	
_____		_____		_____	
<p style="text-align: center;">If settlement has not been made on the above travel within 10 business days after completion, I authorize the above travel cost to be deducted from my next paycheck.</p>					
Signed : _____					
Signature of Traveler _____ Date _____					
Settlement: Complete within 10 business days of completing travel					
Account Number	Account Name	Actual Cost	Advanced Funds	Balance	
310-01	Mileage	\$ _____	\$ _____	\$ -	
310-03	Meals	\$ _____	\$ _____	\$ -	
310-05	Lodging	\$ _____	\$ _____	\$ -	
310-07	Transportation	\$ _____	\$ _____	\$ -	
310-09	Registration	\$ _____	\$ _____	\$ -	
	Total	\$ -	\$ -	\$ -	
Approved : _____					
Department Head/Town Manager			Date		
Signed : _____					
Signature of Traveler			Date		
<p>Traveler is responsible for attaching copy of hotel and any other required receipts to settlement copy within 10 business days of returning from travel and submitting to Finance Department for audit. Failure to comply with this requirement will result in</p>					

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Approved:



Mayor
Town of Spring Lake
Board of Aldermen

11-10-2015
Date

Attest:



Town Clerk