



POLICY AND PROCEDURE MEMO

NO. 3.002
DATE: 12-7-2010 Approved JS
8-5-13 Approved

SUBJECT: TRAVEL AND EMPLOYEE EXPENSE
REIMBURSEMENT POLICY AND
PROCEDURE

D. W. Fritzsche
CITY MANAGER

I. STATEMENT

The City of Rochester recognizes the constructive value of professional conferences, seminars, meetings and training. The City provides travel funds for City officials and City employees who attend such official events.

II. DEFINITIONS

1. Local or Same Day Travel:

Travel within Maine, New Hampshire, Vermont, Massachusetts, Connecticut and Rhode Island from the employee's workplace or the employee's residence as determined by www.mapquest.com, or equivalent, whichever is less.

2. Multiple Day Travel:

Travel with overnight accommodations and outside a 50-mile radius of the employee's workplace or the employee's residence as determined by www.mapquest.com, or equivalent, whichever is less.

3. Transportation:

All travel on City business shall be planned to provide for the most economical mode of transportation reasonably available. Reasonable travel modes include:

- a) Air, bus or rail
- b) Personally Owned Vehicle (POV)
- c) City vehicle

Use of a City-owned vehicle is considered more economical than a POV. However, such use is limited to the availability of the department's vehicles, if applicable.



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III. PROCEDURE

Local or Same Day Travel

1. Request for travel and authorization:
 - a. Costs of local conferences or meetings must be processed through the City's purchasing procedures prior to the event.
2. Reimbursable expenses:
 - a. Mileage reimbursements rates are established by the IRS standard mileage rate.
 - b. Reimbursable mileage is from the employee's workplace to the conference/meeting or from the employee's home, less the mileage from home to workplace, to the conference. (See examples below).
 - c. Tolls, EZ Pass and Parking Original receipts will be required for tolls and parking.
 - EZ Pass reimbursement will be provided without a receipt according to the travel route.
 - d. Meals:
 - Meal reimbursement will be at the discretion of the department manager.
3. Reimbursement request:
 - a. Travel reimbursement form must be completed within 30 days of travel.
 - b. Original receipts must accompany travel reimbursement. NO EXCEPTIONS. Credit card statements are not acceptable as original receipts.



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- c. Payments for reimbursement will be made in accordance with the regular accounts payable schedule.

Multiple Day Travel

1. Air Travel

- a. Allowable costs for air travel shall be calculated by using the most reasonable route.
- b. All air travel shall be booked so as to receive the lowest reasonable fare. Night coach may be chosen by the individual, but is not required.
- c. The City will only reimburse for coach class air travel. If first class is chosen, the employee must pay the difference between first/business class and coach.

2. Use of City-Owned Vehicle

- a. There shall be no allowance or reimbursement for transportation when a City-owned vehicle is used. However, any out-of-pocket expenses incurred in operating the vehicle shall be reimbursed.
- b. All original receipts, including those acquired from the use of a City credit card, must be turned in upon return and amounts included on Travel Reimbursement Form and charged to the proper department.

3. Exception for Employees Receiving Car Allowance

- a. Department managers (exclusive of elected and appointed officials) receiving car allowances will not receive any additional travel/mileage reimbursement for travel within the local vicinity.



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- b. Local vicinity is defined as subject to a 40-mile radius from Rochester as determined by www.mapquest.com, or equivalent.

4. Overnight Accommodations

a. Local Accommodations

- The City will not pay or reimburse hotel expenses incurred in the local vicinity (i.e., less than a 40-mile radius of workplace or residence as determined by www.mapquest.com, or equivalent).

b. Non-Local Accommodations

- All officers and employees traveling outside of the local vicinity (i.e., outside the 40-mile radius of Rochester city limits for multiple day meetings or greater than 60-mile radius for a single day meeting as determined by www.mapquest.com, or equivalent) may be reimbursed the cost of the hotel.
- Employees may either receive funds in advance, use a City-issued credit card or be reimbursed for hotel accommodations upon return from their trip.
- Reimbursable days for lodging requests should correspond to the foregoing travel policy regarding dates of arrival and departure.
- Officers and employees are authorized hotel accommodations for single occupancy. Accommodations, where possible, shall be of a business or economy class.

c. Business Calls

- Use the lowest cost method possible when making



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business calls. (i.e., City issued cell phone or reimbursement for use of personal cell phone where appropriate). Avoid using a hotel phone whenever possible.

5. Additional Allowances

- a. Authorized City officials and employees will be reimbursed for approved conference registration fees, rental cars, parking and/or other transportation related expenses. This includes transportation expenses at the point of destination to the hotel and for return from the hotel to the point of departure if travel is by air.
- b. Rental cars shall be limited to compact or economy when possible. Rental car insurance should be waived.
- c. Department manager is authorized to make exceptions or restrictions to the above policy when such deviations will be more economical to the City.

6. Employee Expense Reimbursement

- a. City employees and appointed officials are responsible for conducting City business and promoting the City. On occasion, it becomes necessary for individuals to incur expenses during the course of performing duties for which they are responsible. It is the policy of the City to reimburse employees for authorized expenditures made in the course of conducting City business.
- b. It is sometimes appropriate to conduct City business with another individual (s) in a situation where expenses will be incurred for food, beverage (excluding alcohol), taxes, tip, etc. Reimbursement will be allowed in most instances assuming there is just cause and no contradiction exists with the following specific provisions:

- Reimbursement for local lunch meetings between



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City employees will be discouraged unless special circumstances exist.

- Employees required to attend an evening meeting after regular working hours that does not include dinner, may not have dinner reimbursed by the City. This applies to all City employees, unless covered by a separate agreement.

7. Payment Methods for Travel and Related Expenses

- a. Direct Vendor Payment:
Processing of requisitions and purchase orders directly to vendors through the requisition and purchase order process.
- b. Use of City Credit Card:
Process requisition and purchase order to credit card company prior to booking of any travel related expenses.
- c. Personal Payment (Cash, Check or Credit/Debit Card):
Process requisition and purchase order to employee prior to booking of any travel related expenses.
- d. Petty Cash:
Travel expenses should not be drawn from petty case except under emergency or special circumstances.

8. Accounts Payable Cycle

- a. Accounts Payable runs on a weekly cycle.
All requests submitted to the Accounts Payable Department by the A/P deadline, will be processed that week.
- b. Accounts Payable checks are run on Wednesday and issued by the City Treasurer's office on Friday.
- c. Department invoices will ONLY be processed if the requests are properly documented and all approvals have been obtained.

