



Resolution 19-14
Changes to the City's Personnel Policy: Travel Policy

Effective: March 20, 2019

**A RESOLUTION OF THE CITY COUNCIL OF NEW CARROLLTON AMENDING
CITY PERSONNEL POLICIES REGARDING THE TRAVEL POLICY**

WHEREAS, New Carrollton City Code, §23-6 "Personnel Policies" requires that the City Council adopt, by resolution, personnel policies and procedures and that it amend the policies as necessary; and

WHEREAS, the Administration reviewed the City's current Travel Policy and recommends the changes to the Policy contained in Exhibit A, and

WHEREAS, these changes will clarify the Travel Policy and provide for better administration of travel expenses and reimbursements for employees on travel on behalf of the City.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the City Council of New Carrollton, that the Travel Policy, as set forth in Exhibit A, is hereby approved and the City Administration is hereby directed to make these changes to the City's Personnel Policy regarding the Travel Policy.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF NEW CARROLLTON, MARYLAND THIS 20TH DAY OF MARCH 2019.

[SEAL]

ATTEST:

Douglass A. Barber, CMC
City Clerk

Lincoln Lashley, Vice Chair
City Council

APPROVED:

Duane H. Rosenberg, Mayor

Date: March 20, 2019

City of New Carrollton Travel Policy

It is the policy of the City of New Carrollton that business travel must be approved in advance. The City will reimburse staff **[and elected officials, herein collectively referred to as “employees”]** for reasonable and necessary expenses incurred in connection with approved travel on behalf of the City. New Carrollton strongly encourages use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with City reimbursement rules. All business-related travel paid with City of New Carrollton funds must comply with City expenditure policies.

Authorization and responsibility.

Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the traveler must submit a Travel Reimbursement form and supporting documentation to obtain reimbursement of expenses.

An individual may not approve his/her own travel or reimbursement. The Travel Reimbursement form must be approved by the employee’s supervisor and signed by the City Administrative Officer or in his/her absence, the Director of Finance and Accounting.

Travel and reimbursement for members of the management team must be approved by the City Administrative Officer, or the Director of Finance and Accounting in his/her absence. The Travel Reimbursement form for the City Administrative Officer must be approved and signed by the Mayor.

Business travel extended for PTO/vacation

Any time an employee wishes to extend a business trip to include vacation leave, the approval must be granted in advance. In these cases in which vacation time is added to a business trip, any cost variance in airfare, car rental (if approved), per diem or lodging from that specified below must be clearly identified on the Travel Request form. The City will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

If either travel day is moved from the day immediately preceding or following the approved conference attendance/business travel, that travel day will not be covered as Administrative Leave if that extended travel day falls on a weekend day (Saturday or Sunday).

Granting of Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the City Administrative Officer (CAO). Exceptions related to the CAO's expenses must be submitted to the Mayor for approval. In most instances, the expected turnaround time for review and approval is five (5) business days.

Reimbursable Expenses

Reimbursable expenses may be requested and will be approved based on the following guidelines. The employee's direct supervisor will approve the travel and related expense reimbursement which must be signed by the City Administrative Officer prior to the travel expenses being expended.

- 1. Allowable Expenses.** Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Reimbursable expenses include transportation, meals, lodging and limited incidental expenses.
- 2. Meals: Receipts with Limits.** Travel related meal reimbursements shall be established using a meal allowance for breakfast, lunch and dinner. Reimbursement rates will be established by the GSA Per Diem Rate schedule, localized to the city of travel. Both the final sales receipt and itemized receipt must be attached to the reimbursement form.

Note that if a meal is served on the plane, included in a conference registration fee, built in to the standard single hotel room rate or replaced by a legitimate business meal, the meal allowance for that meal may not be claimed, unless there are extenuating circumstances that led to forgoing that meal.

- 3. "Reasonable" To/From Travel.** Overnight travel should be minimized and the employee is expected to travel to, or return from, conferences and training on the first or last day of the event if it is reasonable to do so. The employee's supervisor shall set the allowable meal per diem based on the start and end time of the conference, training or other approved travel event and the travel time back to the City of New Carrollton.
- 4. Hotel Reimbursement.** Hotel prepayment or reimbursement rates will be established by the GSA Per Diem Rate schedule, localized to the city of travel. In the event the event hotel rates do not meet the GSA Per Diem schedule, the supervisor can recommend, with the City Administrator's approval, a hotel rate that exceeds the GSA Schedule. In the event the hotel cost is being covered by an outside entity, the employee will not be permitted to seek reimbursement from the City.
- 5. Airfare.** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare will be prepaid by the City. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not reimbursable. Coach class or economy tickets must be purchased for domestic or international flights. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.

6. **Use of Personal Vehicles.** Employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the IRS Standard Mileage Rate for automobile mileage incurred during the approved travel. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance.
7. **Use of City Vehicles.** Employees who use a City vehicle for approved business purposes may submit reimbursement requests for gasoline purchased during approved City travel but are ineligible for the IRS mileage reimbursement.
8. **Special Request Cash Advance.** Employees may obtain a cash advance, via City check, for approved business travel by submitting a written Travel and Expense Cash Advance request, signed by the City Administrative Officer, to the Director of Finance and Accounting.