

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: (1.16) 44.2

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 01/13/09

SUBJECT: DEPARTMENT OF FINANCE
OFFICIAL TRAVEL REGULATIONS

AMENDED BY CITY COUNCIL 01/13/09
SUPERSEDES: 09/28/08

I. Purpose:

The following policy is adopted in order to establish procedures regarding travel and the spending of City funds for such purpose. It is the purpose of these regulations to provide a reasonable, systematic means by which the cost of such travel and expenses may be estimated for budget preparation purposes and controlled for purposes of economy. These regulations are intended to be consistent with efficient operation, while permitting flexibility on the part of the traveling official.

For purposes of this policy, out-of-town travel is all travel outside the City's limits and its surrounding cities and counties.

II. Procedure:

- A. The City will make reimbursement on an actual cost basis for necessary expenditures made on properly authorized trips.
- B. The amount needed for annual travel and related expenses should be included in the annual budget request of the various City departments.
- C. Responsibility of the traveler:
 - 1. It is the responsibility of the traveler to prepare the voucher for reimbursement of travel expenses for official travel in accordance with established City travel policies.
 - 2. It is the traveler's responsibility to submit a travel voucher and receipts no later than ten working days after the trip occurred.
 - 3. The approval agent will return any reimbursement claims, which are not in accordance with this policy.
 - 4. The traveler shall be responsible to the City for all fees, deposits and other travel expenses in the event these regulations are violated. Where all or a portion of any such fees, deposits and expenses have been prepaid on behalf of the traveler, timely notification which will enable the City to recover as much of same shall be given. If, through no fault of the traveler, it becomes impossible to attend the scheduled event because of illness, emergency, or other cause beyond the control of the traveler, or unforeseen business requirements associated with the traveler's position with the City, then the traveler shall be excused from the repayment of any such fees, deposits and expenses.

D. Authorization and Reimbursement:

1. General:

All travel authorizations and reimbursements shall be made as follows: authorizations for travel and expenses for City department heads and members of the City Manager's staff shall be made by the City Manager or his/her designee, employees under the direction of department heads and constitutional officers shall receive approval from such officials; provided, however, that in the event travel outside of the continental United States by any City official or employee is to occur, written notice shall be given to the City Council at least two weeks prior to the intended departure, except where because of unforeseen circumstances and for good cause such notice is not possible, in which case immediate written notice shall be provided to the City Council. Such notice shall list the purpose of the travel, the destination, members of the traveling group, duration of stay, costs and point of contact for the trip. This notice provision shall not apply to authorized travel by employees of the Department of Economic Development; provided however, that in the event any city official or employee who is not an employee of that department on travel outside of the continental United States, the above notice provision shall apply with required information being given to the City Manager.

2. Department of Economic Development:

In order to preserve the confidentiality of industrial clients who are dealing with the Director of the Department of Economic Development, the City Manager shall hold a log containing the following information, which shall be the "working papers" of the City Manager and not available for release:

- (a) Code number assigned to the industrial client;
- (b) Name of industrial official(s) dealt with;
- (c) Date(s) of the visit(s);
- (d) Name(s) of the participating City official(s); and
- (e) Nature of the potential project.

The traveler shall charge meals where practical on either Master Charge, Diner's Club, or American Express and a code number shall be placed on the charge ticket to identify the participating client(s). If cash is used to pay for a meal, a receipt must be obtained and the proper code number used.

Entertainment expenses shall be separately identified, and receipts shall include the client's code number.

E. Advancement for authorized travel:

The traveler may secure an advance of funds to cover costs of travel by presenting the request to the approval agent. Settlement of such an advance shall be made within ten working days after the end of the authorized travel period. Failure to make settlement within such ten-day period may result in any funds due to the City being deducted from the traveler's paycheck.

F. Transportation:

1. Mode:

The most economical method of travel for each trip shall be authorized using the following criteria:

- (a) The nature and urgency of the business;
- (b) The most efficient and economical means of travel considering the time of the traveler and the cost of transportation;
- (c) The number of persons making the trip; and
- (d) The distance to be traveled.

2. City vehicles:

- (a) City vehicles should be used whenever possible subject to mileage limitations or other considerations stipulated in this policy.
- (b) Any automobile expenses accumulated while using City vehicle must be documented with a receipt.

3. Private automobile:

- (a) Use of a traveler's private automobile may be authorized if other means of transportation are not feasible or where the City's convenience is better served by this type of transportation.
- (b) If an employee is required to use his/her private automobile, he/she will be reimbursed at a rate of 55.0 cents per mile.
- (c) An odometer reading from the beginning to the end of the trip will be shown on the travel expense voucher for expense reporting purposes.

4. Commercial aircraft:

- (a) When a trip is over 200 miles and air transportation is available, the feasibility of traveling by air should be considered.
- (b) The fare for commercial air transportation on any trip should not exceed the regular tourist fare except when no tourist accommodations are available.
- (c) If the cost of air travel is paid for personally by the traveler, a copy of the paid ticket must be sustained for reimbursement.

5. Other:

- (a) If a rental car is used, all receipts should accompany the travel voucher.

- (b) In some cases, travel by train, bus, or other means of transportation may be used if they are the only practical way in the opinion of the approval agent to accomplish travel.
- (c) If travel is performed by any common carrier and paid for personally by the traveler, a receipt must be obtained for reimbursement.
- (d) No traveler shall be allowed either mileage or transportation when he/she is transported by another traveler who is entitled to mileage or transportation expenses.

G. Lodging:

Travel to a conference or convention should be accompanied by a stay at the conference or convention hotel. If accommodations are not available, it shall be permissible to stay in lodging with comparable rates. If a routine business trip is involved, the actual cost of lodging at the single occupancy rate will be reimbursed. Recognizing that lodging costs vary among cities, an attempt should be made to find suitable accommodations at a single occupancy rate or double, depending on the number in the party. The cost of lodging must be substantiated by paid bills.

H. Meals:

- 1. The actual expenses for subsistence while on official business will be paid up to \$60.00 per day, including tips, for each authorized employee and industrial representative in the case of economic development contacts. A request for reimbursement shall be accompanied by receipts.
- 2. When meals are a part of the business program of a conference or convention, reimbursement will be paid to the extent of the cost irrespective of the above allowances, if properly documented.
- 3. The cost of alcoholic beverages will not be reimbursed to a traveler.

I. Incidental expenses:

The following incidental traveling expenses will be reimbursed while on official business:

- 1. Ferry fares and bridge, road, and tunnel costs;
- 2. Parking charges;
- 3. Conference and convention registration fees (receipt required);
- 4. Taxi, bus, and subway fares;
- 5. Tips and gratuities (other than meals);
- 6. Telephone and telegraph charges for conducting official business, plus one call to spouse;
- 7. Valet or laundry service (only when on a trip for more than five days);

8. Gift, which is symbolic of the City of Chesapeake, limited to not more than \$20.00 in value per industrial client (receipt required), in the case of economic development activities.

J. Employee traveling with spouse:

When a spouse accompanies a traveler on an official business trip, the City will provide reimbursement for only those expenses, which the traveler would normally incur if traveling alone. The traveler shall be reimbursed for banquet expenses applicable to the spouse while attending conferences and conventions.

K. Local travel is defined as travel within the City's limits and surrounding cities and counties. Expenditures for personal automobiles, when a City car is not available for such travel, and meals at officially designated functions are reimbursable with receipts. Travel expenses shall be approved in the same manner as out-of-town travel.

L. All travel by City Council members shall be funded directly through the travel portion of the operating budget. Funding from other departments and agencies shall not be used for travel by City Council members, with the exception of travel allowances provided by regional organizations.



William E. Harrell, City Manager

8/29/07
Date
(Resigned)