

City of Keiser Travel Guidelines

Effective Date: 12/01/2023

Introduction

These comprehensive travel guidelines are established by the City of Keiser to ensure responsible and efficient travel for city employees attending daily seminars and embarking on overnight stays. The primary aim is to govern travel expenses and procedures systematically. All city employees must receive pre-approval from the Mayor or their designated representative before initiating any travel plans. These guidelines encompass various aspects of travel, including reimbursement procedures, vehicle use, lodging, meal allowances, and expense reporting.

Travel Authorization

1. **Approval Protocol:** Prior to undertaking any travel, city employees must initiate the travel approval process by submitting a formal request to the Mayor or their designated representative, specifying the purpose, dates, and expected expenses of the trip. Travel plans will be evaluated based on their necessity and alignment with city objectives.

Daily Trips

2. **Mileage Reimbursement:** For daily trips, city employees are eligible for mileage reimbursement at the prevailing city-approved rate per mile. This reimbursement is intended to cover fuel and vehicle wear-and-tear expenses. Mileage should be calculated from the employee's official duty station to the destination and back.
3. **Meal Expenses:** While daily trip expenses, such as mileage, are reimbursed, meal expenses will not be covered by the city. Employees are encouraged to plan meals accordingly.

Overnight Stays

4. **Mileage or City Vehicle:** For overnight stays, employees have two options:
 - **Mileage Reimbursement:** Employees can choose to use their personal vehicles and claim mileage reimbursement at the city-approved rate per mile.
 - **City Vehicle Usage:** When available and authorized by the Mayor, city vehicles may be used for travel to overnight destinations.
5. **Lodging Accommodations:** The city will cover the cost of hotel accommodation for overnight stays. However, to ensure fiscal responsibility, employees are responsible for selecting accommodations that offer reasonable rates. Any hotel room priced over \$150 per night must receive advance approval from the Mayor or their designated representative. Additionally, hotels that provide breakfast are preferred.

Meals

6. **Meal Allowance:** The city provides a daily meal allowance of up to \$40 per day for employees during travel. This allowance is intended to cover expenses for breakfast, lunch, and dinner. Receipts for meal expenses should be retained for expense reporting purposes.
7. **Alcohol Policy:** The city will not reimburse employees for the purchase of alcoholic beverages under any circumstances during travel.

City Vehicles

8. **Vehicle Repair:** In the event of any necessary repair work required for city vehicles during travel, employees are entitled to reimbursement for all documented repair expenses. Receipts for repairs are mandatory for processing reimbursements.
9. **Credit Card Usage:** Whenever feasible, employees should use the city-issued credit card to cover expenses related to city vehicles, such as fuel, maintenance, and repairs.

Expense Reimbursement

10. **Timely Submission:** Employees must submit all travel-related expenses, including mileage, lodging, and meal receipts, within 5 days of concluding their trip. Reimbursement requests should be submitted with accuracy and completeness.

Compliance and Reporting

11. **Compliance Obligation:** City employees are expected to adhere to these travel guidelines meticulously and provide accurate and complete records of their travel expenses. Any deviation from these guidelines should be reported to the Mayor's office promptly for resolution.
12. **Consequences of Non-Compliance:** Failure to comply with these guidelines may result in delayed or denied reimbursement. Repeated violations may lead to disciplinary actions.

These travel guidelines are designed to ensure the prudent and accountable utilization of city resources while carrying out official city duties. City employees are encouraged to seek clarification from the Mayor or their designated representative if any uncertainties or concerns arise regarding travel expenses or reimbursement procedures.

Please note that these guidelines are subject to updates and revisions and should be reviewed periodically to ensure compliance with the latest city policies.

Approved by:



Rick Creecy, Mayor

Date: 12/01/2023