

## General Policy

The information contained in this brochure is a summary of the City's travel guidelines. For more details regarding travel policies and procedures, please see Mayor's Administrative Procedure Memorandum (APM) 1-5 or contact the Finance Department.

Employees in travel status are expected to use good judgment when incurring travel costs. Only expenses incurred while conducting official City business will be reimbursed. Reimbursement claims must represent actual, reasonable and necessary expenses.

Travel requests must be approved in advance by the employee's department/division head or designee.

**NOTE:** *The guidelines and restrictions contained herein pertain to travel by all City employees regardless of whether the travel funds used are provided by the City or by grants or any other funding source.*

## Transportation

### Travel by Air

Reimbursement for air travel is limited to the lowest appropriate airfare (normally coach). Reimbursement at a rate other than the lowest appropriate airfare will be approved by the Finance Department only when the traveler provides a written explanation of the reasonableness of the expense.

*Benefits from any airline promotion program, such as frequent flier points or credit vouchers are property of the City of Madison and should be used to defray the cost of the employee's next trip on behalf of the City.*

### Travel by Train/Bus

If an employee travels by bus or train to a destination accessible by air, the reimbursement will be based upon the lower of the actual bus or train expenses and the coach airfare equivalent. Any travel time differential must be charged to the employee's vacation time.

### Taxi and Airline Shuttles

Cab fare at the destination is allowable only in connection with the business of the trip. Reasonable charges for taxi or limousine service are reimbursable. However, limousine shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible. Unless properly justified, claims for taxi service to and from the airport should be limited to the rate for the shuttle service. Receipts are required for one-way fares exceeding \$15.

### Rental Cars

It is permissible for several employees on the same trip to rent a car for the purposes of cost savings. If the car is for personal use, the City will pay the equivalent of the transportation from the airport to the hotel and back. The difference is a personal expense.

**NOTE:** *Car rental companies will try to sell you insurance. If the rental is for business purposes, this coverage should be declined as it will not be reimbursed if submitted. In the event of an accident, if the car was being used for business purposes, contact the Risk Management Office (266-5965) immediately.*

### Traveling by Automobile

When traveling by automobile, the City requires the use of City-owned vehicles unless an exception is specifically approved as part of the travel authorization. If a vehicle is not available, verification must be obtained from Motor Equipment and attached to the "Absence from the City" form.

If an employee elects to use a personal automobile to travel to a place readily accessible by air, the City will pay mileage and other expenses incurred up to the equivalent of coach airfare. In most cases, the expenses will exceed the airfare. The employee may then claim the amount of airfare in lieu of listing the expenses. *In addition, the difference in travel time between air and automobile must be charged to vacation time.*

## Lodging

Government and other discount rates should be requested when making reservations or registering at hotels/motels. Employees should carry an ID that identifies them as a City employee.

In addition, City employees are exempt from paying sales tax on lodging in Wisconsin. Upon request, the Finance Department will provide the employee with a card citing the statutes which exempt the City from Wisconsin sales and room taxes.

Reimbursement is limited to the single room rate. If employees share a room, the reimbursement rate may be divided equally but not in excess of the maximum permitted for each employee had each stayed in a single room.

## Meals

There will be no meal allowance unless an overnight stay is required. Meals and tips (up to 15%) will be reimbursed at the lesser of actual cost or maximum meal allowance. (See Appendix to

APM 1-5 for maximum per diem reimbursements.) No reimbursement will be made for the cost of alcoholic beverages.

In order to qualify for the maximum reimbursement amounts, original itemized receipts must be submitted to the Finance Department along with the Trip Settlement Worksheet.

Meals may not be paid using the City Procurement Card.

*Employees will not be reimbursed for meals which are already provided as part of the employee's travel (meals served on airlines), meals included as part of a conference registration fee, or for charges for substitution of provided meals.*

## Miscellaneous Allowable Expenses

### Telephone

The City will reimburse for business calls only. There will be no reimbursement for personal phone calls. Reasonable charges for Internet access for business use are acceptable.

**NOTE:** *Agencies with frequent travelers should consider purchasing pre-paid calling cards for checkout by employees to use for business purposes.*

### Gratuities and Portage

Meal tips are included in the meal allowance and are reimbursable only to a maximum of 15% of food and beverage.

Portage costs at airports or bus terminals will be reimbursed only in highly unusual situations (e.g., transporting City equipment or for physically handicapped individuals). The claim must be fully explained and should not exceed \$3 per departure from or return to the terminal. There will be no reimbursement for maid or valet tips.

### Registration Fees

Copies of all conference registration forms and other pertinent materials must be submitted to the Finance Department along with the original Absence from the City form. A City procurement card should be used to pay the registration costs when the conference accepts credit cards. A copy of the registration and Absence from the City form should be included in the credit card reconciliation. If a credit card is not accepted, then attach a completed Limited Purchase Order LPO to the Absence from the City form.

## Maximum Reimbursement Rates

### Reimbursement Amounts - Lodging (as of 09/01/2008)

Maximum Per Diem.....\$70.00

An employee staying in a conference-designated hotel will receive an automatic waiver of this limit. However, this waiver does not imply unlimited reimbursement for lodging expenses. The employee is still bound by principles of reasonable cost and fiscal austerity.

### Reimbursement Amounts - Meals (as of 08/01/2006)

**NOTE:** Overnight stay required for meal reimbursement.

- ❖ Breakfast - provided the employee must leave home before 6:00 a.m.
- ❖ Lunch - provided the employee must leave the City before 10:30 a.m. and returns after 2:30 p.m.
- ❖ Dinner - provided the employee has a day-long meeting and returns home after 7:00 p.m.

	Max. w/Receipts	Out-of-State w/Receipts	Max. w/o Receipts
Breakfast	\$ 8.00	\$ 10.00	\$ 5.00
Lunch	\$ 9.00	\$ 10.00	\$ 6.00
Dinner	\$ 17.00	\$ 20.00	\$ 14.00
Full Day	\$ 34.00	\$ 40.00	\$ 25.00

### Mileage

If a City vehicle is not available, the employee will be reimbursed at the rate set forth in their union contract or, for non-represented employees, at the IRS rate. If a City car is available but an employee chooses to drive their personal vehicle, the employee will be reimbursed at a rate of \$0.20 per mile less than the current IRS rate.

### Advances

In a case where registration, airfare or lodging cost cannot be paid by credit card, the City will issue a check for these expenses. Limited Purchase Orders (LPOs) for advances must be attached to the Absence from the City form. **No cash advances will be issued.**

### Refunds

Any charges incurred because of cancellations that are not directly required by the City are the responsibility of the employee. If, for emergency reasons, the employee requests a cancellation, the request for reimbursement must be documented as to the circumstance that generated the charge. The employee is responsible to call and make the necessary refund arrangements for hotels, registration, airfare, etc. The Finance Department should be notified of any cancellations of pending trips.

### Examples of Expenses not Reimbursable

- ❖ Alcoholic beverages
- ❖ Spouse or family members' travel costs
- ❖ Cancellation charges (unless fully justified)
- ❖ Lost/stolen cash or personal property
- ❖ Personal items, e.g., toiletries, luggage, clothing, etc.
- ❖ Traffic citations, parking tickets and other fines
- ❖ Mileage charges incurred for personal reasons, e.g., sightseeing, side trips, etc.
- ❖ Repairs, towing service, etc., for personal vehicle
- ❖ Additional charges for late checkout or room upgrades
- ❖ Cab fares for entertainment purposes (movies, restaurants, etc.)
- ❖ Meals included in the cost of registration fees or airfare
- ❖ Flight insurance
- ❖ "Collision damage waiver" insurance for rental cars
- ❖ Pay-for-view movies in motel room; personal entertainment
- ❖ Child care costs and kennel costs
- ❖ Tips for hotel maid, portorage or concierge services
- ❖ Tips for valet parking
- ❖ Safe rental charges

For more detail regarding travel policies and procedures, see Mayor's Administrative Procedure Memorandum 1-5 or contact the Finance Department.

## City of Madison

# Pocket Travel Guide



Finance Department

September 5, 2011

This document will be made available in alternative format upon request to the Finance Department.