

I. Purpose

To establish a uniform procedure for authorization and payment of certain travel, training, and other city business expenses.

II. Scope

This policy pertains to all travel and travel related expenses incurred for city-business purposes. This policy applies to those expenses commonly associated with business travel including, but not limited to, meals away from home, lodging, fuel costs, event registration fees, small incidental expenses, etc. For the purposes of this policy, the term “Employee” shall refer to all city employees and governing board members.

It is expected that all significant travel expenses will be included and documented during the preparation of the annual budget ordinance, therefore unexpected or unplanned travel requests must be approved by the City Manager or Assistant City Manager. All travel arrangements and reimbursement requests are subject to (1) review by the City Manager/Assistant City Manager; and (2) availability of budgetary funds.

Actual economic conditions may prohibit budgeting for extended travel. No expenses may be budgeted which would create a violation of the Local Government Budget and Fiscal Control Act.

III. Lodging and Meal Expenses

Each Department Head is responsible for travel expenses incurred in their department and has the discretion to permit the use of a city credit card by the employee. All credit card charges shall be supported by appropriate receipts or other documentation and submitted to accounts payable as promptly as possible upon the employee’s return to work after the travel.

Employees making overnight lodging arrangements will seek to do so at the lowest possible rate and will inquire as to available government or corporate discount rates.

Meals away from home when in overnight travel status will be paid or reimbursed in accordance with the current per diem rates as established by the Office of State Budget and Management. Current rates are published at <http://www.osbm.nc.gov/> and updated annually on the city’s *Request for Travel Reimbursement Form* (see Attachment A). Reimbursements will not be made for alcohol or for additional expense incurred by an accompanying spouse.

Meals away from home for partial days of travel (when in overnight travel status and the partial day is the day of departure or the day of return) will be paid or reimbursed in accordance with the requirements as outlined below. *Note: The travel must involve a destination located at least 35 miles from the employee’s regularly assigned work location or home, whichever is less.*

Overnight Travel

- Breakfast
Depart home or regularly assigned work location prior to 6:00 a.m. **and extend workday by 2 hours.**
- Lunch
Depart home or regularly assigned work location prior to noon (day of departure) or return after 2:00 p.m. (day of return).
- Dinner
Depart home or regularly assigned work location prior to 5:00 p.m. (day of departure) or return after 8:00 p.m. (day of return) **and extend workday by 3 hours.**

Employees are not eligible for lunch allowances if travel does not involve an overnight stay; however, employees are eligible for a breakfast and evening meal allowance when the following applies (allowances for breakfast and evening meals for employees working non-traditional shifts must have specific prior approval):

Same Day Travel

- Breakfast
Depart home or regularly assigned work location prior to 6:00 a.m. **and extend workday by 2 hours.**
- Dinner
Return home or to regularly assigned work location after 8:00 p.m. **and extend workday by 3 hours.**

IV. Reimbursement Procedures

Advance travel expense payments are not available to employees. When a city credit card is unavailable for use, the employee shall be reimbursed for out-of-pocket expenses including lodging, meals, and mileage upon submission of the current *Request for Travel Reimbursement Form*.

Receipts are not required for reimbursement when the expense is at or less than the per diem rate, however receipts should be attached if the travel was approved to exceed the published per diem rate.

Mileage reimbursements will be made at the prevailing Internal Revenue Service Standard Mileage Rate available at <http://www.irs.gov>.

V. Specific Travel Allowance Applicable to Governing Board Members

In addition to the above sections, the following applies specifically to governing board members:

- In preparation of the city's annual budget, a travel and training allowance will be established for the Mayor and each Commissioner;
- This travel and training allowance shall be inclusive of all training expenses and any mileage outside of local travel parameters;
- Local travel, as used in this section, includes all travel within Granville County. The annual stipend for governing board members is intended to cover local travel and therefore local travel is excluded from reimbursement under this policy; and
- The annual travel and training allowance is transferable to another governing board member if the governing board member with an unused allotment agrees to the transfer.

**City of Creedmoor
REQUEST FOR TRAVEL REIMBURSEMENT**

Note: All receipts and documentation must be submitted to Accounts Payable along with this form.

Check Payable To							Date
Mailing Address							Acct #(s)
Reason for Travel (Name of Training, Conference, Meeting, Etc.)							
Note: Meals/Lodging entries not to exceed published state per diem rates.					Rates Effective as of:		Check Amount
In-State	<i>Breakfast</i>	\$8.30	<i>Lunch</i>	\$10.90	<i>Dinner</i>	\$18.70	JANUARY 2016
Out-of-State	<i>Breakfast</i>	\$8.30	<i>Lunch</i>	\$10.90	<i>Dinner</i>	\$21.30	
Date	Personal Vehicle Mileage			Meals	In-State	Out-of-State	Other Reimbursable Expenses
	From	To		Breakfast			-
				Lunch			-
	Miles	Rate	Total	Dinner			-
	0	0.54	\$ -	<i>Subtotal</i>			\$ -
Date	Personal Vehicle Mileage			Meals	In-State	Out-of-State	Other Reimbursable Expenses
	From	To		Breakfast			-
				Lunch			-
	Miles	Rate	Total	Dinner			-
	0	0.54	\$ -	<i>Subtotal</i>			\$ -
Date	Personal Vehicle Mileage			Meals	In-State	Out-of-State	Other Reimbursable Expenses
	From	To		Breakfast			-
				Lunch			-
	Miles	Rate	Total	Dinner			-
	0	0.54	\$ -	<i>Subtotal</i>			\$ -
Date	Personal Vehicle Mileage			Meals	In-State	Out-of-State	Other Reimbursable Expenses
	From	To		Breakfast			-
				Lunch			-
	Miles	Rate	Total	Dinner			-
	0	0.54	\$ -	<i>Subtotal</i>			\$ -
Date	Personal Vehicle Mileage			Meals	In-State	Out-of-State	Other Reimbursable Expenses
	From	To		Breakfast			-
				Lunch			-
	Miles	Rate	Total	Dinner			-
	0	0.54	\$ -	<i>Subtotal</i>			\$ -

Rev 2/16/2016

Requestor Signature _____

Date _____

Department Head Signature _____

Date _____