

COUNCIL POLICY 4-1 TRAVEL POLICY

**DISTRIBUTION: Mayor and Council
All Departments**

SUBJECT: EMPLOYEE TRAVEL POLICY

PURPOSE: The City of Muskogee Travel Policy is to establish policies and procedures for in-town and out-of-town transportation for employees and city officials.

BACKGROUND: City employees use city-owned and, occasionally, privately-owned vehicles (POVs) to perform their duties. Cost for acquisition and operation of vehicles represents a substantial investment for city government. A policy is needed to assure proper assignment and utilization of these vehicles. This policy pertains only to vehicles used primarily for transportation. It does not pertain to police vehicles, fire trucks, trucks one-ton and larger and other similar work vehicles.

POLICY/PROCEDURES:

I. PROCEDURES: IN TOWN TRAVEL

1. City employees are authorized use of either a city vehicle or privately owned vehicle (POV) for transportation in their performance of official business. The availability of city vehicle and the type of transportation authorized will be based upon the needs of the city. Employee convenience is not a consideration.
2. A valid Oklahoma driver's license is required to operate a city vehicle or POV used on city business. City policy requires that department directors verify that employees driving on city business possess a valid license.
3. Current valid vehicle insurance with minimum coverage, as established by Oklahoma law is required for use of POV.
4. Types of Transportation
 - a. Type 1 – A city vehicle assigned to an individual for city business or a portal to portal (to and from residence) basis.
 - b. Type 2 – A city vehicle assigned to an individual for transportation in the performance of official business.
 - c. Type 3 – The reimbursed use of a POV for official city business at an established rate.
5. Standards for Transportation Authorization
 - a. Type 1 – May be driven portal to portal but is limited to Muskogee city limits. To receive this authorization the employee must be required to attend after hours meetings or respond to emergency situations on a frequent basis. City Manager approval is required.

- b. Type 2 – Required for official duties, cannot be driven portal to portal; requires department director’s approval.
 - c. Type 3 – Employee must have a transportation requirement and no city vehicle available in order to receive reimbursement. Funding must be included in the department budgets. Department Director approval is required for each use.
6. Request for Transportation Authorization
- a. The department director shall be approving authority for Type 2 and Type 3 transportation requests.
 - b. Request for Type 1, transportation must be forwarded to the City Manager annually. Department directors shall submit these requests to the City Manager for approval with budget requests each year.
7. Reimbursements for Use of Privately owned Vehicles (Type 3)
- a. Mileage will be paid in accordance with the mileage rates set forth in attachment A of this policy.
 - b. An employee authorized Type 3 transportation will keep a record of all mileage driven while on city business. Beginning and ending odometer reading will be recorded for each trip.
 - c. At the beginning of each fiscal year an estimated amount will be budgeted for POV usage based upon the prior year’s mileage. Recorded mileage will be submitted to the department director for approval in the case of POV usage. A copy of the approved mileage record will be submitted to the City Treasurer with the assigned purchase order number recorded on the document in order for payment to be processed. Out of town POV mileage will be submitted on the Out of Town Travel Expense Statement and submitted to City Treasurer with the assigned purchase order number recorded on it for payment.

II. OUT OT TOWN TRAVEL:

1. General Provisions:

- a. Travel arrangements and payment of travel expenses will be made in accordance with guidelines established here in.
- b. Funds for travel expenses will be included in the approved annual budget.
- c. The City Manager may grant leave with pay, together with necessary travel and expense allowances, to employees to leave the city for official city business to attend conferences, schools and similar events.

- d. The Mayor, Council, and other officials serving on municipal boards, commissions, and committees, or assisting the city in an advisory capacity shall have necessary travel and expense allowances paid by the city when out-of-town travel is required to discharge their official responsibilities.
- e. Travel expenses shall be paid only for officials representing the City of Muskogee. Expenses for spouses, friends, and business associates will not be reimbursed. An exception to this policy is provided for in paragraph II 2d of this policy which authorizes the City Manager to approve payment for another person's meal.
- f. With the exception of elected officials, no more than one employee of a department will be authorized to attend the same out of state conference, seminar, or other such meeting. Exceptions must be approved in advance by the City Manager.

2. Allowance

a. Transportation

- (1) Air transport shall normally be air-coach class. First class will not be approved. Whenever possible, air travel for city business will be departure from and return to the Tulsa International Airport. Short trips may be made in city vehicle or in a POV. Should traveler want to drive a POV to a distant location, he/she must do so without costing the city time or travel funds in excess of the lowest costs of airfare.
- (2) The department is responsible for making transportation arrangements.
- (3) a) City vehicles which are available to city officials are expected to be used for short trips. Department directors will determine whether a city vehicle in suitable mechanical condition is available for the trip. Expenses involved in operating the city vehicle, i.e., fuel and repair costs, will be reimbursed. The traveler, with approval of the department director, may elect for his own convenience to drive his personal vehicle even if it has been determined that a city vehicle is available. In this instance, the amount paid to the traveler will be one-half the standard mileage rate.
 - b) When more than one (1) individual is traveling to the same event/activity covering the same time period (s) the city shall either supply a city vehicle or the expense for one (1) POV in accordance with II 2a (3).
- (4) The City will reimburse travelers who drive POV at the mileage rate show in Attachment A. In addition to the mileage rate, the city will pay for tolls, meals, and lodging while en route, but the total reimbursement for en route expenses may not exceed the

cost of coach class airfare, plus transportation costs to and from the airport. Should the total travel expense be less than coach class, the actual expense is the amount which will be reimbursed. When traveling POV, reimbursement for expenses incurred after arrival at the destination will be made for the time period that would have been involved if the traveler had flown. This time should be, at the most, one day before and one day following a meeting.

b. Insurance

Insurance - Persons authorized to travel in a personal vehicle shall have the minimum insurance coverage required by the State of Oklahoma. A statement that the owner has the minimum insurance coverage will be signed on the Out of Town Travel Authorization Request from (Attachment B) when the traveler requests use of a POV.

c. Lodging

Lodging – The city will pay the normal cost of hotels and motels. Normal means the cost of single occupancy without special accommodations, i.e., suites, sitting rooms, movies, or other higher costs arrangements. Only business telephone calls are reimbursable.

d. Meals

Meals – When gone for a full day (7:00 a.m. – 7:00 p.m.), payment for meals will be on a per diem basis. Per Diem amounts are shown in Attachment A. Amounts shown include foods, taxes and tips. Receipts for meals are not required. Reimbursement will not be made for meals provided on an airline or during a conference, seminar, or convention when prices of the meal is included in the registration or otherwise provided at no charge. The city will pay for breakfast if the traveler departs before 7:00 a.m. The city will pay for lunch if the traveler is out of town between the hours of 11:00 a.m. and 1:00 p.m. Reimbursement and payment for dinner will be provided if the traveler has not returned by 7:00 p.m. Payment for another person's meal may be requested when the travel claim is submitted. A statement justifying the expense must be attached and submitted to the City Manager for approval.

e. Miscellaneous

- (1) Miscellaneous – Registration, tuition, taxi, parking fares, bus fares, tolls, gratuities, except for meals, and other fees or items necessary in the performance of official business are reimbursable.
- (2) Alcoholic beverages, including beer of any alcoholic content, wine, and cocktails plus cover charges for entertainment are not reimbursable travel expense.

3. Administration

a) Out-of-town travel must be approved by the department director, requisitions submitted and purchase order numbers assigned prior to payment for registration or travel costs. The City Manager must approve travel requests for department directors, and all requests for out of state travel. Request for out of state travel for seminars, workshops, schools and training that is submitted to the City Manager must also be accompanied by a course description. Department directors may take out-of-town "one day" trips without approval by the City Manager. The Out-of-Town Travel Authorization Request, shown as Attachment B, will be used to request the travel. The request, when possible, must be submitted at least two weeks prior to the travel. The City Manager may approve exceptions based on emergencies.

b) In those cases where an individual wishes to drive a POV to a distant location, the provisions of paragraph II 2a (3) of this policy shall apply. In addition, the costs of the lowest class airfare must be indicated in parenthesis after the estimated mileage expenses shown on the Out-of-Town Travel Authorization Request.

c) The traveler may submit for travel funds in advance up to 30 days prior to departure; the funds will not be paid more than two weeks prior to departure. Advance travel can be obtained for all anticipated expenses except airfare. A separate requisition will be processed for payment of airfare. To receive advance travel, a purchase requisition must be submitted and a purchase order number assigned, at which time the Out-of-Town Travel Authorization Request will be submitted to the City Treasurer. Traveler will indicate on the request the amount of advance requested.

d) Within ten days of return, the traveler will submit to his supervisor an Out-of-Town Travel Expense Statement, Attachment C, with expenditures receipts attached. Receipts, or an itemized signed statement, must be attached for all expenditures except meals. If a Pike Pass is used for tolls, no receipts are required. If receipts have not been obtained then the traveler must identify those expenses and provide an itemized signed statement for those expenses in order to be reimbursed. An itemized statement will only be accepted for parking and local transportation such as taxi or bus. If advance travel was received, a copy of the Out-of-Town Travel Authorization will be attached. If advance travel had not been paid, the original Out-of-Town Authorization will be attached. A copy of the Out-of-Town Travel Expense Statement is shown as Attachment C.

e) If funds are due the traveler, they will be paid based upon the Out-of-Town Travel Expense Statement that will be submitted to the City Treasurer upon completion of travel with the assigned purchase order number recorded on it and the Out-of-Town Travel Authorization attached.

f) If the traveler owes the City money, it will be remitted to the Revenue Collections and a receipt obtained. The receipt will be forwarded with the expense statement.

g) The City is authorized to make payroll deductions for collection of advanced funds not substantiated by receipts or an itemized, signed statement, unused funds or vouchers not turned in within ten days of return. All travel documents with purchase orders will be kept on file in the City Treasurer's office. The auditors will perform review random samples of purchase orders and documents related to travel.

REFERENCES: NONE

EFFECTIVE DATE: This policy shall be in effect on and after the 11th day of August, 2009.

RECISSION DATE: This policy rescinds Section VI, of the City of Muskogee Purchasing Manual, Council Policy 7-1, adopted November 1, 2008.

RESPONSIBLE DEPARTMENT: **Finance**

JOHN TYLER HAMMONS, MAYOR

ATTEST:

PAMELA S. BUSH, City Clerk

Approved as to form and legality this _____ day of _____, 2009.

JOHN H. VINCENT, City Attorney

**ALLOWANCES FOR TRAVEL
CITY OF MUSKOGEE**

- I. Mileage Rates
 - A. Regular Travel the current IRS standard mileage rate
 - B. Convenience of Traveler ½ the IRS standard mileage rate

- II. Standard Meal Allowance
 - A. Daily (Per Diem)

Oklahoma	\$39.00
Outside Oklahoma	\$54.00

- B. Individual Meal Allowance

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Oklahoma	\$8.00	\$12.00	\$19.00
Outside Oklahoma	\$11.00	\$16.00	\$27.00

ATTACHMENT A

**CITY OF MUSKOGEE
OUT-OF-TOWN TRAVEL AUTHORIZATION REQUEST
TRAVEL AUTHORIZATION REQUEST MUST BE APPROVED PRIOR TO TRIP**

Employee Name: _____

Date of Request: _____ **Travel:** _____

Budgeted (Y/N): _____ **Inclusive Dates of Trip:** _____

Purpose of Travel: _____

Mode of Transportation: _____

Is POV Being Used For The Convenience Of The Traveler? _____ **Yes** _____ **No**

If travel is by POV, I certify, by my signature below, that I have the minimum amount of auto insurance as required by law.

Ins. Policy#: _____

Ins. Company: _____

Exp. Date: _____

Anticipated Expenses (Check item if Travel Advance is requested)

1	Registration Fees/Membership Fees	\$	_____
2a	Mileage - Regular Travel - IRS std x miles	\$	_____
2b	Mileage - Convenience -1/2 IRS std x miles	\$	_____
3	Airfare	\$	_____
4	Tolls	\$	_____
5	Fuel	\$	_____
6	Lodging- Nights _____ @\$ _____	\$	_____
7	Meals: Breakfast _____ Lunch _____ Dinner _____	\$	_____
8	Taxi/Rental Car	\$	_____
9	Bus Fares	\$	_____
10	Parking Fees	\$	_____
11	Other Expenses:	\$	_____
T		\$	_____
T		\$	_____
	Total Anticipated Expenses:	\$	_____
	Total Advance Requested:	\$	_____

NOTE: RECEIPTS MUST BE OBTAINED FOR ALL EXPENDITURES TO BE REIMBURSED - EXCEPT MEALS.

Submitted by: _____

Position Title: _____

Supervisor's Approval/Date

Department Director's Approval/Date

ATTACHMENT B

**CITY OF MUSKOGEE
OUT-OF-TOWN TRAVEL EXPENSE STATEMENT**

EMPLOYEE NAME: _____

DATE OF TRIP: _____

DEPARTURE: _____ **POINTS OF TRAVEL** _____

ARRIVAL: _____

DATE	HOUR	FROM	TO	DATE	HOUR
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Attachment C

Schedule of Expenses Claimed

Date: _____

1	Hotel	\$	_____
2	Meals	\$	_____
3	Taxi	\$	_____
4	Tolls	\$	_____
5	Other	\$	_____
	Total	\$	_____

Transportation by Common Carrier (If Not Prepaid) **\$** _____

Transportation by Employee's Car

ODOMETER READINGS

Departure _____ **Start** _____ **Arrival** _____ **Total** _____

Return _____ **Start** _____ **Arrival** _____ **Total** _____

Regular Travel **IRS std rate** **\$** _____

Convenience **½ IRS std rate** **\$** _____

Total Expense Claimed **\$** _____

Advance Given **\$** _____

Amount Due Traveler: **\$** _____

I CERTIFY THAT THIS STATEMENT, THE AMOUNTS CLAIMED AND THE ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT PAYMENT FOR THE AMOUNT CLAIMED HAS NOT BEEN RECEIVED.

Signature of Traveler/Date

Signature of Director/Date