



City Manager's Office
P.O. Box 2749
Charleston, West Virginia 25330

Phone: 304-348-8014
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INTERNAL MEMORANDUM

Business Travel Policies & Procedures
Effective January 1, 2022

All business travel will be approved through the City Manager's Office and arranged by the administrative assistant or his/her designee in each respective department. Travelers must complete the "Travel Request Form" and have received approval from their department head before submitting their request to the City Manager's Office. If a department head is requesting travel approval, the completed "Travel Request Form" must be sent to the City Manager for approval.

Travel requests should be made as far in advance as possible. Absent extenuating and compelling circumstances, travel requests must be submitted to the City Manager's Office at least two weeks prior to an anticipated travel date.

Once the appropriate approval has been received, the Department will make all travel arrangements, including all associated payment(s) for these arrangements from the appropriate departmental account. If the City's Purchasing Card is needed to secure hotel or airline reservations or pay for conference registration, check the appropriate box on the Travel Expense Form. It is not necessary to submit a separate Credit Card Purchase Request Form.

NOTE: Employees are not permitted to make any travel arrangements on their own in anticipation of the City Manager's subsequent approval. Travel arrangements made without the City Manager's approval may result in the employee being refused reimbursement. All travel arrangements will be made with the City's purchase card. Employees are not authorized to book their travel arrangements with their own funds or credit accounts.

The following procedures will be applied to City business travel:

Conference Registration: The conference/seminar/training registration brochure or itinerary must accompany all request forms. If the Purchasing Card is requested, all registration forms should be completed when sent to the City Manager's Office for approval. If registration must be performed online, the Purchasing Director will contact the Department for processing.

Lodging: Each traveler must identify where he/she plans to lodge, along with the per night room rate. The traveler should identify whether the hotel is offering a group rate for the conference. If more than one

hotel is affiliated with the conference, etc., the traveler must attach a list of the available hotels with his/her "Travel Request Form" with preferences ranked in order from most to least desirable. Once the City Manager's Office issues an approval, reservations will be made by the Administrative Assistant or his/her designee of the traveler's department, and the traveler(s) will be informed of their reservation confirmation number. If the Purchasing Card is requested, the Purchasing Director will contact the hotel and provide the reservation confirmation number to the traveler.

Travel Method:

When an employee will be traveling for business purposes, the below policies shall be followed:

- If a City vehicle is available, the traveler will use this mode of transportation as his/her first priority method. When a City vehicle is used for travel, a gas card will be checked out by the traveler at the City Manager's Office. Gas card use is permitted during the business portion of the trip only. Receipts for the gas card must be retained and provided when the card is checked back in. No personal use is permitted when traveling with a City vehicle.
- If no City vehicle is available to the traveler and the mileage is greater than 600 miles round trip, airfare to the destination will be compared with the cost of mileage to the traveler at the current reimbursement rate. The lower cost option will be the maximum allowance dispersed even if the traveler chooses to utilize the more expensive of the two travel methods. For example, if an employee is travelling to City X and airfare to that destination is \$250 and mileage computes to \$300, the employee may choose to either fly to City X or be provided no more than \$250 for mileage for driving their personal car.
- If no City vehicle is available and the destination is less than 600 miles round trip, the traveler will be reimbursed mileage at the current reimbursement rate. Each traveler must present with their Travel Request Form documentation showing the distance from Charleston to their destination.
- If the traveler will reach his/her destination by air, he/she is allowed reimbursement for checked baggage, if applicable, at the current airline rate. This will be added to the traveler's reimbursement request upon his/her return and completion of the Travel Expense Settlement Form. The traveler must present a receipt for checked baggage.

- If an employee is traveling by air and a non-employee will be travelling with him/her, the City will not incur any expense for those travel arrangements. In addition, the City will not be party to making any travel arrangements for a non-employee (i.e., holding plane seats/tickets when arrangements are made for the employee who is traveling).
- If any traveler chooses to take a personal side trip at the conclusion of the business portion of his/her trip, per diems, mileage, fuel, and any other expense will be based solely on said business portion. For example, mileage (if this is the approved travel method) will be calculated on the round trip distance to the original destination from Charleston and back.

Rental Vehicle: Rental vehicles will be approved only when traveling by air where it is necessary for the business purpose of the trip. Request for rental vehicles should demonstrate all costs, including hotel parking and tolls, and shall be compared to the cost of utilizing other ground transportation options.

Ground Transportation: Any ground transportation needed for business purposes should be documented with receipts from the vendor (i.e., taxi, Uber, Lyft, etc.) and include them on Travel Expense Settlement Form upon return for reimbursement.

Per Diem: Per diem will be calculated at the General Service Administration (GSA) Meals & Incidentals rate for the destination city. First and last travel days will be paid at 75% of the rate regardless of the arrival/departure time.

Per diem payments will be paid in at the time of travel expense settlement and not in advance.

Travel Expense Settlement: A Travel Expenses Settlement Form must be submitted to the City Manager's Office within 10 days of return from travel and include documentation for all non-meal expenses requested. The City Manager's Office will process all settlement checks and notify the traveler when the check is ready for pick up in the City Treasurer's Office.

Other Provisions: When an employee is attending a local conference/seminar, per diem checks will not be issued for the days of the conference. This also applies to local conferences/seminars that are held on Saturdays and Sundays. A local conference is one that does not require an overnight stay.

Any other expenses known in advance (i.e., hotel overnight parking, tolls) should be estimated and included on the Travel Request Form and receipts provided upon return on the Travel Expense Settlement Form. Any unexpected expenses deemed appropriate and documented with receipts will be included on the employee reimbursement check after submission of the Travel Expense Settlement Form.

Hotel accommodations and airfare should be arranged directly through the hotel or airline being used, rather than through a third-party online website. Third-party websites, such as Expedia, Travelocity, etc. often have strict policies about cancellations, refunds, and itinerary adjustments. Booking directly with the hotel or airline will ensure better flexibility, should plans change.

Business Travel Transportation Method

	City Vehicle Available	Personal Vehicle Requested and City Vehicle is Available — Trip under 600 miles	Personal Vehicle Requested and City Vehicle is Available — Trip over 600 miles	No City Vehicle Available — Trip under 600 miles	No City Vehicle Available — Trip over 600 miles
Gas Card Issued	Yes	No	No	No	No
Mileage Reimbursement	No	No	No	Yes	Yes, Maximum reimbursement of lowest cost compared to airline
Airline	N/A	N/A	No	N/A	Yes, Maximum reimbursement of lowest cost compared to mileage

CITY OF CHARLESTON TRAVEL EXPENSE SETTLEMENT

Name: John Doe			Title: Engineer			Employee ID: 9912.00		
Address: 1600 Pennsylvania Ave						City: Charleston		
State: WV		ZIP: 25301		Work Location: City Service Center		Normal Work Hours: 9am-5pm		
Department: Engineering								

Travel Purpose:	To attend conference to receive continuing education credits.
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City Vehicle:		Current Mileage Rate	0.560	https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates
Personal Vehicle:				

REGISTRATION REQUIRED?	x	YES	IF YES, ATTACH COMPLETED REGISTRATION FORM AND ENTER FEE AMOUNT IN "OTHER" SECTION BELOW (if fee is applicable)					
		NO						

DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	LODGING	OTHER	GSA PER DIEM	TOTAL
10/30/2021	8am	Charleston, WV to Los Angeles, CA		0.00	266.00		129.00	350.00	55.50	800.50
10/31/2021		Los Angeles, CA		0.00			129.00		74.00	203.00
11/1/2021		Los Angeles, CA		0.00			129.00		74.00	203.00
11/2/2021		Los Angeles, CA		0.00			129.00		74.00	203.00
11/3/2021		Los Angeles, CA		0.00			129.00		74.00	203.00
11/4/2021		Los Angeles, CA		0.00			129.00		74.00	203.00
11/5/2021		Los Angeles, CA to Charleston WV		0.00	266.00			50.00	55.50	371.50
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
TOTALS			0	0.00	532.00	0.00	774.00	400.00	481.00	2,187.00

*GSA Meals & Incidentals (Per Diem): <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

OTHER EXPENSES (attach receipt copies)		
DATE	ITEMS	AMOUNT
10/30/2021	Conference Registration	300.00
10/30/2021	Taxi from Airport to Hotel	25.00
10/30/2021	Baggage Fee	25.00
11/5/2021	Taxi from Hotel to Airport	25.00
11/5/2021	Baggage Fee	25.00
Total Other Expenses		400.00

EXPENSES PAID BY OTHER SOURCES/ADVANCES (attach receipt copies)			
DATE	PAY MTHD	ITEM AND VENDOR	AMOUNT
10/30/2021	CHK	American Parks Institute	300.00
10/30/2021	PCARD	Hotel California	774.00
10/30/2021	PCARD	Montego Air	532.00
Total Paid By Other Sources/Advances			1,606.00

PAYMENT METHOD CODES	
CHK	CHECK - DIRECT BILLED TO AGENCY
PCARD	CITY PURCHASE CARD
ADV	EMPLOYEE ADVANCE ISSUED
OTHER	PAID BY OTHER SOURCE

Total Reimbursable Amount **581.00**

Notes and Comments for Clarification

I certify that all expenses submitted for reimbursement accurately reflect costs incurred in connection with assigned duties of the traveler performed for a legitimate government reason and are not reimbursable from any other source.

Traveler's Signature	Date
Approval Department Head	Date

I certify that I have personally examined and approved the Travel Expense Settlement and the terms of expenses are reasonable and correspond to the assigned duties of the traveler and meet applicable Travel Policy and are within the budget of this spending unit.

Approval Department Head	Date
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