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INTERNAL MEMORANDUM

Business Travel Policies & Procedures
November 5, 2009

All travel associated with business purposes will be approved and arranged through the City Manager's Office. 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 Purchasing Director; it will then be presented to the City Manager for approval. Once approval has been received, the Purchasing Director or his/her designee will make all travel arrangements; all associated payment(s) for these arrangements will be processed by the Purchasing Director or his/her designee and from the appropriate departmental account. It will no longer be permitted for employees to make and pay for his/her travel arrangements and expect reimbursement. Employees shall follow the below outlined procedures:

Conference

Registration:

As stated on the "Travel Request Form", the conference/seminar/training registration brochure must accompany all request forms. The registration information should be completed when sent to the City Manager's Office for approval.

Hotel

Accommodations:

Each traveler must identify where they plan to lodge, if applicable, and the per night room rate. Employee(s) should identify if the hotel is offering a group rate for the conference they are attending. If more than one hotel is offered in conjunction with a conference, etc., the traveler shall attach a list of the available hotels with their "Travel Request Form" with their choices ranked in order from most to least desirable. Once approval is received, reservations will be made by the City Manager's Office and the traveler(s) will be informed of their reservation confirmation number.

Travel Method:

In the event that an employee will be travelling outside of Charleston 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. A gas card will be issued to the traveler by the City for use during the business portion of the trip only.
- If the trip is under six hundred (600) miles round trip and a City vehicle is available but the traveler chooses to take his/her personal vehicle, only gas expenses will be reimbursed upon his/her return. All gas receipts shall be presented to the Purchasing Director upon return for reimbursement; receipts must be dated during the time frame of the business portion of the trip to receive reimbursement. No expenditures

will be reimbursed without a receipt.

- If no City vehicle is available to the traveler and the mileage is greater than six hundred (600) miles round trip, airfare to the destination will be compared with the cost of cash advancing mileage to the traveler. The cheaper amount of the two 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 costs \$250 and mileage equates to \$300, the employee may choose to either fly to City X or be cash advanced no more than \$250 to be put towards mileage for driving their personal car. Gas will not be reimbursed in addition to this expense.
- If no City vehicle is available and the destination is less than six hundred (600) miles from Charleston, 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.
- When gas reimbursement is expected, travelers shall plan to leave Charleston with a full tank of gas and be reimbursed for any fill-up necessary during and/or at the conclusion of the trip only. Gas receipts dated for the day of departure and/or any day after the conclusion of the business portion of the trip, will not be honored. If no receipt(s) is/are presented, no reimbursement will be dispersed.
- If the traveler will reach his/her destination by air, he/she will be given a checked baggage stipend, if applicable, at the current airline rate. This stipend will be added to the traveler's per diem check. Upon his/her return, the traveler must present a receipt for checked baggage. If no receipt is presented, the traveler will be expected to reimburse the City the amount that was cash advanced for this purpose.
- If an employee is traveling by air and their spouse 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 an employee's spouse (i.e. holding plane seats/tickets for the spouse when arrangements are made for the employee who is travelling).
- If any traveler chooses to take a personal side trip at the conclusion of the business portion of his/her trip, per diems, mileage, gas and any other expense will be based solely on said business portion. For example, mileage (if this is the chosen travel method) will be calculated on the round trip distance to the original destination from Charleston and back. If a City vehicle is taken, gas costs incurred after the final day of the business portion of the trip will not be reimbursed.

Rental Car: When applicable, traveler should indicate that a rental car will be necessary for their trip and rental car arrangements will be made by the Purchasing Director; all associated costs will be billed directly to the City. No employee will need to charge this cost to their personal expenses.

Ground Transportation: Any employee who uses ground transportation should gather receipts from the vendor (i.e. taxi, shuttle) and return them to the Purchasing Director upon their return for reimbursement. If these fee amounts are known in advance, this information should be included on the "Travel Request Form" and the cost will be included on the traveler's per diem check.

Per Diem: Per diem checks will be processed at the current daily rate times the number of days the employee will be travelling.

The Purchasing Director or his/her designee will process all per diem checks and notify the traveler when the check is ready for pick up.

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.

Other Expenses: Any other expenses known in advance (i.e. hotel overnight parking, tolls) should be included on the "Travel Request Form". Any such fees deemed appropriate by the Purchasing Director will be cash advanced to the employee and added to the per diem check. Documentation showing such expenses may be asked for.

Tolls will be calculated in advance and added to the traveler's per diem check. If tolls are encountered unexpectedly, the traveler shall get a receipt and submit it to the Purchasing Director for reimbursement upon his/her return.

Reimbursements: Any monies cash advanced to a traveler, with the exception of per diems, shall be justified with a receipt upon that employee's return to work. Such expenses include, but are not limited to, checked baggage fees, tolls, ground transportation fees and hotel parking fees. If the City has over compensated any advance, the employee shall reimburse the City and that money will be deposited into the departmental account from which it came. If the employee encountered an unexpected expense while travelling, he/she shall present receipt(s) for the expenditure(s) to the Purchasing Director. If the expenses are deemed justified, the employee will be reimbursed. No expenses will be reimbursed without a receipt.