

# TOWN OF BRUNSWICK

## TRAVEL POLICY

*Original 7/14/95  
Amended 5/4/98*

### 1.1 PURPOSE

This administrative regulation sets forth the policy of the Town regarding the payment of travel expenses for Town officials or employees while traveling on official Town business.

### 1.2 ELIGIBILITY FOR TRAVEL EXPENSES

All elected and appointed officials and employees of the Town by reason of membership in professional organizations, attendance at meetings, enrollment in training sessions or as otherwise required by their official duties to travel, are eligible for travel reimbursements as defined by this policy.

### 1.3 LIMITATIONS

1. Travel expenses will be reimbursed only when travel occurs within the continental United States, unless specifically approved by the Town Manager.
2. The Town will not reimburse expenses of the official's or employee's spouse or guests.
3. The employee shall use the most economical and practical mode of travel both from the standpoint of time and cost.
4. Two or more employees attending the same event shall share one vehicle unless a supervisor gives prior approval.

### 1.4 SCOPE OF ALLOWABLE EXPENSES

The following expenses qualify for reimbursement as hereinafter defined:

#### A. Auto Travel - Personal Car

When a personal car is used, reimbursement will be made for any tolls, parking fees and mileage. Employees required to use their private vehicles for Town of Brunswick business shall be compensated at the current IRS rate for mileage reimbursement as determined in January of the current year. All requests for reimbursements for the use of a personal vehicle for job-related travel shall be on the appropriate form to be supplied by the Finance Office. The Department Head may require the use of a Town vehicle if one is available.

Nothing contained herein shall prohibit the use of a privately owned vehicle for out-of-state travel. Whenever private transportation is

authorized for travel on Town business out-of-state, total transportation expenses paid may not exceed the cost of commercial transportation had that been used.

Insurance Coverage:

All employees who drive either private or Town-owned vehicles to conduct Town business shall ensure that they are properly licensed and that any private vehicle used for Town business is properly registered and insured. If an employee is involved in a vehicle accident while driving or traveling in their private vehicle and conducting Town business within the scope of the employment, the insurance policy for that private vehicle will provide insurance protection for the employee. Therefore it is essential that the employee consult with their insurance agent to determine adequate insurance coverage. The Town will reimburse the employee for the amount of insurance deductible paid by the employee up to a maximum of \$500.

B. Plane Fare

Air travel will be reimbursed at the coach rate only. If the employee desires to arrange first-class travel, the employees will pay the difference between the coach rate and first-class travel. If less than first class accommodations are not available and is so documented, the Town Manager may authorize first-class travel. Airfare for the employee's spouse or guest will be paid by the employee.

C. Rail Transportation

Rail transportation may be approved if there is no significant difference in fare and time between rail and other forms of commercial travel.

D. Ground Transportation:

Expenses to and from airports, such as airport limousine, taxicab or bus transportation, are qualified expenses. Road tolls and parking fees are also included. Vehicle rental, after reaching destination by commercial transportation, is permissible when it is necessary and is the most economical and practical means of transportation. Vehicle rental should be limited to subcompact, compact, or intermediate sizes.

E. Registration and Banquet Fees:

Registration fees and banquet fees as stated by the registration program of the convention are allowable. The employees will pay for the banquet tickets for his/her spouse or guest.

F. Hotel Rooms:

The Town pays only the single-room rate. If a double room is required, the employee will pay the difference between the single and double room rate, if any. If two employees share a double room the double room rate is allowable. At the time of registration, the employee should state that he/she is a Town employee in order to ascertain whether or not a government rate is available.

- G. Suites:  
Under certain circumstances when the Town is a host to other jurisdictions or when special facilities are required, the cost of a suite is an allowable expense with the Town Manager's prior approval. Full justification is required in order to qualify for such reimbursement.
- H. Meal Per Diem:  
The cost of meals, excluding alcohol, paid by an employee while on business-related travel will be reimbursed when an employee provides receipts for each meal. The maximum amount reimbursable will be \$50.00 per day including tips.
- I. Meals:  
Business meetings where officials or employees are actually conducting Town business during mealtime are reimbursable expenses. The meals of guests or other individuals may be paid if business related, upon authorization of the Department Head or Town Manager. Alcoholic beverages are not reimbursable. Employees are encouraged to use discretion and provide proper justification before requesting reimbursement.
- J. Telephone Calls:  
Business related telephone calls are an allowable reimbursement when receipts of said calls are submitted to the Town. One long distance telephone call to the employee's home (not exceeding ten (10) minutes in length) will be allowed when the employee is away on an overnight trip. Employees are encouraged to use calling cards whenever possible.
- K. Tips  
Tips are reimbursable expenses, provided they are reasonable (not to exceed \$1.00 per suitcase or 15% of meal costs).
- L. Cleaning Expenses  
Laundry and dry cleaning expenses are not reimbursable unless the travel time exceeds seven (7) days.
- M. Miscellaneous  
Miscellaneous charges are reimbursable provided that they are directly related to the trip and approved by the Town Manager.
- N. Voluntary Travel  
If an employee desires to attend an optional conference, meeting or class, the Department Head may approve an employee's travel at an agreed-upon amount, which does not exceed the stated IRS rate, or the Department Head may elect to disapprove travel reimbursement.

#### 1.5 PROCEDURE FOR FILING FOR TRAVEL APPROVAL/ADVANCE FORM

1. The employee shall complete the Travel Approval/Advance form.

2. The employee shall submit the form to the Department Head and the Town Manager for approval no later than ten (10) days before the departure date.
3. The advance will not be paid more than one week prior to the date travel commences.
4. The amount will not exceed the maximum amount of meal per diem.
5. The employee has the option of obtaining direct payment to the related vendors, being directly reimbursed after the completion of the trip, or receiving a cash advance.
6. The Finance Director will deduct from the employee's first available paycheck, in lump sum, any travel advances outstanding for more than thirty (30) days after the completion of the trip if the Travel Expense Form is not filed as required by this policy.

#### 1.6 PROCEDURE FOR FILING RECONCILIATION OF TRAVEL EXPENSES FORM

1. Within five (5) working days after the completion of the trip, the employee must complete the Reconciliation of Travel Expense Form and reimburse any money owed to the Town.
2. A receipt, ticket stub or other appropriate documentation must be attached to the form to substantiate each itemized expense (excluding reasonable tips). Items not sufficiently justified may be disallowed.
3. If, during the payment process, expenses disallowed by this policy are discovered, the Finance Department will charge the payment accordingly and notify the department. An example of a disallowed expense is alcoholic beverages.