

RESOLUTION NO.2012-382-R

**A RESOLUTION ADOPTING THE ATTACHED POLICY
FOR TRAVEL REIMBURSEMENTS AND ADVANCES FOR
OFFICIAL CITY TRAVEL**

WHEREAS, the City Council of the City of Madison, Alabama, recognizes the need for employees, elected and appointed officials to travel in normal course of City business; and

WHEREAS, the City Council of the City of Madison, Alabama, desires to update the process for travel reimbursements and advances; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Madison, Alabama, that the attached document identified as the TRAVEL POLICY FOR THE CITY OF MADISON, ALABAMA, is adopted as the Travel Policy for the City of Madison Alabama.

READ, PASSED AND ADOPTED this _____ day of October 2012.

Ronica Ondocsin, President
Madison City Council
City of Madison, Alabama

ATTEST:

Melanie A. Williard, City Clerk-Treasurer
City of Madison, Alabama

APPROVED this _____ day of October 2012.

Paul Finley, Mayor
City of Madison, Alabama

**TRAVEL POLICY
CITY OF MADISON, ALABAMA**

1. PURPOSE

This policy provides a standard and uniform method for providing travel reimbursement and advances to City employees, elected and appointed officials for reasonable expenses incurred while traveling on authorized official trips.

2. SCOPE

This travel policy is applicable to all travel by City employees, elected and appointed officials while conducting City business or attending approved training programs outside of the city limits of Madison and the extended Huntsville/Madison County locations involving reimbursable expenses and travel advances to cover allowable expenses related to traveling on authorized official trips.

3. RESPONSIBILITIES

The appropriate Department Head and/or the Mayor must approve all travel and/or training in accordance with the approved budget.

The City Council must approve all travel advances by resolution. The City will not provide travel advances to employees and official without the approval of the City Council.

4. DEFINITIONS

4.1 Reimbursable Expenses

The following list of items of expense is for information and guidance in determining which expenses are appropriate when traveling on City business. The list serves as a guide and is not necessarily all-inclusive. Discretion remains with the Department Head in approving travel expenses to provide for unusual circumstances.

As a rule, the City will reimburse all travel expenses, which are reasonable in amount and are ordinary and necessary when considering the purpose of the trip. City officials and employees expected to show good judgment regarding travel expenses and give proper consideration for the economy in conducting City business.

Reimbursable items are as follows:

- A. Transportation – Employee expected to select the mode of transportation, which will be most economical to the City considering cost and time consumed. If the employee can save the City substantial funds by going earlier or staying an extra day, the City will approve the additional expenses incurred for hotel and food.

Employee expected to provide verification in writing of the savings on the airline tickets. Analysis should include hotel and food costs.

- 1) City Vehicles – Employees will utilize City vehicles when feasible.
 - 2) Personal Vehicles – When an employee uses a personal vehicle, the City will reimburse the employee at the mileage reimbursement rate as stated in the adopted annual operating budget.
- B. Meals – The City will reimburse expenses for meals at actual cost as supported by receipts when:
- 1) The employee is traveling overnight.
 - 2) The cost of the meal(s) is (are) not included in the price of a seminar or conference registration.
 - 3) The cost of the meal(s) is (are) directly attributable to the conduct of City business as approved by the Department Head.
 - 4) Amount limit to federal per diem for the travel area
- Expenses for meals shall not include the purchase of alcoholic beverages.
- C. Lodging – Allowable expenses are those for adequate lodging appropriate to the purpose of the trip. The employee must provide receipts for lodging to obtain reimbursement.
- 1) Amount limit to federal per diem for the travel area
- D. Registration Fees – Fees charged for registration are reimbursable. The employee must provide a receipt and some other proof of the fee, such as copy of the registration form setting forth the fee rate.
- E. Tips – The City allows reimbursement for a reasonable amount for tips. Generally, the allowable amount for tips is up to 15% of meals and other tips as reasonable and prudent.
- F. Telephone and Fax – The City will reimburse charges for telephone and Fax messages within reason and approved by the Department Head.
- G. Conference Functions – The City will reimburse extra ticket price for conference functions, less personal expenses, if applicable. Networking opportunities are acceptable.
- H. Other Expenses – The City will reimburse charges for car storage, car rental, taxi and other miscellaneous expenses if reasonable, ordinary, and necessary and approved by the Department Head. Receipts must support all such charges.

4.2 Expenses Not Approved for Reimbursement

- A. The City will not reimburse employees for expenses not specified as travel for City business.

5. PROCEDURES

- 5.1 All employees on travel from the City (on City business) must provide their supervisors contact information while on City business.
- 5.2 An employee may use alternate routes, which are desirable because of the personal affairs of the employee, but only on the employee's time and with the employee bearing the additional cost of the alternate route(s).
- 5.3 The City expects employees on travel for the City to request, a minimum, but sufficient travel advances. The City Council must approve all travel advances.
- 5.4 Employees and officials expected to make careful notation of expenses in writing as they incur. This will be valuable assistance in preparing final expense report. Departments must submit all payment requests for travel advances to the Finance Department after approved by the City Council. The Finance Department disburses checks on Friday and departments should submit their payment requests by the Tuesday before, except for emergency travel.
- 5.5 Departments must submit all expense reports to the Finance Department within five (5) working days after the employee returns from travel.
- 5.6 The City will not reimburse an employee for any travel expenses or advance any funds for travel if a prior advance is outstanding.
- 5.7 The City will not reimburse the expenses of spouses or other family members while accompanying an employee on approved travel.

6. FORMS AND SUPPORTING DOCUMENT

- 6.1 City Officials and employees are to utilize Expense Reimbursement Form when requesting reimbursement for all travel expenses. Employees and officials are to complete and forward the form along with the Accounts Payable Edit Listing to the Finance Department including sale receipts, copies of brochures and other items, which provide dates, registration fees, etc., to support the reimbursement request.