

ORDINANCE NO. 2825

AN ORDINANCE REPEALING ORDINANCE NO. 2514
DATED DECEMBER 20, 1999, AND ADOPTING NEW
TRAVEL POLICIES AND PROCEDURES FOR THE CITY
OF ANACORTES

WHEREAS, it is determined that the City now desires to adopt a new and comprehensive travel polices and procedures program;

THE CITY COUNCIL OF THE CITY OF ANACORTES DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: The following is hereby repealed in its entirety:

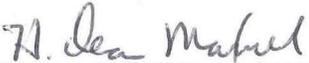
Ordinance No. 2514 dated December 20, 1999

SECTION 2: The attached document entitled *City of Anacortes Travel Policy Manual* dated June 2010 is hereby adopted as the official travel policies and procedures of the City.

SECTION 3: Effective Date. This ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

PASSED AND APPROVED this 21st day of June, 2010.

CITY OF ANACORTES:



H. Dean Maxwell, Mayor

ATTEST:



Steve Hoglund, City Clerk

APPROVED AS TO FORM:



Bradford E. Furlong, WSBA #12924
City Attorney



City of Anacortes

Travel Policy Manual

June 2010

(Adapted from State Auditor's Office Travel Manual, March 2009)

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I. INTRODUCTION

The purpose of this manual is to prescribe the policies, rules, and procedures for authorization and reimbursement of expenses incurred by City of Anacortes personnel while traveling on official business.

If you have questions or concerns regarding these policies, rules, and regulations, please contact the Finance Department, telephone number 293-1900.

II. POLICIES, RULES, AND REGULATIONS

A. Authorizations and Travel Management

1. Approvals

The City Council has approved the methods of reimbursement described in this manual.

2. General Travel Policies

a) Supervisors should ensure that all travel costs incurred are:

(1) Directly work-related.

(2) Obtained at the most economical price.

(3) Both critical and necessary for city business.

(4) Training dollars are best spent on training rather than travel expenses. As a result local training opportunities should be pursued first.

b) All employees shall exercise prudent judgement in planning trips and incurring expenses. Unnecessary or excessive expenses will not be reimbursed. Each employee should eliminate unnecessary travel. When feasible, two or more employees should travel on official business in one vehicle.

c) Before placing a person on travel status, the supervisor is to determine whether it is more costly to provide the traveler with meals and/or overnight lodging or require return to the official work place or residence at the end of the day or week. When employees choose to commute daily, the manager may choose to limit daily mileage reimbursement to the maximum daily per diem allowance for the location. This does not apply to the first and last day for which greater travel expenses would be incurred.

d) Authorization of travel is to be exercised through the use of a travel authorization form. Prior approval must be obtained from the department head, mayor, and Council Finance Committee. If plans change after travel has been authorized, notice must be provided to the Finance Department prior to the travel occurring.

e) Employees must submit with their approved travel expense voucher documents which explain the justification/reason for all travel. At a minimum, this documentation must explain the purpose to the trip and how it relates to the employee's work assignment;

f) Employees are to develop and implement alternatives to travel, as well as less expensive means of travel. These methods should include, but are not limited to:

- (1) Teleconferencing, video conferencing;
- (2) Video recording, published reports;
- (3) Using State-contracted airfare;
- (4) Sharing rooms;
- (5) Using government discount rate;
- (6) Car-pooling (including with staff from neighboring jurisdictions) and greater use of public transportation;
- (7) Reduced frequency of out of town meetings;
- (8) Restrictions on the number of staff traveling to the same destination; and
- (9) Coordinating between departments for joint travel arrangements when more than one department is involved.

3. Health and Safety of Travelers

a) Health and safety of travelers is a top priority. It is considered advantageous to the city for travel plans and itineraries to be established and altered with consideration of hazardous inclement weather and other situations that could threaten the health and safety of city personnel. When this occurs, travelers should:

- (1) Promptly notify the traveler's supervisor of the change in travel plans.
- (2) Note the reason for any additional expenses on the travel expense voucher.

4. Compliance with the Americans With Disabilities Act

a) Compliance with the Americans With Disabilities Act is considered to be advantageous. All city personnel are to be afforded equal opportunity to perform travel for official business even if the travel costs for disabled travelers will exceed what would normally be most economical to the city. For example:

- (1) When a traveler uses a wheelchair and it is necessary to pay more for an airline ticket so the traveler can fly on a larger airplane that can accommodate the wheelchair.
- (2) When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.

b) Documentation Requirements – Travel authorizations and travel claims should be annotated that the extra costs were required to comply with the Americans With Disabilities Act

5. Travel for Convenience of Employee

a) No reimbursement for subsistence or lodging is to be paid to employee for extra time incurred if;

(1) Traveling to a destination for the employee's own convenience is in advance of the necessary time for arrival; or

(2) Remaining at the destination following an official meeting or other work assignment is for the employee's own convenience.

b) An employee may couple a vacation or other personal use onto a legitimate business trip WHERE ALL OF THE FOLLOWING CONDITIONS EXIST:

(1) The primary purpose of the trip is official city business;

(2) The employee uses, where necessary, his or her approved leave for the vacation or personal part of the trip;

(3) The city does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.

c) When vacation leave is taken while in a travel status, the exact hour of departure and return to the official work place must be shown on the Travel Expense Voucher. Except as provided in the following paragraphs, per diem is not to be granted for such period nor are expenses to be allowed for transportation to and from the official business destination.

6. Direct payments

In certain cases, such as conferences, it may be more economical and advantageous to the city to pay the vendor directly for travel related expenses. Written approval of the department head must be obtained prior to authorizing direct billing to the city.

a) Any payments made in accordance with this subsection are to be supported, at a minimum, by documents consisting of:

(1) A copy of the agreement entered into between the vendor and the City setting forth the services to be rendered by the vendor and the charges for these services.

(2) A list of the city officials, employees, and other attendees for whom such services are provided and the dates of their attendance or inclusive date of the agreement. A copy of this list must be provided to the Finance Department.

(3) A vendor billing in sufficient detail to ensure that payments are made in conformance with the written agreement between the parties.

b) Direct billings for employee lodging are not to include any individual room charges for meals, telephones or other personal expenses.

c) Payments to vendors for travel expenses are not to result in a cost to the city in excess of what would be payable by way of reimbursement to the individuals involved.

B. Travel Expenses

1. General

a) All travel expenses are reimbursed using the Travel Expense Voucher.

b) Reimbursement for alcoholic beverage expense is prohibited.

c) Reimbursement is to be made for all authorized travel, subject to the restrictions provided herein, but shall not be made for transportation incurred between the official work place and official residence of the traveler.

2. Basis for Reimbursement

The per diem method is the basis for reimbursement. It consists of payment for lodging on an actual expense basis, as evidenced by an original receipt, up to a specified maximum and on a set per-meal entitlement basis for subsistence. The reimbursement amounts shall not exceed the maximum allowable per diem rates stated in the official State of Washington travel schedules.

3. Reimbursement Guidelines

a) In-State Travel

(1) Time computation begins when the employee leaves the official residence or official work place, whichever is nearest the destination. No expenses incurred at or between the official work place and residence are reimbursed.

(2) The employee is to promptly return from a business trip when the City business is completed so the City does not incur any travel expenses it need not incur, such as an extra meal cost.

(3) For accounting purposes, each day begins and ends at midnight.

b) Out-of-State Travel

(1) Travel outside the State of Washington shall only occur in special circumstances as approved by the Mayor.

4. Miscellaneous Travel Expenses

a) Miscellaneous Travel expenses essential to the transaction of official city business are reimbursable to the employee. Reimbursable expenses include, but are not limited to:

(1) Taxi fares (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls.

(2) Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.

(3) Rental of room in a hotel or other place which is used to transact official business. The room rental is reimbursable as a separate item when authorized.

(4) Charges for necessary facsimile (FAX) services.

(5) Internet access for business purposes.

(6) Mandatory fees charged by lodging facilities for items such as room safes.

(7) Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic flights

b) The cost of personal care attendant services which are required by disabled employees in order for them to travel will be allowed as a miscellaneous travel expense. Such costs may include fees and travel expenses of the attendant. The mayor or his designee will set the maximum reimbursement for attendant services.

c) Certain travel expenses are considered as personal and not essential to the transaction of official city business and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to:

(1) Valet services, entertainment expenses, radio or television rental, and other items of a similar nature. Valet services are defined as the hiring of a personal attendant who takes care of the individual's clothes, or helps the individual in dressing, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a disabled employee under the provisions of paragraph b. above.

(2) Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other similar facilities. In addition, transportation expenses between an employee's official residence and official work place are not allowable.

(3) Costs of personal trip insurance (such as personal accident insurance, personal effects insurance and extended liability insurance), and medical and hospital services.

(4) Personal telephone calls of an employee. However, reasonable charges for brief personal telephone calls home to relay changes in travel plans are allowable.

(5) Any tips or gratuities associated with the personal expenses, such as those listed here in paragraph c., are not reimbursable. This includes tips associated with the procurement of lodging.

d) Receipts for allowable sundry expenditures for amounts in excess of \$5, plus any applicable tax, are required and must be attached to the expense voucher, except for the following:

(1) Day parking fees

(2) Transit fares, bridge and road tolls, and taxi and limousine fares when necessary and on official business.

C. Lodging

1. General

- a) Reimbursement of lodging expenses incurred at a lodging facility located at either the employee's official work place or official residence is prohibited.
- b) Allowable lodging expenses include, within the applicable maximum lodging rate, the basic commercial lodging cost and any applicable sales taxes and/or hotel/motel taxes. Lodging costs in excess of the allowable lodging rate and the associated taxes on the excess will be paid by the traveler. When this occurs, taxes are to be prorated between the allowable and unallowable costs.
- c) Reimbursement for lodging expenses is not to be authorized when an employee does not incur lodging expenses at a commercial lodging facility.

2. Purchase of Lodging Accommodations

- a) The preferred method of purchasing lodging accommodations while on official City business is through the use of the corporate charge card. Employees are to attach lodging receipts to the Travel Expense Voucher for all lodging reimbursement.

3. 100-Mile rule

- a) Reimbursement for lodging expenses incurred at a lodging facility within one hundred (100) miles of the closer of either the employee's official residence or official work place is not allowed except under one of the following three conditions:
 - (1) An overnight stay in commercial lodging to avoid having an employee drive back and forth for back-to-back late night/early morning official City business.
 - (2) When the health and safety of travelers is of concern.
 - (3) When an employee can demonstrate that staying overnight is more economical to the City.

b) Employees are required to obtain prior written approval from their department head or designee to use the first and third conditions, and the written authorization and cost analysis must be attached to the employee's travel expense voucher. Prior approval for use of the second condition is not required; however, supervisors are to be promptly notified that this condition is being invoked. This condition is to be noted on the travel expense voucher by the employee in order to obtain reimbursement of the lodging costs.

4. Lodging Exception to the Maximum Allowable Per Diem Rate

a) When lodging costs as evidenced by a receipt, exceed the allowable subsistence amount, the department head or designee may approve payment of lodging expenses not to exceed 150 percent of the maximum per diem amount for the location:

When an exception to the maximum allowable lodging amount is used, the employee is to select the most economical room available under the circumstances.

Written approval for the exception signed by the department head or designee, must be part of the payment document. An explanation of why an exception was necessary shall also be attached.

The approved exceptions to the maximum allowable lodging amounts are:

- (1) When a traveler is assigned to accompany an elected official, foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility (i.e., security); or
- (2) When costs in the area have escalated for a brief period either during special events or disasters; or
- (3) Affordable lodging is not available at the traveler's destination and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation or other costs; or
- (4) The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention or training session is held.
- (5) To comply with provisions of the Americans with Disabilities Act or when the health and safety of the traveler is at risk; or
- (6) When meeting facilities are necessary to conduct City business and it is more economical for the employee to acquire

special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

- a) When utilizing any of these conditions, all employees are to be treated the same under like travel conditions.

D. Meals, Coffee, Light Refreshments

1. General

- a) Reimbursement for subsistence expenses incurred at an employee's official work place or official residence is prohibited.
- b) An employee is eligible for meal and lodging reimbursement if in travel status, i.e., away from both the official residence and the official work place.
 - (1) Per diem rates for meals apply when the employee does not use a city credit card.
 - (2) If the employee chooses to use a city credit card for meals, actual expenses will be paid. Any expense exceeding the per diem rate must be reimbursed to the city or deducted from reimbursements owed to the employee.
- c) Employees must be in travel status during department determined meal times to qualify for meal cost reimbursement.
 - (1) To qualify for breakfast, an employee must be in travel status for at least 1 hour before their official starting time.
 - (2) The department lunch meal period is your regularly scheduled lunch meal period. To be reimbursed for lunch, an employee must be in travel status during their entire regularly scheduled lunchtime.
 - (3) To qualify for dinner, an employee must be in travel status at least 2 hours after the regularly scheduled quitting time.
 - (4) For weekends and holidays, determine the department established meal times by using the employee's regular work schedule.
- d) **Reimbursement for subsistence expenses is not to be authorized when an employee does not incur expenses for meals because they are furnished.**
 - (1) Regular per diem reimbursement is not provided when:
 - (a) Meals and/or lodging is furnished by the city or host facility visited.

(b) The cost of meals are included in the pre-paid registration fee for a meeting, conference, or convention.

(2) When it is necessary to determine the amounts for individual meals from a total per diem subsistence figure, the corresponding meal figures in Schedule B will apply.

e) Subsistence payments are not required to be reduced or eliminated due to meals served on airlines. Similarly, subsistence payments are not required to be reduced for continental breakfasts included in the registration fee of meeting, conference or convention.

E. Methods of Transportation

1. Commercial Carrier

Employees requesting transportation by airline or train are to contact the Travel Representative in the Finance Department who will make the travel accommodations. The employee is responsible for providing the necessary information along with an approved travel authorization.

a) All common carrier tickets must be purchased from a travel agency, website, or airline approved for use by the City.

b) To take advantage of reduced rates, advance payment of fares may be authorized.

c) For those rare instances when an employee is authorized to purchase his or her own ticket, the city reimburses the cost of the ticket based on receipts. All tickets must be purchased using the City corporate charge card and from a travel website approved for use by the city administration.

d) Do not purchase any airline ticket without prior approval.

2. Privately-Owned Vehicles

Privately-owned vehicles (POV) with automobile insurance may be used for official travel when a city-owned vehicle is not available, or when it is advantageous to the city from a cost and convenience standpoint. Under no circumstances will the City cover any damage to a privately owned vehicle while on official City business.

a) The authorizing supervisor is responsible for assuring;

(1) Employees submit for mileage reimbursement, and

(2) Excessive expenses are not approved or reimbursed.

- b) The city only reimburses for mileage incurred at employee's official work place or official residence which exceeds that of their regular daily commute.
- c) If two or more employees from the same office travel in the same vehicle, the city reimburses mileage for only one employee. When completing the travel expense voucher, list the names of all employees that traveled in the same vehicle.
- d) Transporting family members or others not involved in official City business, while on official city business, is a personal decision and the City does not provide excess liability protection to the non-business passengers in the event of an accident.
- e) City mileage reimbursement pays according to the following:
 - (1) Current IRS rate
 - (2) Mileage between points as determined by www.mapquest.com.
 - (3) Out-of-state mileage is determined by www.mapquest.com or by actual odometer readings.
 - (4) "Vicinity" mileage is determined by odometer readings.
- f) To save time and mileage, the employee may travel directly from their official residence to their destination on official city business and back to their official residence or on to their official work place.

3. City-Owned Vehicles

City-owned vehicles may be used for official business only.

- a) The driver(s) must have a driver's license in their possession while driving the vehicle. The driver's license must be recognized as valid under Washington State Law.
- b) City vehicle fuel cards and/or gasoline credit cards are to be utilized for required fuel and repairs to City vehicles while on official City business. Major fuel credit cards may be checked out and in with the Finance Department. City credit cards may not be used for private vehicles.
- c) All employees be advised that personal use of city-owned vehicles or violation of traffic safety laws constitute ground for disciplinary action which may include deductions from salaries or other allowances due, and discipline up to and including termination.
- d) Non-employees are not permitted to ride in City owned vehicles *except* in the case of ride-sharing with employees from neighboring jurisdictions traveling to the same destination on City business.

4. Accident Reports

Accident reports must be prepared for accident, loss, or damage occurring to a city-owned, privately owned, or rental vehicle while on official city business

- a) The employee should make a verbal report to the supervisor, Finance Department and Human Resources Department within 24 hours of the accident (in addition to police, insurance company, and other state required reports).
- b) Negligence or culpability, including D.U.I., on the part of City officials or employees may make them financially responsible for the damage(s) resulting.
- c) The accident, loss, or damage to a city-owned vehicle must be reported to the Legal Department using the Vehicle Accident Report within 24 hours of the mishap.

F. Miscellaneous

1. Non-Employee Expenses

a) Volunteer Workers and City Council

(1) Advance approval for volunteer expense reimbursement is required by the department head and Mayor in writing. The requestor should write a request explaining the benefits to the department or City and the estimated travel costs.

(2) Travel expenses are reimbursed in amounts not greater than the maximum allowed for City employees using privately owned vehicles. This does not exclude using common carriers. Parking fees, ferry fares, bridge tolls, etc., are reimbursed.

(3) Volunteers receive the same per diem lodging and meal rates paid to City employees. Use the Travel Expense Voucher to claim reimbursement. The written approval must be attached to the travel voucher to receive reimbursement.

III. FORMS COMPLETION AND PROCEDURES

A. The Travel Authorization Request (TAR) Form

1. Employee should determine method of travel, length of proposed trip, and if lodging arrangements are desired and discuss with the supervisor before completing the form.
2. Employee should review Section II of the Travel Manual to determine the allowable reimbursement for lodging and subsistence and also determine the itinerary and estimated travel expense.
3. All travel must be pre-approved by the appropriate supervisor, department head, Mayor, and City Council Finance Committee. Attach to the TAR copies (not originals) of any paperwork that will explain what the travel is for. If anticipated lodging expense will be more than the allowed per diem amount, also attach the Lodging Exception to the Maximum Allowable Per Diem Rate form.
4. After the TAR has been approved, a signed copy will be returned to the employee. Employee should then enter an invoice for registration payment if appropriate.

B. The Travel Expense Voucher (TEV) Form

1. The TEV summarizes travel expenses after the trip is complete. Separate forms should be used to distinguish what expenses are to be paid on the City corporate credit card and what expenses are reimbursable to the employee.
 - a) Enter the expenses as an invoice in the financial accounting system.
 - (1) Meals that include an overnight stay can be reimbursed through an invoice because they are not taxed.
 - (2) Meals that are not during an overnight stay are taxed and will be reimbursed on the next paycheck showing as code MLR (meal reimbursement).
 - (3) If a City credit card was used and the trip did not involve an overnight stay, the city pays the full price of the meal to Visa but the employee will be taxed for the meal on the next paycheck as code MLN (meal non reimbursement). If the employee stays overnight and uses the city credit card, the city needs receipts for meals and lodging.
 - b) Send the original TEV form to the Finance Department along with the appropriate documentation i.e., receipts and copy of the signed TAR.

IV. PLANNING A TRIP

Employees who are planning on taking a trip should acquaint themselves with the city travel regulations prior to the trip. Familiarity with the travel regulations may prevent employees from spending money for which the City cannot provide reimbursement.

A. How often must I submit my travel expense voucher to the Finance Department?

If you have incurred reimbursable travel expenses, you must submit a travel expense voucher at the end of your trip or at the end of each month for those so authorized to do so.

B. Can I choose to utilize my personal vehicle to drive to trainings?

The City provides mileage reimbursement for miles driven for business purposes. This is not the most cost effective way to travel or to use training budgets. Employees are expected to use a City owned vehicle whenever one is available.

C. Who should I call if I have travel related questions?

You should call your supervisor first. If he or she cannot answer your question call your department head, the Travel Representative in the Finance Department or the Mayor.

ATTACHMENT A: MILEAGE CHART

Consult www.mapquest.com for exact mileage. See per diem map on Intranet for current mileage rates.

ATTACHMENT B: WASHINGTON STATE PER DIEM RATES

See per diem map on Intranet

For out of state per diem rates, see the following web sites

<http://www.gsa.gov/travel.htm>

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943&noc=T

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