



# **POLICIES & PROCEDURES**

## **CITY OF FLINT, MICHIGAN**

### **POLICIES & PROCEDURES FOR TRAVEL** (As adopted by City Council)

#### **PURPOSE:**

To establish policy guidelines on City reimbursement for expenses while on City Business.

#### **PROCEDURES:**

1. Travel Requisitions (requests to advance expenses) are created within the Department and *must* have Department Head's approval and appropriate backup attached. *All* expected trip costs should be listed, whether or not an advance will be required.
2. **All** Travel Requisitions *must be approved* by the City Administrator.
3. Travel Requisitions are submitted to Finance-expenses must be approved by the Finance Director.
4. Advance Checks are issued to: "Traveler's Name **OR** Hotel, Travel Agency, Organization, etc."
5. Travel Expense Reports are to be submitted to Finance within one week of return from travel (or future Travel Requisitions may not be processed). Travel Reports *must* be approved by Department Head and have appropriate backup/receipts for *all* advances and reimbursements attached.

#### **STATEMENTS OF POLICY:**

##### **Allowable Advances/Reimbursements:**

- Travel To & From Destination (from Flint):
  - Mileage Between Home/City Hall & Point of Departure (out-of-town airport/train/bus station)
  - Point of Departure to Point of Arrival (airfare, bus fare, train fare at standard coach rates)
  - Point of Arrival to Destination (taxi/bus between airport & hotel or conf center-receipts required)
  - Fly from Flint Bishop Airport whenever possible
  - Parking Fees at airports (if trip by care, parking at hotel/conference center) – receipts required
  - Rental Cars not allowed (except certain circumstances *pre-approved* by Finance Director)

- Mileage to/from Destination or to/from Point of Departure (if not Flint) at current IRS Rate
  - Mileage for travel within the Flint area is not reimbursed
  - Gas Receipts if City Vehicle is used (*instead* of mileage)
  - Toll Fares (receipts required)
- Hotel Accommodations
    - Number of days necessary to conduct City business – up to cost of double room
    - Hotel stays for travel more than 7 miles from City of Flint
    - Over Saturday night IF airfare savings is greater than extra hotel & per diem costs
    - Itemized Hotel Bill *must* be submitted with Travel Report
    - Long distance telephone calls:
      - Calls to City Hall, business faxes, etc.
      - Personal – 4 calls per travel day (Appointed, Elected, Boards & Commissions)
      - Personal – 2 calls per travel day (all other employees)
- Registration Fees & Costs of Materials:
    - As required for attendance at conferences, conventions, workshops, meetings, etc.
    - Registration Information *must* be included with Travel Requisition
    - Proof of Attendance *must* be attached to Trip Report
- Per Diem Allowance (Maximum):
    - \$60/day (Appointed, Elected, Boards & Commissions)
    - \$40/day (all other Employees) – *Keep Receipts*
    - Money may be used for:
      - Meals, snacks, coffee, soft drinks, etc.
      - Taxi transportation to restaurants
      - Tips for meals – *15% maximum*
      - *Reasonable* Tips for maids, porters, bellhops, etc.
    - Money may NOT be used for:
      - alcoholic beverages
      - dry cleaning, laundry charges
      - exercise facilities
      - personal items (shampoo, toothpaste, etc.)
      - *any* personal entertainment expenses
      - movies, plays
      - admission fees for tourist attractions
      - taxi transportation for entertainment
      - or any other non-business-related expense
- One-day Travel to Seminars or Meetings:
    - IF seminar was out of the Flint area, Travel Report may request reimbursement for:
      - Mileage @ current IRS rate per mile (w/odometer reading or computer report as

- proof)
- Lunch only (must have receipt)
  - Additional materials purchased at seminar (business-related only)

*Note: IRS Mileage Rate does not apply to Police & Fire Depts. – Contractually \$20/mile*

- *Travel Rules are Administered/Interpreted by Director of Finance*
- *Direct Travel Questions to Finance Administrative Assistant.*

ISSUED: Matthew A. Grady, III, Director of Finance                      DATE: May 14, 2001

DEPARTMENT: FINANCE

APPROVAL: City Council

LAST REVISED:

