

CITY OF HAMILTON, OHIO

No. 203

ADMINISTRATIVE DIRECTIVE

Effective Date: 7-1-16

Supersedes No. 203 dated 04/09/07, 02/01/99,
02/01/97, 6/1/94, 3/1/85, 6/1/66, 10/4/80

Approved by: Joshua A. Smith,
City Manager

SUBJECT: TRAVEL REGULATIONS

PURPOSE: To provide policy and procedures regarding travel expenditures inside and outside the City of Hamilton on City business.

REFERENCES: Section 181.18 of the Codified Ordinances.

1. General.

- a. Before any trip is made which requires the expenditure of City funds for registration or conference fees and/or overnight lodging, a Travel Authorization form must be completed, signed by the traveler and Department Head. A conference/seminar agenda for the travel time must be attached. *A Travel Authorization is required for regular or routine business meetings that may require the expenditure of City funds for personal auto mileage, parking, and/or meeting registration reimbursements.*
- b. No costs associated with the travel of a companion other than another City employee or official will be paid by the City of Hamilton. For example, the City will not pay for the cost of double room upgrades or for meals, transportation expenses, airfare, conference registration, etc., for spouse or traveling companion. In addition, accommodation purchases for non-employees with City funds or City credit cards are not permitted. If a traveler anticipates that another employee will be accompanying the traveler that fact is to be disclosed. An employee travel companion proposing to travel at City expense should submit a separate Travel Authorization form. **Only one employee should be listed on each Travel Authorization.**
- c. The Travel Authorization form should be physically attached to all requests for reimbursements and attached electronically for all credit card usage for travel.

2. City Vehicle.

- a. Employees using a City vehicle or personal vehicle for City business may provide receipts with an expense account form and be reimbursed for: tolls, parking fees, and any other expense that would be incurred whether driving a City vehicle or personal vehicle.
- b. Use of a City vehicle is required when traveling. If a City vehicle is unavailable, the employee may use their personal vehicle and receive mileage reimbursement.
 - i. The mileage reimbursement rate is inclusive of gasoline expenses, oil and vehicle maintenance expenses. Employees will not be reimbursed for any vehicle maintenance or gasoline expenses outside of the mileage reimbursement rate.
- c. If a City vehicle is available for the employee, and the employee chooses to use their personal vehicle for convenience purposes the employee will not be eligible for mileage reimbursement.

3. Personal Car Use

- a. Prior to submitting for mileage reimbursement, employees must request to use their personal vehicle to the Department of Finance stating that there is no City vehicle available for use. The Department of Finance may authorize the use of a personal vehicle while on City business when the use of a City vehicle is unavailable. Any employee using his or her personal vehicle for travel for the transaction of City business can be reimbursed for mileage based upon the current year mileage rate as announced by the Internal Revenue Service. All such local travel shall be supported by a Travel Expense

Report form showing the trip date, purpose, MapQuest or some similar fashioned report showing roundtrip total mileage from the departure point and point of final destination will be utilized to determine mileage. Mileage for commuting (travel to and from home and job site) will not be reimbursed.

- b. The use of a personal vehicle is restricted to Ohio or a radius of approximately 200 miles one way from the City's boundary lines unless otherwise approved by the Department of Finance.

4. Air Travel and Rental Cars.

- a. All air travel will be reimbursed at actual cost but not in excess of coach tourist airline fare. Travel insurance is not reimbursable. When and where practical, the use of Super Savers or like promotions should be used. In addition, the cost of transportation to and from terminals and local travel expenses (bus, taxi or rented car) will be reimbursed only if receipts are provided and an expense account form is completed and submitted. Vehicle rental expenses may be reimbursed for the trip purpose when required to most cost effectively accomplish the purpose of the trip if approved in advance by the Department Head.
- b. Travel may not be extended for personal purposes, if the cost to extend is greater than if the employee had returned on time. (i.e., John Doe wants to extend his trip for another two (2) days, but the return ticket is more expensive than if he returns without the extra two (2) days. John will not be permitted to extend his trip due to the return ticket having a greater cost).

5. Meal Allowance.

- a. Employees will be reimbursed for meals at the per diem reimbursement rate **only**.
 - i. A standard per diem daily meal allowance for the trip destination as determined by the current IRS Publication 1542 Per Diem Rates will be allowed without need for receipts. For specific questions regarding meals while traveling please see Administrative Directive #337 – Purchase of Lunch Meals or Food Items regarding the 'away from tax home' and 'substantial rest' tests. If there are not any charges for a meal, the meal charges are already included in the event; the per diem reimbursement rate for the appropriate meal(s) will not be paid to the employee by the City. The employee will be responsible for proper documentation on the expense account form. On the day of departure; per diem allowance is paid for lunch and dinner and on the day of return per diem is paid for breakfast and lunch. The individual meal per diem allowance may be rounded up to the nearest dollar provided the total does not exceed the aggregate daily per diem allowance subdivided as follows:
 - Breakfast - 20% of the daily per diem rate
 - Lunch - 30% of the daily per diem rate
 - Dinner - 50% of the daily per diem rate

6. Lodging.

- a. The necessity for overnight lodging during authorized City business trips is based upon the most cost effective method to safely accomplish the trip purpose. Single occupancy accommodations at the government rate or in the medium price range for the locale is permitted. Every effort should be made (early reservations) to obtain accommodations as economical and reasonably close to the out-of-town destination as possible. Lodging will be reimbursed at cost. Reimbursement for accommodations exceeding the government rate or the medium price range requires written justification at the time reimbursement is requested. Receipts are necessary and an expense account form must be completed. However, the preferred procedure would be for the employee to request a check from the Finance Department in advance. The responsible employee will be required to assume all costs exceeding normal, reasonable charges.

7. Miscellaneous.

- a. Actual cost of City business registration fees or tuition costs while in a travel status is reimbursable. The preferred procedure would be for the employee to request a check from the Finance Department in advance. Travel expenses for seminars in Hamilton, Ohio will not be reimbursed. Incidental expense related to City business such as telephone calls, baggage handling, etc., will be allowed at actual cost. Any unusual expenditure must have the approval of the Director of Finance.
- b. For periods in excess of three weeks, reimbursable expenses shall include room and board, tuition, books, necessary supplies and laundry. The City does not reimburse employees' entertainment expenses, gratuities in excess of 20%, liquor purchases or any expenses incurred by a spouse, children or other dependents or their guests traveling with an employee who is on City business.

8. Tips and Gratuities.

- a. The tip for meals is considered inclusive in the per diem. Therefore, there will be no reimbursement above the meal per diem for tips.

9. Travel Advance.

- a. After trip approval by the Department Head, an advance of funds will be permitted to cover expenses if they cannot be temporarily financed by the traveler. An advance should not be requested when expenses are less than \$250.00 or if the employee has a City credit card. A completed and approved by Department Head Request for Travel Advance form should be completed and submitted to the Department of Finance at least 10 working days in advance of the departure date. Other requests will be considered individually.
- b. All travel expenditures must be reported on the City's expense account form attached hereto. Receipts must be obtained and attached to the form. Approval of exceptions by the Finance Director will be permitted for theft, loss and other special conditions if sufficient justification is provided. Expenses which exceed a travel advance will be reimbursed following approval of the itemized expense account.

10. Administration

- a. The Department of Finance shall be responsible for the administration of the travel policy and shall devise procedures and forms required for its execution. The Director of Finance shall be the deciding authority as to the appropriateness of any expenditure.
- b. Section 181.18 of the Codified Ordinances of the City of Hamilton authorizes the City Manager and its Department Directors to incur travel and reimbursement expenditures relating to the conduct of City business. Reimbursable expenses are those associated with business of the City including luncheons and other justifiable meetings attended by the City Manager or his delegated Directors or representatives. This authorization may not be delegated to any employees except those authorized by the City Manager.
- c. No travel and/or entertainment expenses, whether personally absorbed by the City Manager, Directors or representatives, or paid by the City may be incurred which violate the Code of Ethics of the Ohio Ethics Commission.
- d. Expense accounts submitted for expense reimbursement must detail the date, location, individuals in attendance, and the purpose of the meeting, luncheon, etc. **Receipts forwarded for reimbursable expenses must be itemized receipts in all instances.**

CITY OF HAMILTON - REQUEST FOR TRAVEL ADVANCE
ADVANCES ARE NOT PERMITTED FOR LESS THAN \$250.00

Applicant _____ Date _____

Department _____ Account # _____

Telephone _____ Travel Dates: From _____ to _____

I, _____, am requesting approval for a travel advance
in the amount of \$ _____.

Signature of Applicant _____ Date: _____

Approval Recommended _____ Date: _____

Department Head

RECEIPT OF ADVANCE
ACKNOWLEDGMENT

Check # _____ Date _____ Issued By _____

I, _____, an employee of the City of Hamilton,
acknowledge that I have applied for and received from the Finance Department a travel advance in
the amount of \$ _____ to be used for the payment of expenses in connection with
official travel to be performed by me as authorized by the City of Hamilton.

I agree that this amount is to be repaid to the Finance Office from the travel reimbursement amount
which would otherwise be paid me, pursuant to the above authorization upon my return from this
trip, and the execution of this form is intended to be an assignment by me of that reimbursable
amount to the extent of the travel advance set out above.

I also agree that my reimbursement claim showing expenses incurred will be filed with the Finance
Office within thirty (30) working days after completion of this travel.

In consideration of the receipt by me of these funds in advance of the expenditures thereof, I agree
(1) that in the event I fail to file a reimbursement claim and show the expenditures thereon which I
actually incurred and/or (2) in the event I do not expend all of said advance for official travel on
behalf of the City of Hamilton authorized then in either of these events, the City of Hamilton may
reimburse itself by withholding an equivalent amount from my subsequent payroll check(s), or from
other amounts which may be payable to me by the City of Hamilton.

ADVANCE RECONCILIATION

Date Expense Account Received & Verified _____

Total Expenses \$ _____

Amount Due Employee by P. O. Requisition _____

Amount of Advance Returned to City _____

Processed by _____

TRAVEL ADVANCE INSTRUCTIONS

By signing the Receipt of Advance Acknowledgment, you have acknowledged that you have received from the Finance Department a travel advance to be used for the payment of out of pocket expenses in connection with official travel, as authorized by the City of Hamilton.

Even though you may have listed your expenses on documentation to support your Request for Travel Advance, that documentation is an estimate and not your actual expenditures. Employees are required to complete an Expense Account Form and a Car Mileage Reimbursement form (if applicable) listing their actual expenditures with supporting receipts attached. Per Diem is mandatory for meal reimbursement. No receipts are necessary for meals.

Expense Account Forms and/or Car Mileage Reimbursement forms must be prepared and approved by your department head as soon as possible after the travel is completed.

Any portion of a travel advance not used or cleared by an Expense Account must be paid back to the City by check or cash attached to the Expense Account Form.

Per Diem rates must be shown as 20% for breakfast, 30% for lunch, and 50% for dinner.

Charges to hotel or motel rooms, such as room service, meals, telephone calls, parking, etc., must be shown in the proper columns and not as lodging. The lodging column is for listing lodging, miscellaneous room fees, and applicable taxes only. In-room movies are not reimbursable.

The cities of Columbus, Ohio, Dublin, Ohio, and Washington, DC have hotel/motel room excise taxes. The City of Hamilton has been issued exemptions from these taxes, provided an exemption form is given to your hotel or motel when you check in. These forms are available on the City's intranet site under heading Employee Resources – City Forms.

Cost of alcoholic beverages will not be reimbursed.

City of Hamilton Travel Authorization Form		Travel Authorization #:	
Authorization is requested by:		<input type="text"/>	<input type="text"/>
		Employee Name	Department
To attend: (Course/Conference/Sponsor)		<input type="text"/>	
Located at: (City and State)		<input type="text"/>	
Traveling from:	<input type="text"/>	through	<input type="text"/>
	Date of Departure		Date of Return
Please note, these are the dates that you will be leaving and returning from the trip. This should include travel days in addition to class/conference/meeting dates.			
Registration Fee (Cost of Course/Conference/Meeting)		Basic Fee:	<input type="text"/>
		Other/Additional Fees:	<input type="text"/>
Transportation Expenses Check the appropriate boxes and record the estimated miles or cost for each mode of transportation to be used. For personal car, only the estimated miles is necessary.	<input type="checkbox"/>	City Vehicle	Miles <input type="text"/> Estimated Cost <input type="text"/>
	<input type="checkbox"/>	Personal Car	Estimated Miles <input type="text"/> \$ <input type="text"/>
	<input type="checkbox"/>	Airplane	Estimated Cost <input type="text"/> N/A \$ <input type="text"/>
	<input type="checkbox"/>	Rental Car	Estimated Cost <input type="text"/> N/A \$ <input type="text"/>
Meal/Food Expenses Check the appropriate box; enter the number of days and the daily per diem amount. Per diem rate table: M&IE Per Diem Rates	<input type="checkbox"/>	In-Town/Local	Cost Per Day \$8.00 # of Days <input type="text"/> Estimated Cost \$ <input type="text"/>
	<input type="checkbox"/>	Overnight	\$ <input type="text"/> <input type="text"/> \$ <input type="text"/>
Lodging Expenses	<input type="text"/>	Hotel/Motel Name	Cost per Night \$ <input type="text"/> # of Nights <input type="text"/> Estimated Cost \$ <input type="text"/>
Miscellaneous Expenses Check the appropriate boxes and record the estimated cost for all applicable miscellaneous expenses.	<input type="checkbox"/>	Parking Costs	Amount \$ <input type="text"/> <input type="checkbox"/> Tolls \$ <input type="text"/>
	<input type="checkbox"/>	Taxi Expenses	\$ <input type="text"/> <input type="checkbox"/> Other <input type="text"/> \$ <input type="text"/>
Account Number: <input type="text"/>	Total Estimated Cost: \$ <input type="text"/>		
Signatures and Authorization			
_____ Signature of Traveler & Date	_____ Department Head Approval & Date	_____ City Manager's Office Approval & Date	