

It's real.

**MEMORANDUM**

**To:** Mayor and City Councilmembers  
Douglas Faseler, City Manager

**From:** Susan Caddell  
Director of Finance

**Subject:** Travel and Expense Reimbursement Policy

**Date:** June 20, 2018

Attached you will find the Travel & Expense Reimbursement Policy for the City. The current travel policy the City has is very outdated and was in need of updating to coincide with current IRS regulations. In addition, several grants have asked for a copy of the City's Travel Policy. New policies, adjustments to current policies, or just including procedures we currently follow, but are not in writing, have been included in this policy. The following is a summary of some of these additions and/or changes:

- The current per diem rate is \$50 per day. With this per diem, an employee must turn in receipts and return the unused amount back to the City, or they will be taxed on what is not returned or justified through receipts. With the new policy, per diem will be based upon the Federal per Diem Rates (Section IV.C.1.) These rates depend upon the place the employee is going. When using these procedures, receipts do not have to be turned in, but a Per Diem Allowance Form must have been submitted for the per diem request (Section V.D.1.) and proof of overnight travel is required (Section V.C.2.).
- Currently, if an employee is provided a meal during the conference or seminar, the per diem request is lowered by that meal. This procedure was never in writing before, but has been included in this policy. The Federal per Diem Rates provide the breakdown on a per meal basis (Section IV.C.3.). Along with the request for per diem, an agenda of the conference the employee will be attending must be submitted.
- If meals are requested to be reimbursed, they must meet one of the requirements in Section IV.C.5.)
- This policy allows for a limitation on the size of tips left for waitstaff, hotel staff, and taxis/shuttles (Section IV.F.)

Throughout this policy, procedures have been established to provide reimbursement for travel, meals and other expenses. Forms are also provided to request reimbursement or advance of funds.

Staff recommends approval of the attached resolution and policy. If you may have questions prior to the meeting, please feel free to contact me and we can discuss in further detail. I will also be available during the City Council meetings for questions.