



TRAVEL

POLICY NUMBER: 15.14-1	EFFECTIVE DATE: April 1, 2023
REVISION DATE:	REVISION NUMBER:
CITY MANAGER APPROVAL: <i>[Signature]</i>	DATE: <i>04-03-23</i>

POLICY

The purpose of this policy is to provide guidelines to City of Newport employees for payment of travel expenses in an efficient, cost-effective manner, which results in fair reimbursement of travel expenses and provide the best value for the city and its taxpayers.

Reimbursement for personal expenses shall not be authorized for payment at any time. For example, employees will not be reimbursed for parking tickets, moving violations, or commuting mileage or alcoholic beverages. Expenses incurred by the employee's guest when that guest is with the employee on the business trip, will not be reimbursed, unless specifically authorized by the City Manager, or designee.

This policy has been developed with the Internal Revenue Service Regulations (Publication 535) as its primary reference; the specific guidance is described as an Accountable Plan, which assumes that the following IRS criteria have been met:

- All expenses were incurred while on official city business.
- Expenses must be adequately accounted for in a reasonable period; the city's definition of "reasonable timeframe" is 10 workdays.
- All excess payments or advances (including per diem for meals) must be returned, also, within 10 workdays.

In the event that an employee is required to travel outside of the local area (normally outside Lincoln County) to attend a conference or meeting, and when multiple modes of travel are available (vehicle, airplane, train, etc.), the city will reimburse for the least expensive mode of travel.

Requests for advance payments or reimbursement of travel expenses should be made to the Finance Department at least two weeks in advance of travel using the City of Newport Travel Expense and Reimbursement Request Form available from department heads. Conference registration materials must accompany the request. *Detailed* (not summary) receipts must support all expenses, except when per diem is requested for meals.

Registration and Course Fees

The city will normally pay conference, seminar, meeting, training, and related course fees in advance to the provider by purchase order and invoice, advance payment by check request or by city Purchasing Card (P-card).

If an employee has been issued a city P-card, it should be used for registration, course fees, hotel, airfare, and other related costs.

Meals and Other Expenses

Employees traveling on city business are eligible to request per diem for meal reimbursement at the per diem rate for days and times that fall within the policy. No receipts will be required for per diem reimbursement.

As an alternative, employees with P-cards may pay for eligible meals with their P-card up to the per diem rate for their destination. Receipts are required for direct reimbursement or P-card paid meals. Any excess payments or advances must be returned within 10 workdays after returning to work.

Employees will **not** be reimbursed for the following:

- Meal expenses exceeding the maximum per diem rate for their destination city, unless specifically authorized by the City Manager, or designee (based on location).
- Any meals provided as part of a conference or class (meal(s) provided as part of hotel cost, at the conference, or other meals provided by sponsors or others, unless there is a business or health reason for an alternative meal).

NOTE:

1) The city does **not** reimburse for meals that are provided as part of the conference or hotel stay, unless authorized by the City Manager. The supervisor and/or department head is responsible to ensure these expenses are not included in the P-card or the advance request. The conference agenda and/or hotel confirmation showing what meals, if any, are provided are required to be submitted along with the Travel Expense and Reimbursement Request Form. Requests that do not have the complete documentation attached will delay the processing of the request.

Hors-d'oeuvres, appetizers, and continental breakfasts are not considered a meal under this policy.

2) Banquets//dinners provided as part of a conference event are not subject to per diem limits as outlined in this policy, and will be paid by the city.

Per diem may be requested for any meals not otherwise provided. For the first and last day of travel, eligible meals are based on the time that travel begins and ends as follows:

First and Last Day of Travel

Departure Time

Before 8:00 AM	Between 8:00 AM and 12:00 PM	Between 12:01 PM and 7:00 PM	After 7:00 PM
Breakfast	-----	-----	-----
Lunch	Lunch	-----	-----
Dinner	Dinner	Dinner	-----

Return Time

Before 8:00 AM	Between 8:00 AM and 12:00 PM	Between 12:01 PM and 7:00 PM	After 7:00 PM
-----	Breakfast	Breakfast	Breakfast
-----	-----	Lunch	Lunch
-----	-----	-----	Dinner

Please note that the times for departure and return are based on the city purpose of travel only. If additional time is added to the beginning or end of travel for personal purposes, please report the time you could have left or returned to meet the city purposed travel.

Meals – Conferences

Reimbursement rates for meals will be based on the current year’s published GSA rates for the Newport Area (Lincoln City).

The city will pay alternate rates for cities that exceed these amounts when the employee is traveling in a higher GSA rate location. Requests for a higher per diem can be made via Section 5 of the Travel Reimbursement form with GSA rate documentation for the location. Requests will be reviewed in accordance with published GSA rates.

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

Other Expenses

Other expenses include transportation between places of lodging or business and places where meals are taken. Receipts are required for these reimbursements.

Lodging

The city will pay lodging expenses to the hotel in advance; allow payment through billing by city P- card, or by reimbursement, if paid for by the employee. Every effort should be made to secure reasonably priced accommodations close to the training location. Employees are encouraged to request the “government rate” when securing lodging accommodations. A *detailed* receipt is required in all cases. A cash advance for such expenses will be provided to employees only in an emergency.

Travel

Employees should determine the most cost-efficient means of travel. Travel by air is to be booked at coach seating. Employees wishing to upgrade will be responsible to pay the difference between the coach seat and the upgrade amount. A detailed receipt is required in all cases.

Any airline offers for free or discounted air service that results as part of the flight shall remain with the city.

When traveling outside of the city limits, employees who travel by car may use an available city vehicle. If a personal vehicle is used, reimbursement will be determined as follows:

- When an appropriate city car is not available, the reimbursement rate for all employees will be the current IRS mileage reimbursement rate. This rate covers all expenses for operations of the vehicle, including gas, insurance, and repairs. No additional reimbursement will be provided.
- Mileage reimbursement requests must be accompanied by a Google, MapQuest, or equivalent map that includes an address to address route calculation. When using a personal vehicle for city business, the city will reimburse only for the most direct and /or time efficient route used for travel.
- When using a city vehicle, the employee is responsible for gas and other incidental expenses for use of the vehicle.

All expenses, except for per diem must be supported by evidence of proof of purchase, e.g., receipts, and are to be submitted within two weeks of the expense being incurred or the employee may forfeit their payment or reimbursement.

Attendance

If the City of Newport is paying registration, travel, meals, and accommodation costs for attendance at the workshop, seminar, conference etc., employees are expected to attend scheduled work sessions and related activities and take advantage of the opportunity to learn in both formal and informal settings.

Employees are encouraged to report back on their learning experience for the benefit and development of other staff.

Personal Expenses

The city will not pay for expenses of a personal nature that may be incurred during business travel. Any expenses related to personal travel shall not to be included on the travel reimbursement request form.

When personal travel is scheduled in connection with a business trip, the city pays only those expenses directly related to official city business.

When personal time is included in a business trip (trip is extended either before or after the business trip), the employee will present documentation of, 1) the reasonable costs for the air travel necessary to meet business needs for the travel, and, 2) the cost of the air travel incurred for the travel, including the extended personal time. Reimbursement will be based on lowest travel cost.

Policy Administration

The Finance Director is responsible for administering this policy and ensuring compliance with the policy, IRS regulations, and state law.

Department heads may request exceptions from the City Manager on a case-by-case basis, when it is necessary and reasonable to meet city needs and requirements. The City Manager, or designee, is the only person authorized to grant exceptions to this policy.

Travel Reimbursement for Travel that Occurred between July 1, 2022 and November 30, 2022.

Employees may request reimbursement under the terms of this policy for travel that occurred from July 1, 2022 to the effective date of his policy provided no reimbursement for travel had been previously requested and paid by the city for that travel.

Mileage rates will be reimbursed at the IRS rate that was in effect at the time of the travel.

Request for travel reimbursement occurring during this time period can be made by providing a Travel/Training Authorization and Reimbursement Request Form that has been completed and signed by all parties, and submitted to Finance by March 31, 2023.