

CITY OF LEXINGTON, TENNESSEE
TRAVEL POLICY
April 1, 2010

The City of Lexington will reimburse the expense of authorized business travel from the City on the following basis effective January 5, 1993. (Updated as per the State of Tennessee rates effective November 1, 2012.)

I. TRANSPORTATION

A. Air Transportation: The City will pay for regular class or business class air travel as a general rule, and will only pay for first class air travel where the need is clearly indicated and approved in advance. Air transportation will be utilized when the distance involved in the travel indicates air transportation is the more economical mode of travel.

B. City Vehicles: If a City vehicle is generally available and does not otherwise interfere with the regular utilization of said vehicle, it should be used in lieu of private automobile. Arrangements for these vehicles should be made in advance through the Mayor, Department Head, and City Recorder. Proof of actual gasoline purchase must be presented for reimbursement.

C. Private Automobile: The use of a private automobile for travel on official business may be authorized by the Mayor, Department Head, and City Recorder in advance of travel. Employees authorized to use their personal vehicles shall be reimbursed at the rate equal to that of the State of Tennessee at the time of travel. Only mileage on official business may be claimed from origin to destination of official business and return by the most direct route together with any mileage incurred at the destination. The costs of other related expenses such as tolls, parking and other incidental vehicular expenses will be reimbursed.

D. Non-Reimbursable Vehicular Expense: Employees will not be reimbursed for any fines, traffic violations, or parking tickets, incurred while on official business.

E. Rental Vehicles in Association with Air Travel: The cost of rental vehicles will be paid by the City when reasonably incurred as a result of air travel to destination. Rental car authorization must be approved in advance by the Mayor, Department Head, and City Recorder in advance of the travel anticipated. The Mayor, Department Head, and City Recorder reserve the right to disallow rental car usage when it is determined that other reimbursable means of transportation are available at the air destination. Receipts for cost of rental cars should accompany the request for reimbursement.

F. Other Considerations: The selected mode of travel will be based on the best interest of the city. Additional factors to be considered in determining the most economical mode of transportation will include the distance, the length of travel time, travelers' salary, lodging, fuel and meals. In some instances, the most expedient mode of travel may be required because of the travelers required presence at the normal work station.

II. LODGING

Reimbursement for lodging will be based upon the locality, purpose for travel, and availability of accommodations. Lodging shall be approved in advance of securing reservation of the same by the Mayor, Department Head, and City Recorder. A receipt from the lodging is necessary for appropriate reimbursement.

III. MEALS COSTS AND ALLOWANCE

Meal allowance will be allowed at the rate of \$46.00 per day provided the traveler leaves before 7:00 a.m. and returns after 6:30 p.m. If travel commences before 7:00 a.m., breakfast will be reimbursed at the rate of \$7.00. If travel extends over the period 12:00 p.m. to 1:30 p.m., lunch will be reimbursed at the rate of \$11.00. If travel ends after 6:30 p.m., dinner will be a reimbursable expenditure at a rate of \$23.00. These amounts include tip and applicable taxes. Incidentals for \$2.50 will be paid for travel between 8:00 a.m. and 11:00 a.m. and also at the same rate between 2:30 p.m. and 5:30 p.m. This is a per diem allowance and does not need to be supported by receipts provided the Travel Advance Form is properly completed. Daily travel is taxable as per IRS regulations and shall be added to employee's payroll check to allow for these taxes to be paid and reported on W-2.

A higher amount than the allowed per diem shall be authorized for meals when traveling to a place that is generally known to be more expensive; receipts must be kept. Any expenditure in excess of the daily allowed per diem must be documented by appropriate receipts for reimbursement. For the Board of Aldermen and officials attending the annual Tennessee Municipal League meeting, National League of Cities meeting, or other official conferences of the City, the Aldermen and official party are authorized reimbursement of expenditures for meals in excess of the allowed per diem provided receipts are submitted to document said reimbursement.

IV. MISCELLANEOUS EXPENDITURES

A. Expenditures for entertainment such as movies, theater, etc., are personal charges and will not be allowed for reimbursement unless an approval for an expenditure of this nature is received in advance by the Mayor, Department Head, and City Recorder upon a showing that said entertainment is for or on behalf of the City.

B. All charges for long distance and local business telephone calls will be allowed and reimbursed while traveling. Three personal long distance calls are allowed each day provided the charges are reasonable.

C. All registration fees for employees attending approved workshops, seminars, conventions, conferences, and other business meetings will be allowed including costs of any official breakfast, luncheons, banquets, or other associated meeting programs.

D. No expenses of spouses or related parties accompanying employees or officials on travel will be subject to reimbursement.

E. An individual combining travel for official city business and travel for another organization or for personal reasons will be reimbursed only for the

appropriate part of the City's costs. The basis for reimbursement will be arranged with the City in advance of travel.

F. Before traveling, a "Request for Travel" form must be filled in and submitted to the Mayor, Department Head, and City Recorder for approval. This form combines a request for travel advance and authorization to travel which must be granted by the Mayor, Department Head, and City Recorder in each case.

G. A travel advance shall not be issued more than three working days prior to departure. Such request must be made at least three working days in advance to allow for processing and approval. Upon return from travel, an employee shall submit a completed expense report within thirty (30) days detailing actual expenditures due for reimbursement. The City will pay travel expenses promptly upon receipt of the completed travel expenses report supported by paid receipts for transportation fees over \$5.00, and other charges for which receipts are normally given.

H. When an official or employee believes that it is in the best interest of the City of Lexington for an individual(s) to join him/her for a meal, the employee/official may obtain reimbursement for such meal and associated expenses if the date, name of guest, and his/her official employment affiliation be submitted with the travel expense claim. Such expenditures and reimbursement will be left to the discretion of the Mayor, Department Head, and City Recorder.

I. It is recognized individual departments may have special travel restrictions or policies which apply to that department which, if approved by the Board of Aldermen, will be authorized. These may apply to such things as the Tennessee Law Enforcement Academy or other special training programs which employees may be required to attend from time to time. Any special department policy applicable to travel is authorized upon approval by the Board of Aldermen.

J. Other necessary and reasonable expenses will be reimbursed subject to the approval of the Mayor, Department Head, and City Recorder upon presentation of documented receipts.