

2 - EMPLOYMENT

2.11 Travel, Meal, Meeting, Conference and Seminar Expense Policy

Revised: September 6, 2011

Supersedes: January 1, 2010
July 1, 2007

EFFECTIVE FOR : All City of Marshalltown Employees

PROCEDURE & GUIDELINES:

Attendance at meetings, seminars, conferences, and out-of-town travel at the City's expense requires advance approval from the responsible Department Director. Reimbursable expenses may include meals, lodging, registration fees, mileage, and related necessary items. The Advance Travel Approval Form and Travel Expense Report should be completed and signed by the Department Director and employee.

Employees whose regular job duties take them outside of the City limits only need approval from their immediate supervisor.

City personnel are expected to use the same care in incurring expenses for travel, meals, meetings, conferences, and seminars that they would if they were paying the expense. Meal and mileage reimbursements will comply with IRS regulations and be reimbursed at the State of Iowa rate.

Upon employees return, the Travel Expense Report should be completed, signed by the responsible Department Director and presented to finance for payment. Reimbursement of expenses will require an original receipt – no photocopies will be allowed. All receipts must be itemized. Employees will not be reimbursed for alcoholic beverages.

All personnel are expected to use transportation supplied by the City when possible. If a City vehicle is not available then a mileage allowance may be requested. The route shall be by the most direct route possible

Approved air travel must be at coach class if available. The use of the employee's personal vehicle for long distance travel may be authorized; however, the approving authority shall consider travel time, cost, and employee convenience when approving such use. Reimbursement for personal vehicle usage shall not exceed the cost of coach-class round-trip airfare.

An employee may invite the employee's spouse or other companion to travel with the employee on City business. Expenses for the additional individual will not be reimbursed. The reimbursable cost of any lodging will be at the single room rate; therefore, the employee must request a receipt noting the single room rate upon lodging checkout.

Reimbursement for reasonable meal expenses due to a meeting requiring the attendance of a City employee will be considered an authorized expenditure. This does not include meetings with only City employees.