

B. 11.5.

CITY OF ROCK ISLAND

TRAVEL AND BUSINESS EXPENSE POLICY

Purpose: To provide expense guidelines for city employees, appointed officials and elected officials who conduct official business, represent the city at conferences or conventions, or attend training seminars and/or business meetings.

Guidelines: The City of Rock Island provides reimbursement for expenses incurred by city employees, appointed officials and elected officials while traveling on city business. The city maintains an accountable plan for travel expenses. This policy complies with Internal Revenue Service regulations for accountable plans and provides full coverage of reasonable expenses. It requires documentation for all expenses except certain defined items.

1. Authority for travel: All travel must have sufficient budget appropriation and department manager approval.
2. Travel request form: Requisitions for travel expenses shall be completed by the employee and submitted to the department manager for approval at least two weeks prior to requested travel to insure most favorable rates. In the case of a requested advance, one copy shall be forwarded to the Finance Department. Blank forms can be obtained from the City's intranet site <http://intranet.cityri.local/forms/>.
 1. Travel requests for more than one person may be placed on one form provided all employees involved are identified. However, one employee must be designated responsible for advanced monies.
 2. Upon return from travel, the employee shall submit the Employee's Travel Expense Statement form to the Finance Department within thirty (30) days. Expenditures shall be verified by receipts and any remaining advanced funds shall be returned. Travel expense statements submitted after thirty (30) days of return will be denied. In the case of advanced funds, failure to submit the Employee's Travel Expense Statement within 30 days of return may result in disciplinary action and repayment of any advanced funds through payroll deduction.
3. Allowable travel and business expenses: The following types of expenses are approved for reimbursement:
 1. Registration fees for meetings, seminars or conventions including literature. Documentation is required.

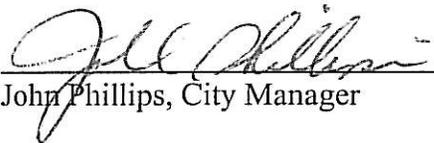
2. Special luncheons and banquets that are included as part of the conference but charged separately. Documentation is required.
3. Transportation. The most economical mode of transportation shall be selected. Criteria to be included include length of trip, travel time and cost. Allowable transportation expenses include:
 1. City vehicle. Actual expenses for gas, oil, repairs and other operating expenses will be reimbursed upon presentation of receipts.
 2. Personal vehicle. Mileage reimbursement shall be in accordance with IRS guidelines. Mileage will be substantiated by submission of actual beginning and ending odometer readings. Alternatively, mileage will be determined and printed documentation attached to the travel expense statement using the most direct route mileage figures calculated using Map Quest (or a similar internet service if Map Quest is not available) located at <http://www.mapquest.com>. Reimbursement shall not exceed what most economical considering such factors as airfare, car rental, number of people traveling, mileage for local travel, etc.
 3. In situations where an employee desires to use their personal vehicle and a city vehicle has been issued to that employee; the city will reimburse the employee for fuel only. No mileage will be paid in such cases.
 4. Air travel. Air travel will be at the lowest available fare, and if possible, planned in advance to take advantage of the most economical rate. Receipts are required.
 5. Other travel. Rental costs of automobiles, taxis or public transportation are reimbursed at cost with verification by receipts.
4. Lodging. Reimbursement shall be for actual expenses incurred.
 1. Lodging expenses are not allowable when the place of travel is less than 75 miles from the City of Rock Island or the employee's residence.
 2. Fees for personal expenses such as pay television, movie rentals, fitness rooms, laundry services, in-room mini-bars,

etc. are ineligible for reimbursement.

4. Costs of meals, tips, and other business-related incidental business expenses shall be reimbursed on an actual cost basis.
5. Other expenses.
 1. Other expenses related to the approved travel such as tolls, parking fees, taxicab, fax, office supplies, courier services or business related telephone calls are allowed. Receipts are required.
 2. Employees may receive a maximum allowance of \$10 per day times the number of days for the business trip, for non-receipted items in the following categories:
 1. Tips - luggage, taxi, parking
 2. Vending machine - food, drink
 3. Tolls/parking - when an attendant is not available
 4. Personal telephone calls
6. Credit cards. Employees and appointed officials who travel on City business are encouraged to use a purchasing card designated for the City of Rock Island. Only charges directly related to the approved travel are allowed.
 1. Requirements. Employees who travel on business are encouraged to use a purchasing card designated for the City of Rock Island.
 2. Liability. It is the employee's responsibility to complete an **Employee's Travel Expense Statement** (located on the intranet) and submit to the Finance Department. Copies of all credit card receipts must be attached to the statement.
 3. Employees may elect to use their personal credit cards to charge City travel expenses, and reimbursement shall be made in accordance with the provisions set forth in this policy.
7. Travel Expense of Other Family Members. In the event an employee's spouse, other family members and/or acquaintances accompany the employee on City-related travel, the employee must bear all additional costs of transportation, meals, conference registration, etc. In the case of lodging, the City will pay only the single room rate. Such single rate must be entered on the lodging receipts.
8. Travel advances. If a travel advance is necessary, a request for cash advance is to be made on the Request For Travel Advance form at least two weeks in advance of the scheduled travel. Unused portions of the

advance shall be returned to the Finance Department within thirty (30) days of returning from the trip along with a completed **Employee's Travel Expense Statement** form and receipts.

9. Failure to comply. Failure to comply with this policy may result in the lack of reimbursement and/or loss of travel privileges.
10. Fraudulence. Employees who intentionally perform a fraudulent act with respect to falsifying business expenses shall be subject to disciplinary action up to and including dismissal. Specific examples of fraudulence include a) credit card abuse; b) travel expense falsification.
11. Exceptions. Exceptions to this policy may be granted by the City Manager for cause and with reasonable advance notice.



John Phillips, City Manager

8/24/10

Date