

**City of Franklin**  
**Travel Policy Update Options**

\*\*\*DRAFT-FOR DISCUSSION PURPOSES ONLY\*\*\*

Recommendation	Current Policy	Purpose of Update
1 Reimbursement requests, including those for mileage, should be received by Finance within 30 days of the end of the trip or expense. (Reimbursements received after 60 days are not eligible for reimbursement.)	Policy provides for submittal within 10 days.	To provide more time for submittal while avoiding taxability of reimbursement per IRS guidance: If not submitted within 60 days, the reimbursement becomes taxable [to the employee] for federal, state, FICA and Medicare; and withholding tax must be deducted.
2 The City does not provide travel advances. (Eligible travel expenses not paid by purchasing card will be reimbursed.)	Policy was issued prior to full use of purchasing cards for travel.	To remove an option no longer needed.
3 Mileage on trips from home to a temporary work location must exceed employee's normal commute to be reimbursable. (Normal commute miles will be deducted from the mileage to the temporary work location.)	Policy does not address deduction of commute miles when home to or from temporary work location.	Commuting is always taxable - it is nonbusiness travel
4 Travel meals comprise meals when there is an overnight stay. (An overnight stay is typically for travel beyond the Middle Tennessee region of the state.) Although the City does not pay a per diem rate for meals, actual meal amounts per day are not to exceed the daily federal CONUS rate for meals, or 75% of the rate for meals on the start and end dates of travel. The daily CONUS rate for meals is also to be reduced for any meal provided at a conference/training/event (using the rate for that meal).	Policy does not define travel meals, or define rate for first and last days of travel.	To match federal guidelines for first and last day of travel: On the first and last travel day, employees are only eligible for 75 percent of the total rate for their temporary duty travel location
5 Meals provided when there is not an overnight stay may be eligible business meals.	Policy does not identify business meals versus travel meals.	Meals with business meetings are not taxable if clear business setting and directly related. Employer buys you lunch - taxable as wages.
6 Unless otherwise specified by contract, the travel policy applies to vendors for travel or business expenses eligible for reimbursement by the City.	Policy does not define if travel policy applies to vendors when applicable.	To formalize default guidance for eligible vendor expenses not specified elsewhere.
7 A rental vehicle is not eligible for mileage reimbursement.	Policy does not anticipate blending of rental vehicle and mileage.	To clarify that reimbursement is not to earn a return (employee pay for rental of car while claiming mileage reimbursement in excess of cost of rental car)
8 Local transportation should normally be by city vehicle. Local mileage will be paid in cases where a city vehicle is not available.	Policy does not anticipate greater availability of pool cars.	To permit mileage reimbursements but that it is not primary option.
9 Travelers may stay at conference hotel(s) at conference/training/event rate, including a comparable rate hotel if conference/training/event hotels are filled.	Policy does not address stays at conference/training/event hotels.	To permit employees to be in policy compliance in situations where rate to stay on or near is higher than normal rate per CONUS.
10 Travel authorizations over \$2,500 are approved by the City Administrator or Assistant City Administrator. Those under \$2,500 may be approved by the department head.	Policy does not address approvers for travel authorizations.	To specify approvers based on estimated cost of travel.
11 Travel expenses chargeable to a federal award require documentation to substantiate that the travel is necessary to the federal award.	Policy was issued prior to recent uniform federal grant guidance	To specify that travel eligible applicable to federal grants follows uniform federal grant guidance.