

Proposed Updates - 2018

# Travel Policy

# Has Stood the Test of Time (13 years)

## Financial Policies

The City of Franklin's Board of Mayor and Aldermen has approved the following policies based on financial best practices:

Policy	Policy #	Board Approval Date
Bad Debts Policy	Resolution 2012-33	7/10/2012
Debt Management	Resolution 2015-76	4/12/2016
Disbursements	Resolution 2016-33	6/28/2016
Federal Tax Compliance Policies & Procedures	---	1/24/2012
Fund Balance Policy - General Fund	Resolution 2017-47	6/27/2017
Investment Policy for Non-Pension Assets	Resolution 2015-65	9/22/2015
Pension Funding Policy	Resolution 2014-74	10/28/2014
Receiving and Depositing Money	---	11/25/2014
Travel and Expense Policy and Procedures	---	4/12/2005
Utilization and Replacement of Funds from Certain Reserve Accounts (Reserve Policy)	Resolution 2012-44	8/28/2012

# 1. Added Table of Contents (page 1)

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2. POLICY TO BE DEFAULT GUIDANCE FOR ELIGIBLE  
TRAVEL EXPENSES BY VENDORS

(SECTION 3: AUTHORIZED TRAVELER, PAGE 2)

Unless otherwise specified, this policy applies to vendors for travel or business expenses eligible for reimbursement by the City.

3. TRAVEL ADVANCES NOT ISSUED  
(PRIMARILY DUE TO PURCHASING CARDS)

(SECTION 4: TRAVEL AND EXPENSES, PAGE 3)

The City does not provide travel advances.  
(Eligible travel expenses not paid directly or  
by purchasing card will be reimbursed.)

## 4. WHO AUTHORIZES TRAVEL DEPENDING ON AMOUNT

(SECTION 5: DOCUMENTATION, PAGE 4)

Travel authorizations of \$2,500 or over are approved by the City Administrator or an Assistant City Administrator. Those under \$2,500 may be approved by the department head or designee.

5. ADDITIONAL TIME TO SUBMIT REIMBURSEMENT REQUESTS (CURRENTLY 10 DAYS). IDENTIFY MAXIMUM TIME.

(SECTION 5: DOCUMENTATION, PAGE 4)

Reimbursement requests, including those for mileage, should be received by Finance within 30 days of the end of the travel or expense period. Reimbursement requests received after 60 days of the end of travel or expense period are not eligible for reimbursement.

6. IF APPLICABLE, FEDERAL GRANTS REQUIRE  
DOCUMENTATION  
(recommended by City's auditors)

(SECTION 5: DOCUMENTATION, PAGE 4)

Travel expenses chargeable to a federal award  
require documentation to substantiate that the  
travel is necessary to the federal award.



## 7. HANDLING MISSING RECEIPTS

(SECTION 5: DOCUMENTATION, PAGE 4)

If an invoice or receipt is missing, substitute documentation is needed for the expense. If the expense is under \$25, the substitute documentation detailing the expense may be provided in lieu of the missing invoice or receipt. If \$25 or more, the substitute documentation needs to include evidence of the vendor being unable to provide a replacement invoice or receipt.

## 8. RENTAL VEHICLE AND MILEAGE REIMBURSEMENT NOT CONNECTED

(SECTION 7: TRANSPORTATION, PAGE 5)

A rental vehicle is not eligible for mileage reimbursement.

9. ELIGIBLE MILEAGE FOR TRAVEL FROM HOME TO A  
TEMPORARY WORK LOCATION – SUCH AS TRAINING –  
EXCLUDES NORMAL COMMUTE MILEAGE

(SECTION 7: TRANSPORTATION, PAGE 6)

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 or back home from the temporary work location.)

## 10. PRIORITIZE USE OF CITY VEHICLES

(SECTION 7: TRANSPORTATION, PAGE 7)

Local transportation should normally be by city vehicle. Local mileage will be paid in cases where a city vehicle is not available.

## 11. SPECIFY ELIGIBILITY OF CONFERENCE HOTELS

(SECTION 8: LODGING, PAGE 7)

Travelers may stay at conference hotel(s) at conference / training / event rate, including a comparable rate hotel if conference / training / event hotels are filled.

## 12. SPECIFY DIFFERENCE BETWEEN TRAVEL MEALS AND BUSINESS MEALS, AND DEFAULT FOR OVERNIGHT STAYS.

(SECTION 9: MEALS, PAGE 7)

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.)

Meals provided when there is not an overnight stay may be eligible business meals.

13. SPECIFY MEAL RATES FOR FIRST AND LAST DAY OF TRAVEL, AND POTENTIAL REDUCTION.

(SECTION 9: MEALS, PAGE 7)

On the first and last day of travel, the maximum is 75% of the CONUS per diem meals breakdown. The daily rate for meals would also be reduced for any meal provided at a conference / training / event (using the rate for that meal).

## 14. SPECIFY OTHER ELIGIBLE EXPENSES

(SECTION 10: OTHER ELIGIBLE EXPENSES, PAGE 8)

**Gratuities at Restaurants.** Reasonable gratuities at full-service restaurants are eligible travel expenses. The gratuity needs to not exceed 20%.

**Sales Tax and Hotel/Motel Tax.** Sales tax and hotel/motel taxes paid while traveling are eligible expenses.



## 15. SPECIFY TRAVEL PAY REGULATIONS

(SECTION 12: TRAVEL PAY, PAGE 9)

The City uses U.S. Department of Labor regulations for travel pay. The regulations determine pay based on the nature of travel. Only non-exempt employees are eligible for travel pay.