

ADMINISTRATIVE REGULATION # 05-01

CITY OF SOUTHFIELD  
TRAVEL POLICY AND PROCEDURES  
(Revised 07/01/05, 08/01/09, 12/13/18)

**I. PURPOSE:**

This regulation establishes the policy and procedures for City employee attendance at training programs, regularly scheduled conferences, and other travel at City expense. **Situations not specifically addressed should receive prior authorization from Administration.**

**This policy applies to all City employees, elected officials, and any other party (hereinafter collectively referred to as "employee" or "employees") traveling at City expense. This policy does not apply to City vendors or other third-party providers where travel is included in their contract with the City.**

**II. POLICY:**

- A. A conference is defined as a regularly scheduled meeting of a professional association. Training is defined as a program where new skills are learned and existing knowledge is enhanced. Other travel is defined as any travel related costs incurred by a representative of the City (employee, elected official, or other) for which the City will bear a portion or all of the associated costs other than those covered under separate contract.
- B. Conference and training authorization is dependent upon the availability of sufficient funding.
- C. Department Directors, Department Heads, Deputies and other approved employees may, with the approval of Administration, attend one out-of-state conference of their professional association per year.
- D. Department Directors, Department Heads, Deputies and other approved employees may attend in-state conferences and in-state and out-of-state training programs, with the approval of their supervisor.
- E. Department Heads and their Deputies shall not be out of the City at the same time. When practicable, if one is attending a conference or training program or otherwise unavailable (e.g. scheduled vacation), the other shall be available in their office. Multiple attendees at conferences and training programs shall be limited where it is practical for one attendee to pass information on to others upon their return.
- F. All expenses related to a conference are to be charged to a 38600 Travel account. All expenses related to a training program are to be charged to a 39600 Education and Training account.
- G. Approval for travel must be obtained, in writing, using the TRAVEL AUTHORIZATION FORM (see Appendix I), signed by the employee's supervisor, and accompanied by a copy of a program/registration form reflecting the conference/seminar content and estimated expenses. The TRAVEL AUTHORIZATION FORM and attachments must be submitted to the Office of Management and Budget for

administrative approval **prior to** making any travel arrangements. After administrative review, the approved or denied TRAVEL AUTHORIZATION FORM will be returned to the employee for appropriate further action. Accordingly, planning for travel should be initiated well before registration deadlines.

- H. A TRAVEL AUTHORIZATION FORM is not required for travel and training which does not involve an over-night stay.
- I. Upon returning from travel, a BUSINESS/TRAVEL EXPENSE/REIMBURSEMENT REPORT (see Appendix II) must be: completed by the employee; signed by the employee's supervisor; and submitted to the Office of Management and Budget for review within one month of the date of return.
- J. Failure to file a BUSINESS/TRAVEL EXPENSE/REIMBURSEMENT REPORT within the prescribed one month time frame will prompt a travel freeze for all members of the delinquent employee's department until such time as reporting requirements are satisfied.
- K. Employees traveling on City business are considered to be representatives of the City of Southfield and at all times shall conduct themselves in a manner that does credit to the City.
- L. Overtime is not paid for conference or training attendance.

### **III. PROCEDURES:**

#### **A. AIR TRAVEL:**

- 1. Coach/Economy Class airfare shall be used for City travel.
- 2. Travel may occur on the day before and the day after a conference/training program if the timing of the program precludes travel on the first or last day of the program. Many programs end early on the last day so as to allow for convenient travel arrangements.
- 3. Many times, airfare is less expensive if a Saturday is included within the travel period. A Saturday layover is permitted if the savings in airfare is more than the added cost of lodging and meals.
- 4. Air travel arrangements may be made via the internet, directly with airlines, or through a travel agency. If arrangements are made through a travel agency, a Southfield travel agency shall be used.

#### **B. AUTOMOBILE TRAVEL:**

- 1. City vehicles shall be used when distance and availability make such use practical. Gasoline purchases shall be reimbursed. There is no mileage reimbursement for use of a City vehicle.
- 2. Management employees participating in the Management Group Car Program or receiving allowances shall be reimbursed for mileage in lieu of gasoline

reimbursement during overnight travel. (See Appendix III for mileage reimbursement rates memo – updated annually on January 1)

3. In situations where an employee desires to use their personal vehicle when a City vehicle is available, the City will reimburse the employee for gasoline only. No mileage will be paid in such cases.
4. Personal vehicle usage, in lieu of airfare, is permitted when time and distance make it practical. The employee shall be reimbursed for mileage incurred up to a maximum of 800 miles roundtrip. (See Appendix III for mileage reimbursement rates memo – updated annually on January 1) In no case shall mileage reimbursement and additional lodging, meals and incidental expenses (per diem) incurred total more than the cost of a coach/economy class airfare. There is no gasoline reimbursement for personal vehicle usage, as this cost is included in the mileage reimbursement.
5. Use of rental cars is not permitted unless it can be demonstrated that such usage represents a cost savings over personal vehicle/taxi cab use. Administrative approval must be granted prior to the travel. The purchase of car rental insurance is not reimbursable as such coverage is provided under the City's liability insurance policy.
6. Personal vehicle travel mileage to and from the airport or conference/training location shall be reimbursed based on the mileage from the employee's normal worksite.
7. Airport parking of more than one day in duration shall be in long-term or off-site parking lots.
8. The acceptable practice for vehicle parking is at the conference / training hotel parking accommodations or at a reasonably priced alternative in the vicinity of the conference / training program. **Valet parking shall be avoided unless required by the hotel or there is no other reasonable option.**
9. Fines for traffic violations, including parking violations, are not reimbursable.

#### C. REGISTRATION

1. Registration is an expense that normally is prepaid. Every effort shall be made to take advantage of early registration incentives. An explanation will be required for missing the early registration deadline.
2. Often a registration fee includes other expenses such as meals. These other expenses shall be broken out when completing the BUSINESS/TRAVEL EXPENSE/REIMBURSEMENT REPORT. Any meals and/or incidental expenses included in registration fees will reduce any applicable per diem paid to the employee.

#### D. LODGING

1. The acceptable practice is to arrange lodging in the conference/training hotel or at an alternative in the vicinity of the conference/training program not to exceed the federal lodging per diem rates published by the General Services

Administration (GSA). Location-specific rates can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). Any meals and/or incidental expenses included in lodging fees will reduce any applicable per diem paid.

2. Lodging shall be at the single occupancy rate (or double occupancy rate if more than one employee is attending the conference/training program and they are willing to share a room). Double occupancy for a spouse is acceptable where there is no extra charge involved. Otherwise, the employee is responsible for the cost differential.
3. Health club expenses up to a maximum of \$10.00 per day are reimbursable.
4. In-room movie expenses are not reimbursable.

#### E. MEALS

1. Meal expenses incurred during the course of travel are reimbursable up to the per diem rate published by the GSA. The first and last day of travel per diem for meals and incidentals will be calculated at 75 percent. Location-specific rates can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)
2. **Meal gratuities shall be reimbursed up to a maximum of 18% and are included in the meals and incidental expense portion of the per diem rate.**
3. The total maximum daily rate may not be averaged over multiple days.
4. The allowable reimbursement for a one-day local training program will be for any meal which would normally occur during the time of the training program. Normally this will consist of lunch only. Reimbursement will be up to the maximum of the published GSA location-specific meal rates.
5. Meals which are a part of a conference program (normally paid for as a part of registration) will reduce the amount of eligible per diem reimbursement per the GSA meals and incidental expenses breakdown.
6. Alcohol expense is not reimbursable.
7. **Detailed meal receipts shall be attached to the EXPENSE/TRAVEL EXPENSE/REIMBURSEMENT REPORT in order to receive reimbursement.**

#### F. TELEPHONE CALLS

1. The City will reimburse the employee for up to two personal telephone calls home per day.
2. The City will reimburse the employee for business calls made to the Southfield Municipal Offices. Business calls made to other locations must be explained on the BUSINESS/TRAVEL EXPENSE/REIMBURSEMENT REPORT, and, if justified, will be reimbursed.

3. It is expected that all calls will be of reasonable duration and will be made by the most economical means possible.

G. GRATUITIES

1. **Baggage tips are reimbursable up to \$2.00 per bag.**
2. Gratuities for meal and taxi services should be reported as a part of the service expense (not broken out separately).
3. **Housekeeping tips are reimbursable up to \$2.00 per night.**

H. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

1. Expenses incurred by relatives or guests are not reimbursable.
2. Personal entertainment expenses are not reimbursable, including in-room movies.
3. Gift expenses are not reimbursable.
4. Laundry / dry cleaning expenses are not reimbursable unless the conference / training program is more than seven days in duration.
5. Toiletry expenses are not reimbursable.
6. No-show airfare/hotel expenses are not reimbursable if an employee knows in advance that a guaranteed reservation will not be used and fails to properly request its cancellation.

I. CASH ADVANCES:

1. **Cash advances are to be issued for meals and incidentals per the location-specific per diem rate published by the GSA.**
2. Cash advances will not be provided for one-day conference/training programs.
3. A cash advance is requested via an INVOICE made out to the employee and must include a completed TRAVEL PER DIEM/CASH ADVANCE FORM (see Appendix IV). A copy of the approved TRAVEL AUTHORIZATION FORM should be forwarded to the Office of Management and Budget to serve as INVOICE backup.
4. A cash advance may be requested as early as thirty days prior to the travel departure date. **The travel advance check will be forwarded to the employee prior to the travel departure date.**
5. Cash advance requests submitted too late for normal processing will not be honored. **No manual checks will be processed for cash advances.**

#### IV. REPORTING:

- A. A BUSINESS/TRAVEL EXPENSE/REIMBURSEMENT REPORT shall be completed, fully annotated as needed, reviewed and signed by the employee's supervisor and submitted to the Office of Management and Budget within one month of the date of return from travel.
1. The completed report is to be accompanied by a copy of the original approved TRAVEL AUTHORIZATION FORM AND TRAVEL PER DIEM/CASH ADVANCE FORM.
  2. Detailed receipts should be attached for as many expenditures as practical. Every effort should be made to substantiate expenses. There are very few expenses for which receipts wouldn't be readily available, such as gratuities or tolls.
  3. Attach copies of registration forms, and original hotel bills and airline e-tickets or passenger coupons showing the expenses incurred.
  4. Attach copies of processed INVOICES for all prepaid expenses as well as for cash advances. The way to accomplish this is to press ALT and the PRINT SCREEN button simultaneously while the invoice is on your screen. Then, go in to Word, and press CTRL and the V simultaneously. Then print the form.
  5. Expenditures on a City credit card are to be treated as prepaid expenses.
  6. A receipt which includes more than one employee should be split accordingly and charged on the appropriate report.
  7. A receipt which includes an employee and a non-employee should be split and reported accordingly.
  8. An expense for a non-employee who is included in a pre-payment must be included on the report but then deducted on the "Less Expenses Not Eligible for Reimbursement" line on the report.
  9. Meal, telephone, fax, parking, and health club charges must be listed separately from hotel bills and reported on the proper lines of the report.
  10. BUSINESS/TRAVEL EXPENSE/REIMBURSEMENT REPORTS calling for a reimbursement to the employee should also be accompanied by an INVOICE entered into the Inforum Gold system.
  11. BUSINESS/TRAVEL EXPENSE/REIMBURSEMENT REPORTS calling for a reimbursement from the employee to the City should be accompanied by a receipted deposit slip from the City Treasurer's Office cashier indicating that those monies have been paid.