

EMPLOYEE TRIP ADVANCEMENT/REIMBURSEMENT AUTHORIZATION FORM

NAME _____ DATE _____

PURPOSE OF TRIP _____

FROM (DATE) _____ TO (DATE) _____

DATE _____ TRAVEL FROM TREMONTON TO _____ MILES _____

DATE _____ TRAVEL FROM _____ TO _____ MILES _____

DATE _____ TRAVEL FROM _____ TO _____ MILES _____

DATE _____ TRAVEL FROM _____ TO _____ MILES _____

TRAVEL BUDGET ACCOUNT # _____

TRAVEL: _____ MILES @ .50 = \$ _____

MEALS: BREAKFAST _____ @ 6.00 = \$ _____

LUNCH _____ @ 8.00 = \$ _____

DINNER _____ @ 14.00 = \$ _____

OTHER: _____ = \$ _____

OTHER: _____ = \$ _____

TOTAL = \$ _____

LESS TRIP ADVANCE REFERENCE # _____ (CHECK NO.) \$(_____)

TOTAL TO BE PAID (RETURNED) \$ _____

TRAVELER _____ SUPERVISOR _____

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TREMONTON CITY POLICY ON REIMBURSABLE EXPENSES

SECTION XV: REIMBURSABLE EXPENSES

1. GENERAL POLICY. With prior approval, legitimate expenses will be reimbursed by Tremonton City to the employee. Receipts should be required to reimburse the employee. Reimbursement may be in the form of petty cash, an addition to a paycheck, or a separate check. Records must be kept reflecting the amount of reimbursement each employee has received.
2. TRAINING AND CONFERENCES. If required to attend training seminars, conferences, briefings, or gather information; an employee will be compensated, in addition to paying any tuition or fees, as follows:
 - A. Week Day Travel. Employees will receive their regular work day pay for travel to, attendance at, and travel from training or conferences on Monday through Friday.
 - B. Week End Travel. Employees will be compensated at the rate of one and one-half (1 and 1/2) times their regular work day pay if hours worked exceed forty (40) hours in that week. (Reference Chapter 12 Section 10 A and C.)
3. TRAVEL POLICY.
 - A. All travel outside of the Tremonton City limits during City work hours shall be authorized by the department head. At the discretion of the department head, a log of all such travel exceeding a thirty (30) mile radius of the City may be required to be kept. This log, when required, shall include the reason for the trip, the time the employee departed, and the time the employee returned, and vehicle used. (CC mtg. 1-5-99)
 - B. Travel for legitimate City purposes in Tremonton City vehicles may be authorized when the use of the vehicle does not detract from the operational needs of the City. Overnight use of City vehicles for travel purposes shall be authorized by the department head.

- C. If travel is outside the range of service of the City Shop, travel costs in conjunction with the use of Tremonton City vehicles shall be paid by the employee with receipts being kept for reimbursements.
- D. All hotel or other sleeping accommodations and airplane or other travel accommodations shall be arranged in advance for overnight trips and paid in advance of the trip. If such payment in advance is not possible, the City shall reimburse to the employee the cash amount of the cost of such sleeping and travel accommodations after receiving the appropriate receipts to verify that the employee has expended their own money for such purposes. Failure to produce a receipt in such circumstances will necessitate the withholding of reimbursement. Receipts for hotel accommodations shall be turned into the City by the employee as a verification of attendance no matter what the form of payment.
- E. Use of an employee's personal vehicle may be authorized when circumstances warrant. The employee shall keep track of the mileage associated with the approved travel and submit a request for reimbursement to the Recorder based upon this record. The mileage rate will be consistent with the established rate used for Internal Revenue Service travel deductions. In lieu of reimbursement for mileage and the assignment of City vehicles, specific City employees may be authorized a monthly travel allowance, according to regulations approved by the City Council.
- F. All registration fees, etc., will be paid in advance by check. If this is not possible, the employee will be reimbursed for their own expenditure for registration fees, etc. after presentation of a valid receipt in conjunction with previously authorized travel.
- G. The amount of twenty eight dollars (\$28.00) shall be granted as the maximum daily per diem allowance for City employees engaged in travel on the City's behalf. No per diem shall be authorized for spouses of employees or others traveling with the employee at their own expense. (The City does however authorize the cost of a double rather than a single hotel room to accommodate the travel of a spouse with an employee and events sponsored as part of a conference or program.) Receipts shall not be required for per diem advancements unless the employee requests reimbursement above the authorized amount. (CC 8/19/97)
- H. Travel that requires less than a full day shall be compensated by the following specific per diem allowances:
 - (1) Breakfast: \$ 6.00 maximum.
 - (2) Lunch: \$ 8.00 maximum.
 - (3) Dinner: \$14.00 maximum.
 - (4) Sundries: \$ 5.00 maximum.
 - (5) These amounts may be either advances after submission and approval of travel request, or reimbursed upon presentation of receipts.

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