

## **SECTION XV: REIMBURSABLE EXPENSES**

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1. GENERAL POLICY. (For purposes of this policy, elected officials will be referred to as employees.) With prior approval, legitimate expenses will be reimbursed by Tremonton City to the employee. Receipts shall be required to reimburse the employee with the exception of per diem amounts. Reimbursement shall be in the form of a check. Records reflecting the amount of reimbursement each employee has received shall be kept.
2. TRAINING AND CONFERENCES. If required to attend training seminars, conferences, briefings, or gather information, employees will be compensated in addition to paying any tuition or fees as follow:
  - A. Non-Exempt Employees. Non-Exempt employees will receive their regular hourly pay for travel to, attendance at, and travel from training or conferences. Department Heads shall work with non-exempt employees who travel to flex travel time and attendance at conferences within the week it was worked. (Reference Chapter 12 Section 10 A.) If flexing time is not possible, Non-Exempt Employees will be compensated at the rate of one and one-half (1 and ½) times their regular hourly pay if hours worked exceed forty (40) hours in that week.
  - B. Exempt Employees. Exempt Employees will receive their regular pay for travel to, attendance at, and travel from training or conferences.
3. TRAVEL POLICY.
  - A. All travel thirty (30) miles 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, 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. Use of an employee's personal vehicle may be authorized with approval from their Department Head or the City Manager. The employee shall keep track of the mileage (or use MapQuest or similar computer application to track mileage) associated with the approved travel and submit a request for reimbursement using the Employee Trip Advancement/Reimbursement Authorization Form (Appendix

Number 3) which will be submitted to Accounts Payable. The mileage rate shall be consistent with the current established Standard Mileage Rate used by the Internal Revenue Service.

- D. All airplane travel shall be approved by the Department Head and City Manager in advance of the trip. Airline tickets shall be paid in advance by City check or with a City credit card. If this is not possible, the employee will be reimbursed for their own expenditure for airline tickets after presentation of a valid receipt and submission of the Employee Trip Advancement/Reimbursement Authorization Form (Appendix Number 3) to Accounts Payable.
- E. If an employee must travel multiple days on the City's behalf the Department Head may choose to authorize hotel accommodations. Each employee requiring accommodations shall have their own room. All hotel or other sleeping accommodations or other travel accommodations shall be approved by the Department Head, arranged in advance for overnight trips and paid in advance by City check or with a City credit card. If such payment in advance is not possible, the City shall reimburse to the employee the amount of such sleeping and travel accommodations after receiving a valid receipt and submission of the Employee Trip Advancement/Reimbursement Authorization Form (Appendix Number 3) to Accounts Payable. Failure to produce a receipt in such circumstances will necessitate the withholding of reimbursement. When traveling in-state, it shall be the employee's responsibility to provide a Tax Exempt certificate when accommodations are not arranged and paid for in advance. If the certificate is not provided and the employee pays taxes, the taxes shall not be reimbursed to the employee by the City. No employee shall be reimbursed for room service charges or the like. The City authorizes the cost of a double rather than a single hotel room to accommodate the travel of a spouse or partner with an employee at events sponsored as part of a conference or program.
- F. All registration fees, etc., shall be paid in advance by City check or with a City credit card. If this is not possible, the employee will be reimbursed for their own expenditure for registration fees, etc. after presentation of a valid receipt and submission of the Employee Trip Advancement/Reimbursement Authorization Form (Appendix Number 3) to Accounts Payable.
- G. Tremonton City shall adopt the existing and future per diem rates, plus five dollars (\$5.00) for sundries, set by the State of Utah for reimbursable expenses and staff is authorized to update rates in this policy as the State updates their rates (as found at <http://www.finance.utah.gov/travel/>). Each employee shall complete and submit the Employee Trip Advancement/Reimbursement Authorization Form (Appendix Number 3) to Accounts Payable. No per diem shall be authorized for spouses or partners. The employee shall not be responsible to reimburse the City

for unexpended per diem funds. Conversely, the City will not reimburse employees for amounts spent above the per diem amounts. All per diem amounts include costs associated with taxes and tips.

- (1) Employees shall be eligible for per diem amounts if travel associated with their work assignments meets the following criteria:
  - (a) Work assignments take an employee further than sixty (60) miles from their origin of work; and/or
  - (b) Work requires them to spend the night away from their personal residence.
- (2) The following circumstances shall dictate per diem exceptions:
  - (a) When a meal (excluding continental breakfast) is provided as part of the event, the City employee shall not be eligible for a per diem amount for that meal.

H. Employees that are eligible for per diem shall receive a pro-rated amount of seventy-five (75) percent of the total per diem amount for that day regardless of the time that they depart or return from their travel.

I. In-State travel shall be compensated by the following specific per diem allowances:

- (1) Breakfast: \$ 9.00 maximum.
- (2) Lunch: \$11.00 maximum.
- (3) Dinner: \$16.00 maximum.
- (4) Sundries: \$ 5.00 maximum.

J. Out-of State travel shall be compensated by the following specific per diem allowances:

- (1) Breakfast: \$10.00 maximum.
- (2) Lunch: \$14.00 maximum.
- (3) Dinner: \$21.00 maximum.
- (4) Sundries: \$ 5.00 maximum.

K. The amount of fifty nine dollars (\$59.00) plus five dollars (\$5.00) for sundries shall be granted as the maximum daily per diem allowance for City employees engaged in Out-of State travel in Premium Cities, which are Arlington, Atlanta, Baltimore, Boston, Chicago, Los Angeles, New York, Orlando, San Diego, San Francisco, and Washington DC., on the City's behalf.

L. At the discretion of the Department Head, meals may be provided by the Department Head for legitimate business purposes or to employees when engaged in training or under other unusual circumstances. An employee shall not be eligible for a per diem amount for a meal that is provided by a Department Head. The Department Head shall provide an explanation as to why a meal was provided on the Purchase Order.

4. Insurance Refund

A. With prior approval of the Mayor or City Manager the City shall provide insurance premium refunds to employees participating in the City provided medical and dental plans when the City withholds a portion of the employee's paycheck to pay premiums associated with the insurance premiums. The insurance refund shall be in accordance with the following schedule:

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| (1) | A complete year of premium payment:                          | \$ 100.00 maximum.                       |
| (2) | Six months to less than a complete year of premium payments: | A pro rata share of the \$100.00 maximum |
| (3) | Less than six months of premium payments:                    | Employee not eligible for refund         |

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