CITY OF CLAREMONT
TRAVEL POLICY

I. Request for Travel

An employee, city councilmember, committee member, or volunteer, must submit a travel authorization form to his/her supervisor and or the City Manager.

II. Expense Report

A travel expense report must be completed for all travel, even when a city issued credit card is used. Copies of receipts and supporting documents should be attached and submitted to the Finance Officer. Copies of itemized meal receipts must be submitted when requesting reimbursement.

III. Advances and Credit Cards

Employees issued a city credit card should typically use it to pay for expenses associated with approved travel. Upon return, an expense report must be submitted to the supervisor with itemized receipts attached.

In an instance where the employee requests advance funds, a travel expense form will be submitted to the supervisor no less than 2 weeks before the travel date.

Any funds used either through an advance or a city credit card in conflict with this policy should be returned to the city. Within 10 days of the final day of travel, all receipts with dates and a description of the service or item purchased will be submitted to the Finance Officer for verification purposes. If documented expenses exceed the travel advance, the employee will receive a reimbursement for the difference. If documented expenses are less than the travel advance, the employee will provide the City with the difference. Failure to provide the appropriate documentation may result in disciplinary action up to and including termination. The city reserves the right to deduct the advance from employees pay. The employee is responsible for funds advanced. If funds are lost or stolen, the employee is responsible for repayment to the city.

IV. Transportation

A. Vehicle - City and Personal

When the travel is less than 300 miles (one way), the city has the option to require the use of city owned vehicles. Only one city vehicle should be used when more than one but less than four employees are traveling. When a city vehicle is not furnished, the city will reimburse the employee at the city's current mileage reimbursement rate. Mileage Rate to be the IRS standard mileage rate The beginning and ending odometer reading must accompany requests for mileage reimbursement. However, if a city

vehicle is available, the traveler must use the city vehicle to be eligible for fuel expense to be paid by the city.

B. Air, Rail and Bus

Transportation reservations shall be obtained at the lowest fare possible, within reason, without causing undue hardship to the traveler. Travel ust be by the most expeditious and direct route that is practical and commensurate with the nature and purpose of the traveler's assignment. Coach or standard accommodations are required and only one checked bag is reimbursable. Any other travel expenses such as parking and local transportation costs must be accompanied by receipts for service.

C. Vehicle Rental

A rental car may be used when public transportation is inconvenient or multiple employees are traveling making the use of a rental car economical or practical. Rentals shall be limited to mid-size automobiles with standard accessories, unless circumstances dictate a larger vehicle. Itemized receipts are required for reimbursement of any rental car costs including gas. Employees shall not purchase any insurance such as collision or personal injury coverage offered by the rental firms.

V. Lodging

Hotel/motel charges shall qualify for reimbursement through approval of the supervisor. The city standard reimbursement rate is for a single occupancy room or double occupancy if sharing with another employee. Instances where it is more economical or the only option is a multiple occupancy room for a single employee will be reimbursed. All traveling personnel shall minimize the expense associated with hotel/motel costs by procuring a government rate for qualified stays, when available.

VI. Meals and Incidentals

The City of Claremont allows a set per diem rate for each meal and incidental expenses as follows:

Breakfast: $12
Lunch: $18
Dinner: $30

For a total not to exceed $60 per day for meals and must be accompanied by original itemized receipts to qualify for approval by the Finance Officer. Gratuities may not exceed 15% and count toward the per diem rate. Meals served as part of a conference, convention or class, will be reimbursed or prepaid at cost.

VII. Miscellaneous Expense

Expenses such as printing, copying and Wi-Fi usage are for business use only and should be coded as "other expenses" on the expense report. These expenses shall be obtained at the most economic rate available.

VIII. Non Reimbursable Expenses

The following are non-reimbursable expenses:

- Laundry
- Personal entertainment (sporting events, movies, etc.)
- Personal phone calls
- Traffic and parking tickets
- Baggage overweight fees
- Theft, loss or damage of personal effects
- Personal care items

IX. Exceptions

Exceptions and variances to this policy are subject to the approval of the City Manager. Requests should be submitted in writing before the date of travel.