

Town of Riverhead Request for Travel and Conference

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| Name: _____ | Submission Instructions: The completed form is to be attached to the Purchase Requisition (voucher) together with receipts for expenses. If the request for travel and conference reimbursement is limited to request for mileage reimbursement, simply complete daily vehicle record and attach to Purchase Requisition. All forms are available on website-click Documents & Forms scroll to Accounting Department. | |
| Department: _____ | | |
| Purpose (conference/seminar): _____ | | |
| Location/Destination: _____ | | |
| Travel Start Date and Time: _____ | | |
| Travel End Date and Time: _____ | | |
| Reimbursable Expenses (SEE ATTACHED POLICY) | | Total Amounts |
| ITEM AND DESCRIPTION | | |
| Transportation <i>(indicate to and from i.e..JFK to BWI Airport):</i> | | |
| Air Fare (coach rate) | \$ | |
| Rail (coach rate) | | |
| Bus | | |
| Cab | | |
| Mileage: _____ mi. x IRS mileage rate (\$. _____) <i>If the request for reimbursement is limited to mileage please use Daily Vehicle Record)</i> | | |
| Other (explain): _____ | | |
| Total Transportation Costs | | \$ |
| Lodging Costs <i>(Please refer to the Travel and Conference Policy & Procedures for amounts and/or limits for room reimbursement and sales tax.)</i> | | |
| Lodging Incurred (attach bill) | \$ | |
| Room Taxes on lodging incurred | | |
| Total Lodging Costs | | \$ |
| Meals & Incidentals <i>((Please refer to the Travel and Conference Policy & Procedures for amounts and/or limits for meal reimbursement: http://www.gsa.gov)</i> | | |
| Meals: Indicate by checking meal and inserting # of days or indicate daily Rate Breakfast () x ___# Lunch () x ___# Dinner () x ___# or Daily Rate X ___# days | \$ | |
| Other (explain): _____ | | |
| Total Meals & Incidentals | | \$ |
| Conference/Seminar: (name/description) Indicate if related to license or certification and type of license and certification: | | |
| Conference/Seminar/Program Fee | | \$ |
| Other (explain): _____ | | |
| Total Conference/Seminar Costs | | \$ |
| Total Costs/Expenses Requested for Reimbursement | | |
| Signature of Employee: _____ | Date: _____ | |
| Signature of Department Head: _____ | Date: _____ | |
| If required, Signature of the Office of the Supervisor: _____ | Date: _____ | |

NOTE: Please attach **original** receipts or other substantiation for transportation and expenses.

TRAVEL AND CONFERENCE POLICY AND PROCEDURES

Introduction

The policy and procedures set forth below are intended to provide information, guidance and instruction to Town Officials, Departments and employees (the term “employee(s)” or “traveler(s)” are intended to include all Town personnel referenced above) regarding Town of Riverhead Travel and Conference Policy and Procedures, including authorization to attend conferences and seminars and submission of claims for reimbursement of expenses related to employee travel. The Travel and Conference Policy and Procedures apply only to attendance at and travel related to official Town business.

Official Town of Riverhead travel is defined as:

1. Temporary duty away from the official station (usual work location) related to and for the purposes of performance of various duties for which the employee is principally employed and/or related to Town business.
2. Local travel in and around the official station related to and for the purposes of performance of various duties for which the employee is principally employed and/or related to Town business.
3. Travel to maintain education, licensing and/or certification

Policy Statement

Town of Riverhead travel is generally defined as transportation on Town of Riverhead business in excess of one's normal commute. Town of Riverhead-approved travel includes travel on official Town of Riverhead business requiring the employee to travel from normal place of employment (i.e. 200 Howell Ave.) to another destination and return to normal place of employment and may include travel from home to an alternate work location or from an alternate location to home (often referred to as “in travel status”), but official travel does not include commuting between home and normal place of employment. It is the policy of Town of Riverhead to reimburse employees for appropriate and approved travel-related costs and activities while in travel status, however, the policies and procedures shall not in any way diminish or limit the authority of the Department Head, Supervisor or Town Board to approve, deny or set appropriate restrictions or limitations related to travel. Under no circumstances shall the Town provide reimbursement for expenses related to personal travel. Note, the policies and procedures herein apply to all sources of departmental funds and appropriations of Town of Riverhead funds. Employees are responsible for following this policy, and, if applicable, additional policies set by their Department Head.

It is the intent of the Town of Riverhead Travel and Conference Policy and Procedures to follow, with some exceptions outlined below, the federal guidelines and policies for federal employee travel and reimbursement for travel expenses. Auditors review expenditures

for Town of Riverhead travel using the Town of Riverhead Travel and Conference Policy and Procedures and standards applicable to travel by federal employees. (See <http://www.gsa.gov> for federal policy and regulations regarding travel, lodging, and meals...etc.). This Travel and Conference Policy and Procedures shall apply to all employees that travel away from normal business locations (i.e. 200 Howell Ave.). Travel reimbursements will only be granted if the proper documentation consistent with the Travel and Conference Policy and Procedures and such other policies and/or procedures implemented by the Town are submitted by the employee seeking reimbursement. Employees should be familiar with the specific cost availability and limits provided by their respective department's funding. In no case will an amount be reimbursed that is larger than allowed under the Town of Riverhead Travel and Conference Policy and Procedures. In addition to the policy set forth below, in the event that the travel exceeds the allocated budget of the department, the Department Head must obtain approval, via Town Board Resolution, to approve the travel. Please consult with and obtain the approval of your Department Head / Office of Supervisor PRIOR TO SPENDING FUNDS.

Policy

1. Authorization and Approval

It is essential that the employee's travel is authorized with a written approval as set forth in the policy provisions outlined below and the Department Head must verify sufficient funds (budget line) for the projected expenses that will be incurred related to the travel. In all cases, travelers are expected to exercise the same care in spending public funds that a prudent person would exercise when traveling on personal business. Travelers are expected to arrange travel such that all costs, transportation, lodging and meals are most efficient and cost effective, it is expected that employees will not incur lodging or meal expenses due to prolonged attendance at a destination, unless it is determined that it is more economical for the Town to have the employee remain at the destination location for a limited but extended period of time. Note, the employee must submit documentation to demonstrate the cost savings to the Town. The Town will consider the location and the time that the conference/seminar/training begins and ends in evaluating the appropriateness of travel plans.

A. Overnight travel shall require approval by the Department Head and approval, by the adoption of a resolution, by the Town Board, except as set forth in policy provision 1 (D) set forth below. It is the responsibility of the Department Head and employee to adhere to the policy regarding reimbursement for transportation, meals and lodging set forth below.

B. Travel not requiring an overnight stay shall require the approval from Department Head and Town Supervisor except as set forth in policy provision 1 (D) set forth below. It is the responsibility of the Department Head and employee to adhere to the policy regarding reimbursement for transportation and meals set forth below.

C. Any expense related to attendance or participation in conferences/education for the purpose of maintaining licensing and/or certification to keep Town of Riverhead

employees current to perform necessary Town of Riverhead responsibilities must be approved by the Department Head and the Town Supervisor. Note, if overnight travel is included in the attendance at the conference, then Town Board approval is required. It is the responsibility of the Department Head and employee to adhere to the policy regarding reimbursement for transportation, meals and lodging as may be applicable and any employment contract provisions, and as may be applicable.

D. Any expense related to legislative travel shall be subject to the provisions set forth in this provision, provision 1 (D). Legislative travel shall be defined as travel by a member of the legislative body, Town Board, and/or travel by a Department Head (including his/her designee) at the request of or at the direction of a member(s) of the legislative body related to attendance at a professional meeting to present or participate in an organized discussion related to issues directly impacting revenue, promoting economic vitality & growth, etc. for the Town of Riverhead. In the event that a member of the legislative body is required to travel for the purposes set forth above and/or requests/directs Department Head to travel for such purpose, the member of the legislative body must obtain approval, in writing, from a majority of the legislative body. It is the responsibility of the member(s) of the Town Board and any Department Head(s) to adhere to the policy regarding reimbursement for transportation, meals and lodging as may be applicable and any employment contract provisions, and as may be applicable.

2. Travel and Conference Authorization & Approval Documentation

As set forth above, all travel expenses and conference fees must be approved prior to the conference, seminar or program date. It is the responsibility of the employee to complete the Travel and Conference Authorization & Approval form and attach a copy of the conference/seminar brochure and registration form, together with a Purchase Requisition and it is the responsibility of the employee to obtain the approval from his/her Department Head and, if required, the approval of the Supervisor and/or Resolution of the Town Board. All anticipated and projected fees and expenses related to attendance at a conference/seminar/program, including travel costs, lodging, and meals for which the employee will seek reimbursement must comply with this policy and must be identified on the Travel and Conference Authorization & Approval form and/or Resolution of the Town Board.

3. Travel and Conference Request for Reimbursement

All employees seeking reimbursement for expenses related to travel and conferences must complete and submit the Travel and Conference Reimbursement form with receipts and/or documentation evidencing expenses together with a copy of the Travel and Conference Authorization & Approval and Voucher for Payment to the Office of the Financial Administrator. Note, in the event that the request for reimbursement exceeds the projected and approved costs/expenses listed in the Travel and Conference Authorization & Approval form but in all other respects complies with this policy, the employee shall be required to obtain the approval of his/her Department Head and/or Office of the Supervisor on the Travel and Conference Request for Reimbursement.

Expenses Eligible for Reimbursement

1. Transportation

Travelers should use the most efficient and cost effective method of transportation available. When choosing a method of transportation, several factors should be considered: distance being traveled, travel time, number of travels, number of locations to be visited, type and cost of transportation available. MapQuest or similar document is required on ALL mileage reimbursements and receipts are required for reimbursement on public transportation, parking, and to the extent possible tolls.

Town Vehicle(s)

If available, Town vehicles should be considered when the use of an automobile is required. Gasoline and other necessary expenses incurred while a Town vehicle is being used for Town purposes will be reimbursed.

Personal Vehicle

A personal or privately owned vehicle may be used for Town business purposes when a Town vehicle or common carrier is not available, cost effective, practical or otherwise appropriate. Mileage reimbursement rates are determined by the IRS and collective bargaining agreements. The mileage reimbursement rate is intended to cover all fuel, maintenance, insurance, transportation, and operating costs. There shall be no reimbursement for the cost of repairs to the vehicle or other such costs whether they result from the traveler's actions or the actions of others. The Town does not assume responsibility for deductibles or other uninsured loss to the vehicle. Any damage to a privately owned vehicle used for Town business is covered by the individuals' private insurance, costs for which are also included in the mileage reimbursement. Costs for parking and moving violations are not reimbursable. Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance.

Rental Vehicle

If a rental vehicle is necessary and prudent, the employee should use the state or federal policy, rates and/or contracts (See www.osc.state.ny.us or <http://www.gsa.gov> for federal policy and regulations regarding travel, lodging, and meals...etc.). Information about a rental contract may be obtained from the Office of the Financial Administrator or the websites provided above. It is recommended that the traveler rent in the name of the Town of Riverhead and sign the agreement as agent for the Town. It is recommended that the traveler purchase the collision damage waiver. Travelers should check with the Office for Financial Administrator for the reimbursement policy for this expense. Note, no reimbursements will be made by the Town of Riverhead without proper approval and/or documentation.

Common Carrier

Travel may include using a common carrier such as a train, bus taxicab or airplane. Where possible, travel should be scheduled using the NYS travel services contracts and/or coach accommodations when traveling by commercial air. Taxi fares, trains, are reimbursable where automobile transportation is not practical. This includes taxis between hotels and railroad stations or airports, between appointments or between hotels and places of temporary duty.

2. Lodging

Travelers must book standard accommodations in reasonably priced, commercial-class hotels and motels. Use of preferred hotel vendors is encouraged (contact Town of Riverhead Purchasing Dept.). Travelers will ask for municipal discounts at all hotels and motels, many of which charge reduced rates to those who identify themselves as a municipality. Hotels / Motels will be paid directly and in accordance with pricing stated on Purchase Order whenever possible. Note, travelers will be reimbursed for the reasonable (limited to US General Services Per Diem Rates) and actual cost of lodging, except conference-site hotels will be reimbursed at the actual cost. Note, if the fee for lodging is included as part of the conference or seminar fee, there shall be no reimbursement.

3. Meals and Incidentals

Meals will be reimbursed in the amount allowed based on the US General Services Per Diem Rates, except in the event travel and/or conference exceeds the standard daily hours of employment i.e. 35 hour week employee=7 hours per day, 40 hour week employee=8 hours per day there shall be no deduction for first and last day of travel. Only the time an employee is determined to be in travel status may be included in the calculation of hours of employment, i.e. travel time at the end of the workday where the employee is free to engage in personal pursuits and activities will not be deemed in travel status and hence will not be calculated in daily hours. The reimbursement for all meals will be reimbursed at the rate for the destination of travel. Note, the per diem meal rate reflects the total amount paid for each meal. (See <http://www.gsa.gov> for current rates.) Note, if the fee for a conference or seminar includes meals(s) the Town shall not reimburse the employee for the meal(s).

4. Sales Tax

The Town of Riverhead will not reimburse sales tax. When feasible the employee must obtain a sales exempt certificate from the Town of Riverhead accounting office prior to incurring expenses and ascertain it is being used by the vendor. Certain non-exempt hotel occupancy taxes will be paid.

*** If the proper documentation/receipts pertaining to the respective request for reimbursement are not followed according to this policy the payment will be denied and vendor payment will be the responsibility of the traveler.

5. Miscellaneous Expenses

Only actual, reasonable and necessary Town related business expenses will be reimbursed, and such expenses must be properly indicated and justified on the travel form/request for reimbursement. Examples of reimbursable Town business expenses include: telephone calls to Town/department; internet connection fees, supplies and materials. Examples of non-reimbursable expenses include speeding fines, parking tickets, entertainment (in room movies, theater tickets, sight seeing, golf outings and such other personal expenses). Note, under no circumstance will the Town reimburse for alcohol or alcoholic beverages.

6. Special Circumstances (Expense Policy Exception Request)

In those instances where requests for travel and other business reimbursements do not conform to stated Town policies, an Expense Policy Exception Request must be submitted with the traveler's Expense Report, explaining the reasons for not conforming to stated Town policies, signed by the Department Head and the Supervisor or his designee. The traveler's immediate supervisor's signature on an Expense Policy Exception Request is not adequate.

7. Cancellation/Cancellation Fees

Note, if a trip is cancelled at the direction of the Town or host of the conference/seminar/program/event, the traveler will not be responsible for any costs incurred. If a trip is cancelled for the traveler's convenience, he or she may be responsible for any costs incurred by the Town and/or traveler to arrange, reserve attendance at, and travel to the destination of the conference/seminar/program or event.