

**TOWN OF MANCHESTER
POLICY AND PROCEDURES**

TRAVEL REIMBURSEMENT POLICY STATEMENT

Expenses incurred while traveling on Town-related business will be reimbursed to the employee only if supported by detailed receipts submitted to Accounting on a timely basis. In order to be considered reimbursable, all expenses submitted must adhere to the requirements outlined below.

**THE FOLLOWING CRITERIA MUST BE MET IN ORDER FOR TRAVEL
EXPENSES TO BE CONSIDERED REIMBURSABLE**

1. The expenses must be incurred by a Town employee who is traveling on Town-related business. General types of expenses considered reimbursable are:
 - Travel (airfare, rail tickets, personal car mileage) to and from the location of the Town business.
 - Conference/training fees related to Town business. Generally, these expenses should be paid directly by the Town through the VRR process. However, if timing constraints require the employee to pay the fee up front, the fee will be reimbursed.
 - Hotel accommodations (single occupancy rates only, unless the employee is sharing a room with another Town employee) for the duration of the Town business only. If an employee extends the trip for personal vacation, the hotel expense for the personal time is not reimbursable. When choosing a hotel, the employee should attempt to stay at the hotel where the event is occurring, if applicable. If not, the employee should choose a hotel using the Marriott chain as the cost standard (i.e. the employee should stay at a Marriott if available or, if not, a hotel of similar or lower price level to a Marriott.)
 - Meals incurred for the duration of the Town business only. Meals incurred during an extended stay for personal reasons are not reimbursable. The maximum reimbursement for meals is \$70 per full travel day (\$10 breakfast, \$15 lunch and \$45 dinner). The \$70 per diem rate must be prorated if travel occurs for only a portion of a day. For example, if the traveler returns home at 2:00 PM, only breakfast and lunch would be reimbursable for that day (a total of \$25).
 - Rental car fees for transportation while on Town business. If the car is used for an extended personal stay, the rental fee must be prorated for the time the employee was on business only. If no car is rented, the employee may be reimbursed for taxi, subway or other local transportation while on Town business.
 - Tolls and gasoline (when using one's personal car for travel).

- Parking fees for airport parking while on Town business and other necessary parking fees for a rental or personal car while on Town business. Valet parking should only be used if the hotel absolutely requires it.
2. The following expenses are **never** reimbursable:
 - Expenses for a spouse or other traveling companion who is not a Town employee. If an employee travels with another person not employed by the Town, the employee must itemize receipts and only apply for reimbursement for the employee's own expenses.
 - Personal, incidental expenses such as magazines.
 - Expenses of any type incurred outside the days that the event requiring the employee's presence is occurring. If necessary, the employee is allowed to arrive at the destination on the night before the event begins and is allowed to depart the morning after the event is over to allow for travel time. Any further extension of the travel beyond these timeframes is not reimbursable unless there are extenuating circumstances (such as a weather-related plane delay). Extenuating circumstances must be explained in writing and approved by the Department Head (or General Manager if a Department Head is the one submitting the expenses).
 - Alcoholic beverages. All meal receipts must be itemized and cost of alcoholic beverages must be subtracted from the total before the receipt is submitted to Accounting. Non-itemized meal receipts are not acceptable; these meals will not be reimbursed.
 - Items not supported by a receipt.
 3. If the traveler has a Town-issued purchasing card, travel-related expenses should be charged to the card rather than paid for by the employee and then submitted for reimbursement. Receipts must still be kept and submitted to Accounting with the purchase card log (refer to "Town of Manchester Purchasing Card Program Guidelines" for further details on purchasing card policy and procedures).
 4. The travel to which the expenses relate must have been pre-approved on a "Request for Leave of Absence-Conferences" form (See Attachment A). The Department Head and General Manager must sign off on this form and the form must be attached with the receipts submitted for reimbursement. The total cost of the trip, including all reimbursements submitted should be at or below the estimated cost indicated on this form. Any overages must be explained in detail and authorized by the Department Head and General Manager.
 5. Expenses should be submitted for reimbursement within 5 business days of returning from a trip.
 6. The requestor must have been compliant with this policy in regard to all previous expense reimbursement submissions. If non-compliance has been demonstrated

previously, the Town may not allow the requestor to participate in the reimbursement process in the future.

7. Cash advances for travel-related costs are permitted on an exception basis only. If the employee wishes to obtain an advance, the employee must complete a "Travel Advance Request Form" (See Attachment B). This form must include a detailed explanation of why an advance is needed. This form must be submitted to the General Manager's office along with the "Request for Leave of Absence-Conferences" form. If an advance is granted, receipts need to be kept and submitted to Accounting within 5 business days of the end of the trip (see below).

PROCEDURES FOR REIMBURSEMENT REQUESTS

1. Within 5 business days of returning from travel, the employee must submit a VRR with itemized receipts to Accounting neatly and in chronological order. The receipts should be adjusted to subtract any alcohol and to subtract the cost of any non-Town employees. It is the responsibility of the employee who traveled to adjust the receipts before submission. The VRR must be signed by the Department Head, or the General Manager if the Department Head is the one submitting. No employee is allowed to sign off on his or her own reimbursement.
2. If the total cost of the trip exceeded the amount pre-approved on the "Request for Leave of Absence" form, a detailed explanation with approval from the Department Head or General Manager must be included.
3. If the employee had obtained a travel advance, the receipts must be submitted to Accounting along with a spreadsheet showing the amount of advance received, less the amount spent (which must agree to the total of receipts submitted). If the advance exceeds the amount spent, the employee must include a check for the difference made payable to Town of Manchester. If the employee spent more than was advanced, and this is supported by valid receipts, the employee must submit a VRR approved by the Department Head (or General Manager if a Department Head is the requestor) and the additional receipts to Accounting in order to obtain further reimbursement.
4. The Accounting Department will review all travel expense reimbursement requests in detail to ensure compliance with these policies and procedures. Items considered to be non-compliant will be subtracted from the reimbursement. Incomplete submissions (e.g. missing receipts) will be returned to the employee for completion.

THE FOREGOING POLICY AND PROCEDURES ARE EFFECTIVE BEGINNING May 14, 2007.

APPROVED BY GENERAL MANAGER ON May 14, 2007.

SIGNED: 