

City of Rochelle

CATEGORY: FINANCE PAGE: 1 of 3

TITLE: CITY OF ROCHELLE TRAVEL & MEAL EXPENSE CONTROL ACT POLICY

EFFECTIVE: 10/10/2017

SUPERSEDES: 1/1/2017

Purpose and Scope:

The purpose of this policy is to establish procedures for permission to attend and to obtain reimbursement for City financed functions (meetings, seminars, conferences, education courses, or any event that advances your job knowledge). This policy is applicable to all City Employees, including Department Chiefs, Superintendents, Directors, Supervisors, the City Attorney, City Clerk and City Treasurer.

1. Generally attendance at a one-day meeting, seminar, education course or other similar function does not require Supervisor approval, provided there is sufficient budget funds available to cover the cost of the event and/or reimbursement of expenses incurred therefore. ***(Proof of sufficient funds must be submitted at time of request.)***
2. Supervisor approval is required for a two or more day seminar, conference, educational course or similar function. ***Written request for approval must be submitted prior to an expense for travel, meals or lodging*** on the City of Rochelle Travel Request and Approval form together with a copy of the function announcement and the estimated costs of travel, meals, lodging, registration fees, date(s) and nature of the reason for travel. Sufficient budget funds must be available to cover the cost of attending the function.
3. There will be no cash advancements.
4. Any request for reimbursement of allowable expenses associated with your attendance at a function must be submitted on the City of Rochelle Employee Expense Report form to the Supervisor's office for review and approval within thirty (30) days of the function. ***Original Receipts must be submitted to support the request for reimbursement.***
5. Reimbursement for meals **that includes Overnight Lodging** shall be limited to a daily **maximum** of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. For example, if lunch costs \$17 excluding tip (15% maximum), the employee will only be reimbursed \$15. ***Meals are not to be charged to the City's credit card.*** Meals will be reimbursed only

upon return following a review by the City Finance Department of the approved original receipts.

6a. Reimbursement for meals **without** Overnight Lodging may be reimbursed by the City subject to the following limits/rules: The purpose of the meal shall be part of attending a business or job related conference, workshop or training or to engage in a “working” meeting. A “working” meeting must serve a legitimate business purpose, involve at least one other person and the reimbursement must include:

1. The subject or purpose of the meal/meeting.
2. A list of all persons attending the meal/meeting.

The meal reimbursement shall be limited to a maximum of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Reimbursement is for the City employee only.

6b. Meals/refreshments off-premise where the purpose is to discuss a business topic that could be discussed in an office setting is not eligible for reimbursement.

6c. Deviations from the meal reimbursement policy must be approved by the City Manager in advance.

7. For special events or meetings at a City owned facility for City related business, lunch or light refreshments such as snacks and non-alcoholic beverages may be provided.

8. Reimbursement for mileage must include a printed MapQuest verification. When an individual reports directly to an approved training or meeting site, mileage shall be reimbursed the lesser of the following:

- a. The mileage between the “official work station” and the approved reporting site **OR**
- b. The mileage between the “official residence” and the approved reporting site.

9. Reimbursement for tollway charges must include a receipt or a printout of the online toll calculator (***no exceptions***).

10. Air travel will be allowed at the discretion of the Supervisor. Companion tickets may not be purchased using City-issued credit cards. If an individual is accompanying you on a City approved trip, you must purchase airfare on your own credit card and then request reimbursement of the City approved portion.

