

**SUBJECT:** TRAVEL POLICY**SECTION:** 102.11**REVISED:** JANUARY 22, 2007**PAGE(S):** 2

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## **PURPOSE**

The purpose of this policy is to provide guidelines and procedures for reimbursement of allowable expenditures for employees conducting business on behalf of the City of Reading. The list of allowable expenditures is intended to cover all reasonable and necessary travel costs, while providing the lowest and best cost of travel to the City.

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## **REFERENCE**

City of Reading, Code of Ordinances: §244.04 Travel Expenses.

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## **POLICY**

- A. Receipts must be kept and submitted for reimbursement of expenses. The following is a list of allowable expenditures for travel.

### **TRANSPORTATION**

Common Carrier (bus, railroad, airline, etc): May be reimbursed at the lowest available rate to and from the designation location.

Mileage: Use of private vehicles will be allowed and reimbursement computed on the basis of the current standard allowance accepted by the Internal Revenue Service. Reimbursement will be made upon reporting of date, beginning/ending mileage, and the area covered. If more than one City employee travels in the same vehicle, mileage will be paid only to the owner of the vehicle. When travel is by a City owned vehicle, the cost of gasoline and oil will be allowed. Other expenditures related to transportation will also be allowed when justified (i.e. parking and tolls). It is the employee's responsibility to ensure that they have a current and valid driving license for the type of vehicle they are using and ensure that their insurance coverage includes use of the vehicle for business purposes.

Rental Cars: There may be situations where it is necessary to provide a rental car when local mass transportation is not available and the cost for taxi service exceeds the car rental fees. Car rentals must be authorized in advance by the Department Head. Economy or compact cars must be used unless multiple employees are traveling together, in which case, a full size car is permitted. Rentals for luxury vehicles will not be reimbursed. Car rental, insurance, parking and fuel expenses (supported by receipts) will be reimbursed.

Miscellaneous: Receipts are required for reimbursable miscellaneous transportation expenses such as parking, taxis, car rental, etc.

## **MEALS**

Individuals needing to eat meals away from the city while on city business may be reimbursed for expenses judged to be reasonable. Gratuities of 15% shall be reimbursable with presentation of a proper receipt.

## **LODGING**

Lodging will be paid for the nights the person is on City business, including "travel days". An itemized check-out receipt is required for reimbursement. Check out times must be adhered to.

Travel accommodation will be based on single occupancy in a standard room and be booked at the lowest rate (preferred, government, special conference) available. Upgrades will not be reimbursed.

As a general rule, travel accommodation should be booked at the hotel or motel where the business or educational endeavor is taking place, if applicable.

A copy of the City's sales tax exemption form should be obtained prior to travel to ensure that the City will not be charged for State of Ohio sales and use tax.

Detailed hotel bills must be submitted to support claim. The following items will not be reimbursed:

- a) entertainment expenses
- b) room service and mini bar charges
- c) movies or game rentals
- d) laundry/ cleaning expenses
- e) personal telephone calls (with exception of a single ten-minute call to inform home of a safe arrival and home emergencies upon approval).
- f) other incidental expenses not explicitly covered in this travel policy

## **RESPONSIBILITY**

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This section assigns responsibility to specific individuals and groups for complying with the provisions of the Standard and establishes a mechanism for holding members accountable for complying with the Standard.