

SUBJECT: POLICY REGARDING TRAVEL AT CITY EXPENSE

Purpose: The purpose of this APM is to provide guidance to determine eligible City expenditures for employee travel.

Guidelines: The guidelines and restrictions contained herein pertain to travel by all City employees, regardless of whether the travel funds used are provided by the City or by grants or any other funding source. Employees with questions concerning travel policies, expense documentation or reimbursement procedures may contact the Finance Department at 266-4522. It is the responsibility of the department/division head to ensure that all employees are aware of and abide by the provisions contained in this travel policy.

Employees in travel status are expected to exercise good judgment when incurring travel costs and shall be reimbursed for reasonable and necessary costs incurred. Travel should be planned with the principles of fiscal austerity, sustainability, and energy conservation in mind and employees are strongly encouraged to make maximum use of telephone, teleconference or other electronic media and communication options as a way to minimize the need to travel.

Every department has a Purchasing Card (P-Card) and it should be used for as many travel expenses as possible.

Policy: Each agency will budget and account for general travel expenses for official City business.

Reimbursement rates will be updated periodically as appropriate. In all cases, total trip costs should be managed in a manner most advantageous to the City. See Appendix for prescribed rates.

The department/division head or designee must approve travel claims of all employees. Noncompliance or abuse of travel policy may result in disciplinary action, up to and including termination of employment.

Procedures:

- File an Estimated Travel In-State or Travel Out-of-State expense claim prior to trip departure.

An expense claim must be prepared and approved by the department/division head whenever an employee travels outside of Dane County. In the case of travel for a department head, the expense claim workflow will be sent to the Mayor for approval. Whenever several employees are traveling together, each employee must enter an expense claim.

There shall be no reimbursement for expenses incurred in attending a convention, conference, meeting, institute, seminar, or training session if prior authorization was not obtained in accordance with the procedures established in this policy.

There will be no reimbursement on expense claims submitted more than sixty (60) days from incurrence.

- Complete an expense claim in Employee Self Service.

Within thirty days of the return from the trip, the employee must file an expense claim in Employee Self Service. If the expense claim in Employee Self Service is not submitted within thirty (30) days, no future disbursements for pending travel, including advance registration for conferences, will be made until all previous trips are settled.

Expense report must include:

- The business purpose of the trip,
- The date and place of the trip, and
- Receipts for lodging



Satya Rhodes-Conway
Mayor

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