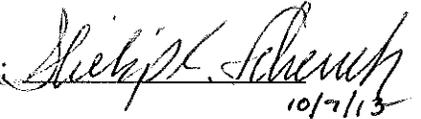


TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Travel
DISTRIBUTION: All Departments

NO: 141.01
DATE: 7/1/13
AMENDED:
BY: William J. Hogan
Director of Finance

APPROVED: 
10/7/13

I. PURPOSE

The purpose of this policy is to establish the Town's travel policies and to delineate those valid business expenses for which payment or reimbursement may be sought by employees, officials and volunteers of the Town. Personnel traveling for the purposes of and funded by grant money will rely on the provisions of this policy in instances where the individual grant has no guidelines.

II. RESPONSIBILITY

All personnel, officials and volunteers of the Town who travel for official Town business.

III. FORMS

Travel Expense Report

IV. PROCEDURE

- A. It shall be the policy of the Town of Bloomfield to allow and pay for the attendance and participation of authorized staff at meetings, conventions and seminars ("events"), where such participation is determined to be in the best interests of the Town, and is authorized in advance by the approving authority.
- B. The Town will follow the US General Services Administration (GSA) schedules that provide for maximum reimbursement rates for lodging, meals and incidental expenses and IRS mileage rates in effect on the date of travel for use of personal vehicles for authorized staff traveling on official Town business.

- C. All travel expenses incurred must be substantiated and documented in accordance with this policy and applicable federal and state laws (note-receipts are not required for meals and incidentals, which are reimbursed via per diem payments) and submitted no later than 15 days from the conclusion of the travel. All expenses will be on a reimbursement basis; no advances will be allowed.
- D. Conference And Registration Fees
1. Conference, training and registration fees should be paid directly by the Town when registering for the event. Proof of attendance may be required.
 2. Exceptions to the above require approval of the Department Head, and in no circumstances will reimbursement be made when prior written authorization has not been obtained.
- E. Meals And Incidentals
1. The per diem rate will be reimbursed at the Meals and Incidental Expenses (M&IE) per diem specific for the city/time of year of the travel location according to the GSA website (<http://www.gsa.gov/portal/category/21287>). No receipts are required.
 2. Meal allowances shall not be reimbursed when meals are furnished to the employee as a part of the event being attended. If some but not all of the meals are provided as part of the event, the meal allowance reimbursement shall only be available to the specific meals not included.
 3. Travel that is at least 12 hours but does not require overnight stay is eligible for the dinner per diem.
 4. First and last days of travel will be reimbursed at 75% of the per diem rate.
- F. Lodging
1. The Town will use the GSA schedule (<http://www.gsa.gov/portal/category/21287>) that provides the maximum reimbursement rate for the location of the stay.
 2. The above will not apply where lodging is tied to a specific hotel or motel or lodging accommodation in connection with the event being attended.
 3. Lodging expenses will only be reimbursed for multiple day meetings.
- G. Transportation
1. The mileage reimbursement rate available for authorized staff using their own vehicles while on Town related travel shall be the mileage reimbursement rate in place by the IRS on the date of travel.
 2. When using a personal automobile for a day trip which originates from home, the mileage reported for reimbursement should be from home or from the employee's work site, whichever is less.
 3. Mileage will be reimbursed by the shortest route, using a standard calculator such as Google Maps, Mapquest or Yahoo Maps.
 4. Reimbursement will only be made to the driver if one or more employees travel in the same vehicle.
 5. When using a personal vehicle, proof of a valid Connecticut driver's license and valid insurance is required.

6. Use of rental cars is discouraged and only allowed when absolutely necessary, or when doing so reduces the overall transportation charges to the Town. Prior approval of car rentals by the Director of Finance is required.
 7. Air travel will be reimbursed at coach/economy fares or their equivalent.
- H. Essential travel expenses will be reimbursed. Examples of miscellaneous expenses include taxi fares, parking fees, ferry and bridge tolls, and registration fees in connection with approved events, seminars, meeting or conventions.
- I. Basis For Reimbursement
1. Reimbursement is to be made for all authorized travel, subject to restrictions provided in this policy, but shall not be made for expenses incurred at or between the Town and the authorized employee's residential and official work site.
 2. Payment for or reimbursement of any of the following expenses is prohibited:
 - Liquor
 - Tobacco
 - Combined business and personal travel
 - Spousal/guest travel
 - Personal legal charges and traffic violations
 - Gratuities other than specified in M & IE rates
 - Personal expenses (phone, toiletries, trip insurance, dry cleaning, clothing)
 - Airline and club fees
 - Recreational, health and gym facility fees
 - Equipment or material not required by event
 - Valet or laundry services
 - Gambling, cash advances, loans
 - Personal side trips and entertainment
 - Loss or theft of cash, travel tickets, credit cards except by approval of Town Manager