

Chief Administrative Office  <b>POLICY MEMORANDUM</b>	Date of Issue December 20, 1996 <b>May 5, 1997 - Revised</b> <b>June 5, 1998 - Revised</b> <b>August 7, 2006 – Revised</b> <b>January 13, 2017 – Revised</b> <b>October 2, 2019 - Revised</b>	Expiration  Date: N/A	No.  4R
TO: ALL Divisions and Departments	Subject:		
SIGNATURE: 	<b>TRAVEL POLICY AND PROCEDURES</b>		
COMMENTS: This revision allows changes the mileage reimbursement rate to the IRS rate.			

### General

This travel policy applies to all departments, agencies, boards, and commissions of the Lexington-Fayette Urban County Government (UCG). All employees and other individuals traveling on official business as a representative of the UCG are expected to use the most economical means practical. Each Division Director and Commissioner is responsible for insuring that all travel expenses incurred by individuals in their Division or Department are as economical as possible.

All persons who travel on official Urban County Government business shall complete a Travel Authorization and Advance Request Form (Form 211-16, hereafter referred to as the Travel Form). Only necessary expenses of official travel will be reimbursed. Employees shall maintain all original receipts, except for meals, to support their travel reimbursement requests. All expense reconciliations and reimbursement requests are to be submitted on the Travel Form within 15 days of return. Original receipts should establish the amount, date, location and essential character of the expenditure.

The Division of Accounting is responsible for insuring that all travel reconciliations and reimbursements conform to this travel policy. The Mayor, the Chief Administrative Officer, or the Commissioner of Finance may approve exceptions to this policy where it is found to be in the best interest of the UCG. In order to determine whether exceptions are warranted, written justification may be required. Deviations from the travel policy should be approved in advance if possible.

### Travel Authorization

An employee seeking authorization for travel should complete Sections 1 & 2 of the Travel Form. All travel requests must be signed by the Division Director and the Department Commissioner. Any travel request for a Commissioner or for an estimated travel expense of over \$2,500 must be approved by the Chief Administrative Officer or the Mayor. All Council Office travel is to be approved by the Council Administrator. The Travel Form must have the necessary approvals and signatures before travel is incurred and/or a travel advance is made.

### Travel Advances, Reconciliations and Reimbursements

#### Travel Advances

Travel advances will be given to employees who have received proper travel authorization. Travel advances will not be processed for less than \$100. Instead, the employee will be reimbursed after submitting a travel reconciliation and a Cash Disbursement Request (Form 211-5) upon return from the trip. In order to receive a travel advance, the completed Travel Form and a Form 211-5 must be received in the Division of Accounting no later than six working days before the intended date of travel. Travel advances will only be made payable to the employee will not be

issued more than two weeks before the date of travel. Travel advances will not be made payable to the hotel. However, the employee can be reimbursed when he or she has personally encumbered travel related expenses (such as charging airline tickets on a personal credit card). An employee may have only one outstanding travel advance at a time except under unusual circumstances.

To receive a travel advance, the payroll withholding section of the Travel Form must be signed by the employee.<sup>1</sup> A travel advance reconciliation must be completed and returned to the Division of Accounting within 15 days from the date of return. If the reconciliation indicates an employee owes an additional amount to the UCG, payment should be remitted with the reconciliation.

If the review by the Division of Accounting identifies errors in the reconciliation, the employee will be notified of these errors. If additional funds are due the UCG, payment should be remitted 10 working days after written notification from the Division of Accounting. Failure to remit the refund will result in payroll withholding. Payroll withholding of travel advances is strongly discouraged; the utilization of payroll withholding will make the employee ineligible for future travel advances.

In the event that the person traveling does not receive an UCG paycheck, he or she will be billed for the travel advance amount due the Government. Such amount will be payable immediately.

#### Travel Reconciliation

To reconcile a travel advance or to request reimbursement for travel expenses, an employee must complete Section 3 of the Travel Form. Section 3 is to be completed for each day that the employee is traveling. A second sheet should be completed if more than 9 days are needed. Row totals are to be tallied in the right hand column. Column totals should be tallied on the bottom row. If a travel advance was not requested or travel expenses are greater than the advance, attach a Cash Disbursement Request (Form 211-5) along with the completed and reconciled Travel Form for reimbursement of travel expenses.

#### **Travel Reimbursement**

##### Registration Fees

Registration fees required for admittance to seminars will be paid with submission of proper documentation; this documentation should include a copy of the meeting brochure and should detail the registration cost and all functions included in the registration fee. Advance payment of registration fees to obtain discounts is strongly encouraged and can be obtained by completing the travel advance portion, or Section II, of the Travel Form. A paid receipt and a copy of the meeting brochure are needed if the employee pays the registration fee himself/herself. Registration fees can also be paid for with a procurement card.

If the registration fee entitles registrants to meals, claims for meal allowance will be reduced accordingly. Extra curricula fees, such as boat excursions or golf outings, are the responsibility of the individual.

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<sup>1</sup> This signature will authorize the Division of Accounting to withhold the entire amount of the travel advance from the employee's paycheck if the reconciliation is not received promptly and is not completed in accordance with this travel policy.

Meals and Incidental Expenses Allowance

Meal allowance and incidentals are the amount deemed to have been expended for meals and other incidental expenses such as all tips, baggage handling fees, etc. Meal expenses include taxes and tips, while traveling on official business, but do not include meals which may be included in charges for lodging or in registration fees. **Employees or other representatives will only be eligible for reimbursement for meal expenses while on authorized travel if it is outside of Fayette County and the employee is required to stay overnight.** If travel requires that the individual be in traveling status for an entire day, the total meal expense allowance is \$44.00 per day.

If the overnight trip includes traveling only partial days, reimbursement will be based on the table listed below. Breakfast will not be reimbursed if provided by the hotel.

## Meal Allowance Reimbursement Rates

Breakfast - travel from 6:30 a.m. through 9 a.m.	\$ 10.00
Lunch - travel from 11 a.m. through 2 p.m.	\$ 11.00
Dinner - travel from 5 p.m. through 8 p.m.	\$ 23.00

In the event the individual is attending a meeting where the cost of the meal is determined by the sponsoring organization and is not included in the registration fee, the employee will be reimbursed for actual cost upon presentation of a receipt or other documentation.

Actual costs of meals for official business guests will be reimbursed upon certification of these expenses to the Chief Administrative Officer or the Mayor for executive branch staff and certification by the Council Staff Administrator for Council staff. However, reimbursable expenses include only food items and do not include other entertainment related expenses such as alcohol.

Lodging

Lodging arrangements should be based on the most economical and practical options available. Lodging expense will be reimbursed with a detailed hotel/motel receipt for authorized travel over 40 miles from the work site or an employee's home. An employee shall receive reimbursement for lodging at the single room rate only, plus taxes, unless an employee shares a room with another UCG employee or official in which case the individual would be reimbursed for the full amount of the room. The employee must provide proper documentation for the single room rate when two or more people occupy a room. Proper documentation would include a conference registration form listing the single rate or a statement from the hotel/motel. Employees will not be reimbursed for entertainment related expenses such as in-room movies or other facility user charges.

Employees should inquire about governmental rates when making reservations. Usually, hotels or motels have provided for discounts for organized meetings; however sometimes an additional discount is given for governmental agencies.

### Transportation

Employees shall use the most practical, economical, and standard mode of transportation available. Expenses added by the use of other transportation means or for personal benefit must be assumed by the individual.

**Commercial Airline:** Commercial airline travel shall be the lowest coach or economy class and reservations made as soon as travel is approved. Additional expenses for first-class travel shall not be reimbursed. All individuals should strive to take advantage of discounts available through advance booking of reservations or other airline discount programs.

**Automobile:** Mileage incurred on privately-owned vehicles will be reimbursed at the IRS mileage reimbursement rate. Reimbursement for driving a privately-owned vehicle shall not exceed the cost of airplane coach fare. Mileage reimbursement should be claimed for work-related miles driven. Reported mileage will be reconciled with generally available mileage records for reasonableness. Vicinity mileage should be kept to a minimum and should be for official business and/or meals only. Personal mileage should be subtracted from the mileage reimbursement request.

When driving UCG vehicles, reimbursement will be made for gas purchases and any emergency repair expenses upon submission of paid receipts. When driving an UCG vehicle, employees should fill their gas tanks at UCG contract fueling stations. Any fuel purchases or emergency repairs should be reported to the Division of Fleet Services.

Vehicles rented for business travel are covered under the UCG risk policy. No additional insurance should be purchased.

**Vicinity Travel:** For vicinity travel, individuals are encouraged to use the most economical and practical means possible, including buses and subways. Complimentary shuttle transportation to and from the airport provided by hotel/motels should be utilized when available. Taxi fares may be allowed with receipt. If an employee intends to rent a car for vicinity travel, the car rental must be approved in advance and specified on the Travel Form. Transportation costs for an employee traveling to a restaurant outside the hotel vicinity while conference is not in session will not be reimbursed.

### Parking and Tolls

Actual parking, bridge and toll charges are reimbursable with receipt. Personal parking charges are the responsibility of the individual. Valet parking will be reimbursed only if no other parking option is available.

### Telephone Expenses

Telephone expenses for necessary official government business will be allowed with written explanation. When authorized travel involves overnight lodging, the Government will reimburse the employee up to \$3.00 for one "safe call" home; provided, however, that a greater reimbursement may be approved in the event of overseas travel.

### Other Expenses

Other necessary miscellaneous expenses not specifically mentioned here incurred for official travel may be reimbursed upon written request and with paid receipts. Receipts are required for all travel expenditures except food.