



City of New Hope, Minnesota **Travel Allowances**

Policy

To advance the training and professionalization of its staff and officials, the city may authorize attendance at schools, conferences, seminars, trainings and meetings. The purpose of this document is to set forth the policies governing expenditures during these events and subsequent reimbursement. The city objectives are to allow travel arrangements that conserve travel funds, provide uniform treatment for all employees and officials and allow the employee or official to carry out their mission in a manner that is dignified, and reflects well of the city.

1. There is no objection to a spouse and/or other family member accompanying an employee or an official on a business trip, provided that their presence does not detract from the performance of duty and an expense is not attributable to them.
2. An employee or official is expected to show good judgment and proper regard for economy in incurring travel expenses (as if traveling at their own expense). Expense limits established by this policy are maximum limits, not allowances, and are not authorizations to spend the maximum if less would be adequate. In some cities and situations, expenses can and should be held below these limits.
3. In any situation where extraordinary travel expenses are to be incurred, or where this regulation does not cover the situation, the city manager may authorize an exception. Any questions of interpretation of this regulation will be finally determined by the city manager.
4. Decisions as to which events are authorized are made in the adoption of the budget. General training seminar type activities may not be specified, but any expenses involved must be within total budget appropriations. Attendance at any event involving extra expense to the city must be authorized in advance by the city manager.

Guidelines & Procedures

The expenses must be itemized on an expense reimbursement form and submitted to the appropriate department head for approval. Itemized receipts are required for all expenses more than \$5.00 and should be provided for all expenses, whenever possible.

TRANSPORTATION:

1. Transportation to and from an event is ordinarily by air, private or city car. The appropriate transportation for each event shall be determined by the department head, on a least cost basis. Rental vehicles must be pre-approved by the department head.
2. When a private car is used, mileage reimbursement shall be at the rate established by IRS. When two or more employees or officials travel to the same destination by private car, reimbursement will be made to only one person if carpooling is practical. Mileage costs for major trips shall be included as part of the trip expense and reimbursed with the total costs.



3. If air travel is determined to be the most cost-effective transportation, and an employee or official chooses to drive, reimbursement shall be limited to the cost of round-trip airfare. In this case, there will be no reimbursement for any hotel, meal or other expenses, including travel time, or other expenses incurred enroute or for parking charges at the destination.
4. City cars may be used to travel to destinations of up to three hundred (300) miles from New Hope. Special approval for longer trips may be granted by the city manager if there will be more than one passenger making the trip, or if there is some other justification.
5. Air travel reimbursement shall be limited to "coach" or economy fares, if available. Travel to and from airports should be by bus or ride share services where such services are in operation and by taxi only as a last resort. If driven to or from the airport in a private car, by another employee or by a family member, round trip mileage will be reimbursed.
6. Other forms of transportation such as bus or rail may be used if determined more cost-effective by the department head.

LODGING:

1. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned city business. If an employee or official chooses, for personal reasons, to arrive earlier or leave later, the additional lodging and other expenses related to this decision are the employee's personal responsibility and will not be reimbursed by the city.
2. If an employee's or official's spouse or other family members share lodging, reimbursement shall be limited to the single rate for the room occupied.
3. Lodging expenses will ordinarily not be reimbursed for events held in the Metropolitan area. Any exception must be authorized in advance by the department head.

MEALS:

1. Reimbursement for meals and tips shall be limited to the following: \$74 per day. If less than a day, \$18 for breakfast, \$20 for lunch, and \$36 for dinner. These are maximum limits and not flat allowances. Actual costs, supported by itemized receipts, shall be the basis for reimbursement. Alcoholic beverages are not eligible for reimbursement.
2. When event fees include one or more meals, the applicable daily limit shall be decreased by the meal limit for the meal supplied.
3. Meal expenses for events within the Metropolitan area may be reimbursed if the expense's time, place, amount, and business purpose are provided via written receipt or p-card statement. Meals part of a program agenda are reimbursed as part of the program cost.

MISCELLANEOUS:

1. Recreational expenses, such as golf and tennis, will not be reimbursed.
2. Reimbursement for telephone calls and similar miscellaneous expenses shall be limited to those directly connected with carrying out the assigned duties. Travel or air insurance premiums are not reimbursable.



3. If an employee, for personal reasons, chooses to arrive earlier or leave later than the time required for city business, the extra time shall be charged to vacation, personal leave or holiday leave.
4. Travel time will be paid to non-exempt employees in accordance with the Fair Labor Standards Act, department policies and procedures, and/or applicable collective bargaining agreements.
5. Time for voluntary attendance by an employee at a training course outside of working hours is not compensable even if the course is related to his/her job or paid for by the city, except in accordance with the Fair Labor Standards Act.

Policy Maintenance

Approved by New Hope Management Team on 6/29/2022, effective immediately

Review cycle: Every 3 years – Next due 6/29/2025