

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 04 / 10 / 18

Date of meeting 04 / 18 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Sarah Lynds, Director of Finance/Treasurer

Address: 1123 Lake Street

Phone number and email address: 208-263-3557 slynds@sandpointidaho.gov

Authorized by: Sarah Lynds

name of City official

Sarah Lynds

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Travel Policy and eliminating the Resolution 14-28 (Appendix H to the Work Policies)

Summary of what is being requested: Review and adoption of travel policy that would follow GSA (General Services Administration) rates for per diem allowance.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? Yes No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted? **Yes or No**

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: Yes No

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

Yes No

Yes No

5. Have all the affected departments been informed about this agenda item? **Yes or No**

Yes No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

City of Sandpoint Agenda Report

DATE: April 18, 2018

TO: MAYOR AND CITY COUNCIL

FROM: City Finance Deputy Director, Sarah Lynds

SUBJECT: Travel Policy

DESCRIPTION/BACKGROUND:

Travel Policies are unique to each City due to their own circumstances. This policy is a meal 'per diem' policy that utilizes the GSA (General Services Administration) rates. This policy is creating a standard across the City and will enable a more efficient and consistent way of approving and reporting travel expenses. This policy is in line with strategic priorities of Council. In addition to this policy the City will be launching an electronic method of approving and reporting travel.

STAFF RECOMMENDATION: Approve the Travel Policy

ACTION: Council Approval

WILL THERE BE ANY FINANCIAL IMPACT? No

HAS THE ITEM BEEN BUDGETED? N/A

ATTACHMENTS: Policy

No: 18-
Date: April 18, 2018

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: CITY OF SANDPOINT TRAVEL POLICY

WHEREAS: Travel procedures and travel reimbursement was adopted by City Council via Resolution No. 14-28 and incorporated in the City of Sandpoint Employee Work Policy and Department Heads Policy;

WHEREAS: It is in the best interest of City employees to implement a per diem policy that utilizes the General Services Administration rates in order to provide a more efficient and consistent way to approve and report travel expenses;

WHEREAS: The Travel Policy incorporates the priorities of City Council's Strategic Planning; and,

WHEREAS: The Travel Policy completely replaces the previous travel policy.

NOW, THEREFORE, BE IT RESOLVED THAT: Any reference to travel procedures and travel reimbursement through the Employee Work Policy and Department Head Work Policy will be revised to reflect the Travel Policy.

BE IT FURTHER RESOLVED THAT: The City of Sandpoint adopts the Travel Policy, effective immediately, a copy of which is attached hereto and made a part hereto as if fully incorporated herein.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

YES NO ABSTAIN ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Ruehle
5. Aispuro
6. Darling

City of Sandpoint

Travel Policy

I. PURPOSE

To establish guidelines for business travel.

II. SCOPE

All employees, volunteers and certain contractors traveling on City business.

III. POLICY

City of Sandpoint recognizes that out-of-town travel and related business expenses are an integral and necessary component of the operation of local business. This policy is intended to establish equitable standards, which will provide consistent and fair treatment to all employees who incur such expenses. The policy is also intended to establish and maintain effective controls over these expenses.

The City recognizes that all reasonable expenses incurred by employees on behalf of the City are reimbursable. This policy establishes guidelines for ground and air travel, lodging, meals and miscellaneous expenses that may be incurred while on City business. This policy also establishes guidelines for the approval of travel and the use of credit cards for travel.

1. APPLICABILITY

The City travel policies are applicable to the following personnel:

- a) All elected officials, appointed officials, employees and volunteers unless otherwise provided.
- b) At the department head or supervisor's discretion, contractors, including witnesses, unless specific contractual agreements state otherwise.

2. RESPONSIBILITIES

- a) Department heads and supervisors – These officials are primarily responsible for ensuring that any expenses incurred for travel are directly work related, obtained at the most economical price and are necessary for official City business. Prudent judgement is to be exercised in approving these costs.

- b) Travelers – A traveler on official business is expected to exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official business travel are not considered acceptable as exercising prudence. Travelers are responsible for excess costs and any additional expenses incurred for personal preference or convenience.

3. DEFINITIONS

- a) Day – Travel regardless of location, without an overnight stay.
- b) Overnight – Travel outside of the City of Sandpoint with overnight stay.

4. TRAVEL FORMS

The prescribed travel form must be completed for all travel including local mileage reimbursement. Three forms are utilized; Vehicle Mileage Reimbursement Log, Travel Authorization and Travel Report.

- a) Vehicle Mileage Reimbursement Log – This report is used to reimburse all day travel that does not include per diem, registration or airline flights (only reimburses mileage). Mileage for day travel is documented with reimbursement on a monthly basis.
- b) Travel Authorization Form – This form is to authorize either day or overnight travel that includes more than just mileage.

The form is necessary to document:

- Trip profile
 - Trip estimate
 - Per Diem request
 - Department head or supervisor authorization
- c) Travel Report Form – This report is to document the actual costs of the trip. The travel report number should be written on related documents and receipts. The number should also be the first reference in the line description of the payment voucher or travel card transactions.

5. AUTHORIZATION OF TRAVEL

Overnight travel and day travel with Per Diem must be approved in advance by a department head or supervisor. Department heads and supervisors travel must be approved by their supervisor. Elected officials do not need to receive authorization for travel, but must coordinate the processing through the City Administrator or Clerk.

- a) The cost of the trip will be estimated and submitted on a Travel Authorization Form to the employee's department head or supervisor prior to booking a component of the travel. This must be submitted 2 weeks prior to the departure travel date.
- b) For weekend or mandatory stay travel, a written comparison must account for all costs of the stay including lodging, meals, transportation, and overtime or compensatory time, if applicable. The written comparison must be attached to the submitted travel report.
 - 1) Weekend Stays – Department heads or supervisors can approve weekend stays if cost savings will be realized in total travel expenses.
 - 2) Mandatory Stay – If the travel exceeds one week and is required under your job requirements, you may return home during the trip at the City's expense only if a cost analysis shows a savings.
- c) If traveling internationally, notify the City Administrator with the anticipated travel dates and destination.
- d) Once travel is complete, the Travel Report Form, all receipts and paperwork must be submitted to Finance within five work days of the end of the trip.

6. CITY CREDIT CARDS

The City has credit cards which are used for certain travel expenses. Employees are restricted from using their own personal credit cards for travel. The exemption from this rule are: Volunteers, contractors or when travel by an employee is declared an emergency.

- a) Availability – Credit cards are issued through Finance. Application for the credit card must be approved by the City Administrator or department head.

- b) Allowable – Only travel expenses incurred while out of town can be charged to the credit cards.
- c) Personal Charges – Charges for personal expenses are not allowed on the City credit card. Any personal charges, such as movie rental or costs of an accompanying spouse, must be paid by the traveler at check out. Personal charges on the City's credit cards could lead to disciplinary action.

7. MILEAGE

Persons using government vehicles and passengers in any vehicle are not eligible to claim mileage expenses. The City will reimburse employees for mileage from City Hall to destination. Travelers and their department must abide by the Vehicle Use Policy.

- a) Rate – Mileage for business use of a personal auto will be reimbursed using the current IRS mileage rate. Generally, the rates are revised by the IRS at the beginning of each calendar year.
- b) Maximum – Reimbursement for mileage shall not exceed the round-trip coach airfare of a common carrier and other transportation costs.
- c) Distance – Mileage for necessary travel on city business will be paid based on an internet mapping tool measurement (example: Google Maps) from City Hall to the destination. This will need to be attached to the Travel Authorization Form.

8. TRANSPORTATION

The department head or supervisor is responsible to select the most practical and economical mode of transportation. Examples of factors which should be considered are cost of transportation, cost of traveler's time and scheduling requirements. If the traveler elects not to use the selected method of transportation, the traveler will be reimbursed only for the lower cost of the two modes. For example, if an employee elects to drive to Boise (\$158.50) rather than fly (\$135), then reimbursement will be the lesser of the two.

- a) Airfare
The most economical and reasonable airfare should be obtained. City of Sandpoint will not reimburse officials or employees for first class fare.
- b) Rental Cars
Employees shall request government rates and use the most economical and practical vehicle available. City employees while on official City business are

provided vehicle insurance coverage through City insurance programs; decline additional insurance coverage offered by rental car companies, as well as prepaid fueling options.

c) Taxi, Shuttle, Tolls and Other Transportation

The most economical mode of transportation should be obtained. Receipts are required. Tipping shall not exceed 15% of the cost of the service.

9. LODGING

Lodging includes the room rate and applicable taxes. The City is sales tax exempt. Complete the ST-104-HM (Sales Tax Exemption on Lodging Accommodations) and remit to the lodging establishment. Lodging does not include telephone, room service or other miscellaneous charges.

- a) Maximum Rates – While no maximum dollar limits are set, the cost of lodging must be reasonable. The determination of reasonableness is the responsibility of the city employee and the elected official, department head or designee. Reasonableness will be based on the circumstances of each city or locality, such as personal security, convenient access to the meeting or conference site, and room availability. To ensure that lodging costs are reasonable, the following criteria shall apply:
- 1) The government lodging rate must be requested and used, if available.
 - 2) The conference lodging rate at the conference hotel is considered reasonable if a lower government rate is not available.
 - 3) The maximum reimbursable rate is the single occupancy rate, unless the double occupancy rate is the same rate.
 - 4) If lodging is reimbursed under a Federal grant, the traveler is required to adhere to the GSA (General Services Administration) <https://www.gsa.gov> maximum lodging rate, determined by the business destination.
- b) Sharing Rooms – Elected officials, appointed officials or city employees are not required to share rooms with other elected officials, appointed officials or city employees.
- c) Receipts – actual lodging receipts must accompany the Travel Report submitted to the Finance Department.

- d) Continental breakfast provided by a hotel is not considered a meal.

10. REGISTRATION

Registration includes the tuition of attending a conference or training course.

- a) A registration for or receipt must accompany the Travel Report submitted to the Finance Department.
- b) For trips receiving meals Per Diem, all meals included in the registration should be identified and excluded from the Per Diem request.

11. MEALS

Per Diem for Day and Overnight Trips – “Meals only” per diem allowance will be paid as an entitlement for trips.

- a) Per Diem will be paid using rates based upon the GSA (General Services Administration) <https://www.gsa.gov>. Per Diem is a set amount per day based on location.

When your travel is:		Your allowance is:
Less than 12 hours		*
More than 12 but less than 24		75% of the applicable M&IE rate
24 hours or more, on:	The day of departure	75% of the applicable M&IE rate
	Full days of travel	100% of the applicable M&IE rate
	The last day of travel	75% of the applicable M&IE rate

*May be entitled to a Per Diem meal reimbursement or actual meal cost reimbursement depending on the situation. These must be preapproved by the City Administrator or Director of Finance.

- b) Locale – Generally, the per diem rate is based upon the lodging location. However, if the conference or meeting is held in a higher per diem rate area than the traveler’s lodging, then the higher rate can be claimed. The traveler must attach sufficient documentation to the Travel Report to substantiate the location of the conference or meeting.
- c) City credit cards are not to be used for meals if Per Diem is received.

- d) Meals included with Registration - When the cost of a meal is included in the registration fee of a meeting or conference, the traveler cannot claim the Per Diem meal allowance. Reimbursement will not be made if the traveler chooses not to eat at the conference unless the traveler is unable to consume the furnished meal(s) because of medical requirements, religious beliefs or conducting other official business and unable to participate in the conference.
 - 1) Continental breakfast – When only a continental breakfast is served, reimbursement for breakfast will be provided.
 - 2) A Reception – If there is only a reception provided in the evening, reimbursement for dinner will be provided.

- e) Incidental expenses are part of the Per Diem and include:
 - 1) Fees and tips for porters, bellhops, hotel maids, stewards or stewardesses and other vessels. Note that tips are voluntary and based upon judgement; therefor tips exceeding the incidental expense allowance will not be reimbursed.
 - 2) Laundry and cleaning of pressing of clothing.
 - 3) Transportation between places of lodging and where meals are taken.

- f) Alaska, Hawaii, US Territories and Foreign – GSA only sets per diem rates for the 48 contiguous states. Rates for Alaska, Hawaii, US Territories and foreign countries are available from Accounts Payable in the Finance Office; please allow 2 days lead time to obtain the correct rates. The Canadian Goods and Services Tax are not refundable for business travel.

12. TRAVEL FOR OTHER AGENCIES

Occasionally, an employee will travel for another agency, association or board. The travel rules and reporting requirements vary according to how the expenditures are paid.

- a) If the other entity is paying all expenses directly, then no City Travel Report is required and the other agency's rates and rules prevail. It is the responsibility of the department to contact the Grants and Project Administrator; this type of travel reimbursement may be considered a grant.

- b) If the City advances any money (direct payments to vendor or charges on the City credit card), then a City Travel Report is required for all expenses. Any excess of deficit reverts to the City.
- c) The traveler's department is responsible for collecting the reimbursement due from the outside entity and remitting to Finance.

13. MISCELLANEOUS ALLOWED EXPENSES

Miscellaneous expenses related to official city business travel which are considered essential and reimbursable include, but are not limited to:

- a) Baggage carts when necessitated by physical limitations or when carrying excessive baggage or equipment for official city business.
- b) Baggage fees assessed by the airlines. The traveler is limited to one personal checked baggage when traveling up to ten days. When traveling over ten days, the traveler is allowed a second personal checked bag.
- c) Internet when free wireless is not available at the travel sight, if approved prior to travel and required as part of your job duties.

14. UNALLOWABLE EXPENSES

City of Sandpoint will not pay for or reimburse any employee for:

- a) Alcoholic beverages or drinks, except for undercover law enforcement officers;
- b) "Convenience item" including but not limited to early boarding, pre-assigned seats, additional leg room, blankets or pillows, GPS or prepaid fuel for rental cars;
- c) Expenses for accompanying spouses, partners, family members or friends;
- d) Parking or criminal fines incurred in using a vehicle except for undercover law enforcement officers.

15. DEPARTMENT AUDITING REQUIREMENTS

It is the responsibility of the department heads and supervisors to audit the travel forms thoroughly to ensure their completeness, correctness, and fiscal integrity. Audit procedures should include at a minimum:

- Travel duration does not exceed the trip requirements
- Area travel is reasonable considering travel destination
- Travel was properly authorized and purpose of the travel is shown
- Allowed meals included in the conference are not reimbursed in the Per Diem
- Unused prepaid travel (airfare, hotel) is tracked for future use
- Personal travel expenses (extended stay adjacent to city travel) is not included in total travel cost