

RESOLUTION NO. 633

A resolution by the City of Columbus, Kansas, adopting Article XVII, entitled "Travel Policies and Procedures" of the Personnel Regulations for the Employees of the City of Columbus, Kansas.

WHEREAS, the Governing Body has reviewed and approved Article XVII, included as exhibit to this resolution;

NOW THEREFORE, be it resolved by the Governing Body of the City of Columbus Kansas, that Article XVII of the Personnel Regulations for the Employees of the City of Columbus, Kansas, shall be adopted.

Passed and approved by the Governing Body of the City of Columbus, Kansas, this 6th day of September, 2022.

CITY OF COLUMBUS, KANSAS



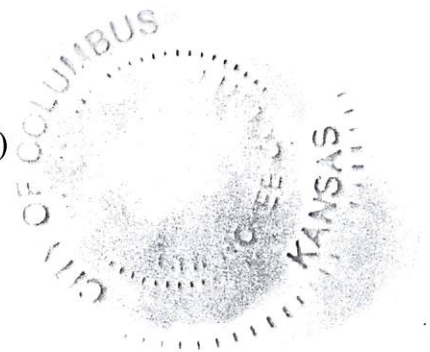
Grant Spieth, Mayor

ATTEST:



Cherri Chancellor, City Clerk

(Seal)



ARTICLE XVII TRAVEL POLICIES AND PROCEDURES

XVII – 1 General

In an effort to provide a fair and equitable policy pertaining to travel by City officials and employees necessary for the conduct of their particular assignments, the City of Columbus establishes the following policy and procedure for work-related travel by employees. The reimbursement of authorized expenses, the costs of meals, and other incidentals associated with official travel on behalf of the City of Columbus should be engaged in and reimbursed according to the guidelines stated below. Employees and elected officials are expected to exercise reasonable judgement to minimize costs by exercising the same care in incurring expenses that a prudent person would exercise in conducting personal business. All questions regarding travel policy and procedures should be directed to Human Resources.

XVII – 2 Definitions

- A. Employee – all hired, elected and appointed officials.
- B. Privately owned vehicle – a vehicle licensed for road use and registered in the name of the employee officially utilizing the vehicle and claiming reimbursement.
- C. City agency – any department, office organization, commission, board, committee or utility of the City.
- D. Columbus area – any place within the City of Columbus.

XVII – 3 Policies

- A. City vehicles: The City of Columbus shall allow employees to utilize City vehicles for work-related travel whenever possible. Travel shall be defined for the purposes of this policy as any out-of-town trip(s). An employee shall receive permission from the Department Supervisor for any travel. Any overnight travel shall be approved in advance by the appropriate Department Supervisor. Scheduling of vehicles shall be performed by the Department Supervisor. No City employee shall use a mobile telephone to engage in a telephone call or texting while the vehicle is in motion. Only other City employees or individuals reasonably engaged in official City business are allowed to ride in City vehicles.
- B. Privately owned vehicle: When a City-owned vehicle is unavailable for travel, the employee's personal vehicle may be used with approval.
- C. Meal Reimbursement: It shall be the policy of the City of Columbus that the following guidelines apply to employees and City officials while traveling or training:
 - 1. Meals are expenses for breakfast, lunch, dinner, and a fifteen percent (15%) of the bill gratuity. Specifically excluded are alcoholic beverages and entertainment expenses, and any expenses incurred for other persons.
 - 2. Meal Allowance Rates:
 - Breakfast: \$15.00
 - Lunch: \$15.00
 - Dinner: \$25.00

3. Meals provided as part of the event being attended should be deducted from the meal reimbursement. A continental breakfast does not count as a provided meal. In addition, if an employee has dietary restrictions that the event is not able to accommodate, then the event is not considered to be providing a meal for that employee.
 4. Receipts are required for reimbursement and must be submitted no later than fourteen (14) days after the date of return.
- D. Mileage Reimbursement: Travel for City business using a personal vehicle will be reimbursed at the current mileage reimbursement rate permitted by the State of Kansas for the most direct route.
1. The reimbursement rates are considered to cover all costs associated with the use of the privately-owned vehicle. This includes but is not limited to gasoline, oil, tires, repairs, insurance, license fees, depreciation costs and expenses of any type.
 2. Travel for City business will be reimbursed using the most direct route as outlined, the Department Supervisor has the discretion to determine how much of a mileage reimbursement will be allowed.
 3. Travel incurred for commuting between the official workstation and home are not reimbursed or paid.
 4. Traveling to or from restaurants is considered personal travel and will not be paid or reimbursed.
- E. Other Expenses: Parking fees and toll charges will be reimbursed by the City only with proper receipts.
- F. Training Time: Training shall be defined as attendance at professional meetings, conferences or training sessions which increases the job knowledge and qualifications related to the employee's job.
1. Employees will be compensated for their time spent while attending training.
 2. Required educational training is normally considered compensable with the following exception for police officers or firefighters in attendance at a police or fire academy or other training facility are not considered to be on duty during those times when they are not in class or at a training session. Such free time is not compensable.
- G. Travel Time: Travel shall be defined as any travel necessary to conduct City business and/or to attend any training associated with the duties of a department. Employees will be compensated for travel time in accordance with the following guidelines:
1. Travel that occurs during an employee's workday is generally included as hours worked, even if it falls on a day that is usually a non-working day.
 2. If an employee is on assignment in another city, all of their travel time will be considered "hours worked."

3. Ordinary home to work travel is not counted as hours worked.

H. Local Travel & Meals: It is the policy of the City of Columbus to reimburse employees for expenses incurred while on official City business within the Columbus area, including expenses incurred in connection with their participation in City business during mealtime under the following conditions.

1. The employee is attending a conference, meeting, convention or the like as an official representative of the City, and the business or program presentation is carried on during the meal for which the employee must pay.
2. The employee is engaged in negotiations for the City or officially consulting with a representative of another government agency or commercial concern with which the City is cooperating or doing business, and the business at hand is advantageous to the city's best interest and may successfully be concluded by the continuance of discussion during a meal. In such circumstances, if the meeting or consultation is initiated by the City, the employee may extend the courtesy of paying the guest's meal ticket and be reimbursed therefore along with his/her own, provided:
 - a. That the reimbursable expense allowed under this policy shall not exceed the meal allowance rate and the gratuity shall be limited to fifteen percent (15%) of the bill.
 - b. That the travel and other expense voucher or Petty Cash voucher on which reimbursement is requested must be accompanied by the receipt from the vendor from whom the meals were obtained; must be signed by the Department Supervisor or City Administrator; and must state the circumstances which justified the conduct of official business during a meal; or must identify the program participated in officially by the employee.

XVII – 4 Travel Guidelines

In all cases, travel will be limited to the most economical and direct means.

- A. Travel without overnight stay: This section provides guidance on reimbursable and non-reimbursable expenses for travel that does not require an overnight stay.
1. Registration fees for City employees and officials attending authorized conferences and training sessions will be paid by the City.
 2. Early registration is encouraged in order to take advantage of any discounts.
 3. First-time attendees are encouraged to apply for scholarships if available.
 4. Employees are expected to use a City owned vehicle if available, the City will reimburse the employee for gasoline purchased from a vendor during the travel if a fuel card is not available for use. Receipts must be provided for reimbursement. Employees who utilize his/her privately owned vehicle will be reimbursed in accordance with the City's mileage reimbursement policy.
 5. Should a meal not be provided by the training, employees will be reimbursed in accordance with the City's meal reimbursement policy.

- B. Travel with overnight stay:** This section provides guidance on reimbursable and non-reimbursable expenses for travel that requires an overnight stay.
1. **Registration:** Registration fees for City employees and officials attending authorized conferences and training sessions will be paid by the City.
 - a. Early registration is encouraged in order to take advantage of any discounts.
 - b. First-time attendees are encouraged to apply for scholarships if available.
 - c. **Transportation:** Employees are expected to use the most economical means of transportation available with reasonable consideration given to the time and distance involved and will be reimbursed by the City accordingly.
 2. **Transportation:** Employees are expected to use the most economical means of transportation available with reasonable consideration given to the time and distance involved and will be reimbursed by the City accordingly.
 - a. Employees are expected to use a City owned vehicle if available, the City will reimburse the employee for gasoline purchased from a vendor during the travel if a fuel card is not available for use. Receipts must be provided for reimbursement.
 - b. Employees who utilize his/her privately owned vehicle will be reimbursed in accordance with the City's mileage reimbursement policy.
 - c. When commercial air travel is required, the City will accommodate charges for coach class airfare. The air fare will be either reimbursed if paid for by the employee or charged to a City account. When possible, commercial travel should be planned far enough in advance to take advantage of reduced fares. The City will only pay for one baggage fee, if applicable. Additional costs for extra baggage, seat upgrades or other miscellaneous charges will not be allowed.
 - d. Taxi, ride-share, tolls and parking fees will be reimbursed only if it is justified as the most economical means of transportation. This includes transportation between the airport and hotel, and between the hotel and event site. Receipts must be provided for reimbursement. Hotel shuttles should be utilized if available.
 3. **Lodging:** The City will pay reasonable lodging costs associated with attendance at an authorized business meeting, seminar, or conference.
 - a. The City will pay lodging costs at the single-occupancy rate. If a more expensive room is used, or the employee requests other than single occupancy, the difference will be at the traveler/employee's expense.
 - b. Employees should notify all lodging establishments that they are a City employee for sales tax exemption purposes and should present the Sales Tax Exemption Certificate when booking or at check-in.
 - c. Conference room rates should be utilized, should there not be a conference room rate the Government room rate should be requested.

d. The City will not authorize the reimbursement for the cost of any traveling companion to travel to meetings, conferences or trainings. The companion may share a room but will be required to pay the difference between the single rate and double/family rate.

e. A detailed lodging receipt must be provided for reimbursement to indicate any additional fees such as parking, laundry, taxes, etc. Necessary dry cleaning and laundry costs will be reimbursed if the traveler is required to be away from the Columbus area on official business for five (5) days or more, excluding travel time.

4. Meals: The City will reimburse the employee for meals in accordance with the meal reimbursement policy.

XVII – 5 Travel expense report.

Within fourteen (14) days after return to duty, it is each employee's responsibility to complete and submit to the City Clerk a Travel Expense Report form, together with necessary receipts and documentation.