

SPACE COAST LEAGUE OF CITIES
Travel Reimbursement Policy

Section 1. SCOPE AND APPLICABILITY: Each League member, official, Board member, employee, or authorized person (hereinafter referred to as "Traveler") traveling to attend a convention, conference, training program or meeting, or to conduct bona fide Space Coast League of Cities (the "League" of the "League of Cities") business which serves a direct, official and lawful purpose, shall be reimbursed in part or in whole for the expenses incurred while attending such training, meeting, or conducting such business.

Section 2. POLICY:

(a) Authorization. All travel by a traveler must be approved in advance of the travel. All travel must be approved by the Board of Directors; provided, that in emergency circumstances as determined by the League President, travel may be approved by the President.

(1) Travel for which reimbursement of under \$500 will be sought by the traveler may be approved by the Board of Directors, or in the case of emergency travel the President, without the presentation by the traveler of a proposed budget.

(2) The Board of Directors, or in the case of emergency travel the President, shall review requests for travel for allocations exceeding \$500 with a proposed budget based on estimated costs of meals, hotel, car rental, telephone, tolls, gas, airline travel, seminar or meeting registration charges, and other types of costs.

(3) Budget Provisions. No Traveler will be authorized to attend any convention, conference or training program by the League of Cities, unless funding is available in the budget. The Board of Directors or President authorizing travel shall be accountable for monitoring the budget to assure sufficient funds for all authorized travel.

(b) Reimbursement.

(1) Reimbursable expenses, excepting meals, must be

properly documented with receipts as set forth in this policy. Receipts are required for all transportation (other than personal vehicles), lodging, fuel, tolls, telephone, seminar or meeting registration, hotel/motel, and parking (except at parking meters not dispensing receipts). Transportation by motor vehicle (other than bus) shall be reimbursed only if the Traveler is the driver. Reimbursement for transportation by motor vehicle (other than bus) shall be made based on the per mile rate in effect at the time of travel as promulgated from time to time by the U.S. Internal Revenue Service. This list is *not* meant to be all-inclusive.

The Traveler should provide receipts for any other costs incurred and for which reimbursement is requested. If no receipt can be obtained, written documentation explaining the circumstances should be submitted. NO REIMBURSEMENTS/ ALLOWANCES SHALL BE PROVIDED WHEN THE EXPENSE IS INCURRED OR PAID FOR BY: A PERSON OTHER THAN THE TRAVELER SEEKING REIMBURSEMENT; A CITY; OR ANOTHER LEGAL ENTITY. (For example, no travel allowance of mileage will be provided if another individual other than the Traveler provides the Traveler with transportation.)

A municipality will not normally be reimbursed for the expenses of a municipality's council member. The League policy is to reimburse a council member for the council member's personal expenses. However, if a council member uses a municipality's charge card for travel, the League will issue a check payable jointly to the council member and the municipality.

(2) Lodging shall be reimbursed at the single occupancy rate. Airline transportation shall be reimbursed for the most economical class of travel available. Mileage shall be reimbursed at the current rate allowable under the Internal Revenue Regulation §1.274-5. The Traveler, Executive Secretary, and the Treasurer will update reimbursement forms to reflect the current rate upon adoption. Telephone expenses are only reimbursable, if they are for League of Cities business. All telephone calls submitted for reimbursement shall be noted by memo of the call, telephone number called from, telephone number called to, to whom the call was made, purpose of the call reflecting League business, and date and time of the call.

(3) The amount for meal expenses (tips included) for multi-day travel shall be paid to the Traveler at the *per diem*

non-taxable rate as shall be currently in effect at the time of travel as promulgated by the U.S. Internal Revenue Service for multi-day travel for the Traveler's City of destination. For single day travel allowance shall be provided at the permitted U.S. Internal Revenue Service non-taxable rate currently in effect at the time of travel for a particular meal.

(4) Alcoholic beverages will not be reimbursed. No meal reimbursement shall be provided for travel within Brevard County, except as authorized by the Board of Directors.

(5) Travel Advance. Travel advances for lodging, registration, and transportation will be made directly to the vendor with adequate cost documentation. Travel advances for meals, gas, and tolls will be made only if the estimated expenses are \$100 or greater. No travel advance will be issued to a Traveler when a third party incurs the expense. No travel advance will be issued to a Traveler who already has an outstanding travel advance. Exceptions may be made in certain unique circumstances upon approval by the Board of Directors, and in the case of emergencies by the President. If a Traveler charges travel expenses on his personal credit card to secure favorable fares or rates, he should submit a check request with receipts and a narrative describing the basis therefore.

(6) Fraudulent Claims. Any claim authorized or required to be made under any provision of this Policy shall contain a statement that the expenses were actually incurred by the Traveler as necessary travel expenses in the performance of official League of Cities duties. Any Traveler who makes a false or fraudulent claim shall be subject to being reported to the general membership and may also be subject to further legal action. A Traveler who receives an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public funds from which the claim was paid.

Section 3. TRAVEL REQUEST AND REIMBURSEMENT PROCEDURE:

(a) For each trip, the Traveler shall prepare and sign a travel report which describes the purpose of the trip, when taken, how taken, by whom taken, a report of each reimbursement item requested and the amount of

reimbursement sought, and the name, address, e-mail, and telephone number of the Traveler. The travel report shall be signed by the Traveler with the following statement:
I, _____ [insert name], hereby affirm that this form is true and correct and that all reimbursement sought by the undersigned is for the purposes stated in this report. Attached to the travel report shall be applicable conference/ convention/meeting registration, agenda, lodging, transportation supporting documentation, and copies of required receipts.

If the Traveler is requesting a travel advance, then the Traveler must indicate the vendor(s) and amount(s) on the travel report. The check request(s) must also be attached for payments to be made directly to a hotel, host organization, airline, travel agent, Traveler, etc., for these travel advances. The check request must have copies of supporting documents (i.e. - registration form, verification of hotel room expense, and a copy of the approved travel report) stapled to each request. The check request and the its supporting documentation will be retained in the League of Cities office. The original registration forms or reference items which are to be mailed with the check to the vendor should be paper clipped to the check request. Check requests without adequate supporting documentation will be returned to the Traveler.

(b) Submission of travel report. Within fifteen (15) business days after return, the Traveler shall complete, sign, and submit the travel report and receipts to the League of Cities Treasurer. Failure to file the travel report in a timely manner shall bar later claims for reimbursement. No one is authorized to sign the form for the Traveler. The purpose of the Traveler's signature is to ensure that the Traveler acknowledges that the expenses are true and correct and were necessary for League of Cities business. All receipts should be neatly taped or stapled to an 8¹/₂" x 11" sheet of paper, so that each receipt can be separately viewed at a glance.

(1) Photocopies of paid receipts are not acceptable unless written justification is provided by the Traveler.

(2) For international travel, the exchange rates will be determined based on the Traveler's credit card

statement for that expense or the rate published in The Wall Street Journal as of the last day of the trip if no credit card statement is available.

(3) If the Traveler has received advances greater than the total travel expense, then he or she shall provide a reimbursement check made payable to the Space Coast League of Cities in the exact amount of such overpayment and staple it to the travel report. Do not submit cash.

(4) The travel report and all other supporting documentation shall be submitted to League of Cities Treasurer for review. Travel reports which do not have adequate supporting documentation and which are not presented in proper form will be returned to the Traveler for revision, which revision must be accomplished within fifteen (15) days of the receipt of a returned travel report. After review by the Treasurer, a check to the Traveler if an expense reimbursement is due.

Section 4. INTERPRETATION: The Treasurer is authorized to interpret this Policy and to make exceptions to handle items, which are not addressed in the Policy.

Section 5. EFFECTIVE DATE: This policy shall apply to all travel applied for after _____, 2009. This policy is based on the fact that the League of Cities does not charge dues to member municipalities.

SPACE COAST LEAGUE OF CITIES

TRAVEL REIMBURSEMENT REQUEST

NAME: _____
 CITY/TOWN: _____
 PHONE: _____
 EMAIL: _____

Destination: _____
 Date of Departure: _____ Time: _____
 Date of Return: _____ Time: _____

TOTAL

Transportation: Plane _____ Private Auto _____

Plane Fare (receipt required) _____
 Paid by City Credit Card? Yes _____ No _____

Private Auto: Total Mileage _____ @ * _____

Tolls (Receipt required) _____

Parking (receipt required) _____
 Paid by City Credit Card? Yes _____ No _____

Lodging: (receipt required) (Meals not included) _____
 Paid by City Credit Card? Yes _____ No _____

Other Costs (Conference registration, etc.) _____
 Paid by City Credit Card? Yes _____ No _____

Miscellaneous (Explain) _____

Per Diem: Days* _____ @ * _____

TOTAL TO TRAVELER: _____

TOTAL TO CITY/TOWN AND TRAVELER: _____

* To be determined by Treasurer

I, _____ [insert name], hereby affirm that this form is true and correct and that all reimbursement sought by the undersigned is for the purposes stated in this report.

_____ (signed)