

Policy Title	Travel Regulations
Effective Date	2-1-2021
Approved by	City Manager

1. Purpose

A. To provide policy and procedures regarding City of Trenton (the “City”) Council and City staff business-related travel expenditures inside and outside the City, as authorized by Section 250.21 of the “Codified Ordinances of Trenton, Ohio.”

2. Reimbursement Provisions

A. General.

i. No expenses for business-related travel, either on a reimbursement or pre-payment basis, will be granted unless pre-approved on the appropriate travel request form by the employee’s department head and the City Manager or, ***in the case of a travel request by a City Council member, pre-approved by the Mayor.*** Note that where the term “City Manager” is used, “Mayor” shall be substituted in the case of council member requests. Unless otherwise authorized below, no reimbursement shall be paid without properly documented receipts.

ii. The mileage reimbursement rate is inclusive of gasoline expenses, oil, and vehicle maintenance expenses. Employees will not be reimbursed for any vehicle maintenance or gasoline expenses outside of the mileage reimbursement rate. Tolls, parking fees and any other expense that would be incurred whether driving a City vehicle or personal vehicle will be reimbursed as long as an expense report with receipts is submitted.

3. Personal vehicle Use and Associated Allowance

A. Any employee using his or her personal vehicle for travel for the transaction of City business shall be reimbursed for actual mileage based upon the most current federal mileage reimbursement rate as announced by the Internal Revenue Service. The traveling employee shall support all such local travel by a travel expense report form showing the trip date, purpose, MapQuest or some similar fashioned report showing roundtrip total mileage from the departure point and point of final destination will be utilized to determine mileage. Use of a personal car is restricted to Ohio or a radius of approximately 500 miles from the City’s boundary lines if outside Ohio, unless the City Manager approves the use of a personal car for travel in excess of 500 miles. If two or more individuals are traveling to the same destination to jointly attend a meeting, arrangements should be made to travel in the same automobile to the extent practical. Transportation costs will be paid only to the driver.

4. City Vehicle Use

A. Use of a City car is restricted to Ohio or a radius of 500 miles from the City boundary lines if outside Ohio, unless the City Manager approves the use of a City vehicle for travel in excess of 500 miles.

5. Air Travel

A. All air travel will be reimbursed at actual cost but not in excess of coach tourist airline fare, unless authorized by the Department Head or City Manager. Travel insurance is

not reimbursable. When and where practical, the use of Super Savers or like promotions should be used. Also, the cost of transportation to and from terminals and local travel expense (bus, taxi or rented car) will be reimbursed. The employee shall make every effort to schedule the lowest priced fare, even if departure and/or arrival dates and times are not the most convenient but are within the appropriate “travel window.” The City Manager may, at his or her sole discretion, limit reimbursement of airfare to the lowest priced fare available during the travel window if, in his or her opinion, the employee is not making every effort to be price conscious. Vehicle rental expenses may be reimbursed for the trip purpose when required to most cost effectively accomplish the purpose of the trip if approved in advance by the employee’s supervisor.

6. Meal Allowance

- A. Employees will be reimbursed for meals at the per diem reimbursement rate only. A standard per diem daily meal allowance for the trip destination as determined by the current IRS per diem rates will be allowed without need for receipts. This eliminates the need for receipts and itemized per meal listings. On the day of departure; per diem allowance is paid for lunch and dinner on the day of return per diem is paid for breakfast and lunch. The individual per diem allowance may be rounded up to the nearest dollar provided the total does not exceed the aggregate daily per diem allowance subdivided as follows:
- i. For partial days on which no overnight stay is involved, the per diem allowance is subdivided as follows:
 - a) Breakfast: 20% of the daily per diem rate
 - b) Lunch: 30% of the daily per diem rate
 - c) Dinner: 50% of the daily per diem rate

7. Lodging

- A. The City will pay or reimburse for accommodations in the medium price range beginning with the evening prior to the first day of the scheduled engagement and ending no later than the evening of the final day of the scheduled engagement. Every effort should be made, particularly through early reservations, to obtain accommodations as close to the engagement as possible, to minimize the need for rental or taxi transportation. However, where several lodging options are available within walking distance of the engagement, the employee shall make accommodations based upon the cost of the lodging and not the convenience. Reimbursement for accommodations that exceed the medium price range shall require a written justification and the City Manager’s written pre-approval. In no case shall expenses unrelated to lodging (e.g., entertainment, liquor, or in-house movies) be reimbursed – those costs will be the responsibility of the employee. Receipts are necessary and an expense account form must be completed.

8. Miscellaneous

- A. Actual cost of registration fees or tuition costs are reimbursable. Incidental expenses related to City business such as telephone calls, baggage handling, etc., will be allowed at actual cost. One personal call home, upon arrival, and up to one each day thereafter of reasonable duration will be permitted. The City Manager must approve any unusual expenditure prior to incurrence. For periods in excess of three weeks, reimbursable expenses shall include room and board, tuition, books, necessary supplies and laundry.

9. Travel Advance

- A. After trip approval by the Department Head, an advance of funds will be permitted to cover expenses if they cannot be temporarily financed by the traveler. No advance will be granted for total travel expenses estimated to be less than \$50.00 or if the employee has a City Credit Card. All travel expenditures must be reported to the City's statement of travel expense. Receipts must be obtained whenever possible and attached to this form.

10. Tips and Gratuities

- A. The tip for meals is considered inclusive in the per diem. Therefore there will be no reimbursement above the meal per diem for tips.

11. Administration

- A. The City Manager or his or her designee shall be responsible for the administration of this travel policy. Attached hereto is the official travel/reimbursement request form. At a minimum, reimbursement requests shall detail the date of any meetings, luncheons, etc., the location, individuals in attendance and the purpose of the meeting. The City Manager shall be the deciding authority as to the appropriateness of any expenditure.
- B. The City Manager may modify certain of the above provisions to accommodate unusual circumstances.
- C. Section 250.21 of the Codified Ordinance of the City authorizes the City Manager, Department Heads, and employees to incur travel and reimbursement expenditures relating to the conduct of City business.



City of Trenton
 11 E State St
 Trenton, OH 45067
 513-988-6304

Expense Reimbursement Form

EMPLOYEE NAME
PURPOSE

DEPARTMENT
ACCOUNT CODE

DATE	Breakfast (\$6 max)	Lunch (\$10 max)	Dinner (\$20 max)	Other Expense	Tolls	Begin	End	Mileage Totals
SUN								0.0
MON								0.0
TUE								0.0
WED								0.0
THU								0.0
FRI								0.0
SAT								0.0
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			0.0

2021 Federal Mileage Reimbursement Rate \$0.56

Submitted by _____ Date _____

Total Mileage Expenses **\$0.00**

Approved by _____ Date _____

Total Meals, Tolls & Other Expenses **\$0.00**

TOTAL REIMBURSEMENT REQUESTED \$0.00

SHADED AREAS CONTAIN FORMULAS - DO NOT TYPE IN THESE AREAS!