City of Cheyenne Travel Policy

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The Travel Policy is a component of the City's Purchasing Policy and begins on page 57.

The purpose of this training is to discuss the following elements of the travel policy:

- Travel Authorization
- Travel Expenses
- Constructed & Interrupted Travel
- Use of City Vehicles
- Use of City Purchasing Cards
- Briefly Review Travel Forms
TRAVEL AUTHORIZATION:

- Travel Authorization Vouchers must be submitted to the City Treasurer’s Office at least 10 business days prior to date of departure.
  - Must be completed for 1-day out-of-town travel if the City will pay expenses.
    - Travel will be reimbursed at 75% of GSA per diem cost.*
- Travel Reimbursement Request Forms must be submitted to the City Treasurer’s Office within 5 business days after travel is completed.
- Pre-approved exceptions to the required deadlines will be considered on a case-by-case basis.
- Separate forms must be completed for each employee traveling.
- Both travel forms are located on the City Share Drive: S:\Forms\Travel.
The City will pay for and/or reimburse the following travel expenses:

- Airfare
- Mileage
- Fuel
- Vehicle Rentals
- Public Transport, Taxi, Parking & Tolls
- Lodging
- Meals & Incidental Expenses (M&IE)
- Conference and Training Registration Fees
Airfare can be booked with a City purchasing card or employee can be reimbursed.
- An estimate of airfare expenses must be submitted with the Travel Authorization Voucher.
- Lowest economy airfare must be selected at time of booking.
- Reimbursement will be based on actual costs.
  - An itemized receipt must be submitted with the Travel Reimbursement Request Form.
- Airfare expenses will only be paid/reimbursed for City employee.
  - Family, friends, or companions must pay their own way.
Airfare

- First class bookings, “early bird” check-in’s and upgrades shall not be charged to a City purchasing card and will not be reimbursed.
  - Employees will be responsible for paying these expenses out-of-pocket.
- Baggage fees shall not be prepaid when using a City purchasing card.
  - Reimbursement for standard airline baggage fees can be paid for with personal card or reimbursement will be issued. The City will not reimburse for overweight baggage charges.
- Add-ons, upgrades, or expenses such as in-flight movies, television, meals, beverages, etc. cannot be purchased on a City purchasing card and will not be reimbursed.
  - **Exception**: Elected Officials, Department Directors, or Division Heads are permitted to purchase in-flight Wi-Fi in order to conduct City business.
Mileage

- City vehicles **must be** used for non-local travel whenever possible.
  - Personal vehicles can be used when a City vehicle is unavailable for use or out of convenience to the employee so long as pre-authorization is provided through the completion and approval of a Request to Use Personal Vehicle Form.

- The City will only reimburse for mileage incurred on a personal vehicle while conducting City business.
  - Mileage reimbursement for use of personal vehicles to conduct City business is based on IRS guidelines and is intended to cover all the costs associated with operating a vehicle for business purposes, including wear and tear on the vehicle, as well as gas costs.
  - Reimbursement will be based on the current rates approved by the Wyoming Governor.
    - Current rates can be found on the Wyoming State Auditor’s website: [Governor's Memo on Mileage Rate of Personal Vehicles](#)
Mileage

- An estimate of mileage to be incurred and approved Request to Use Personal Vehicle Form must be submitted with the Travel Authorization Voucher.
- Mileage reimbursement will be reimbursed to and from the employee’s work location to the establishment where business is to be conducted.
  - This includes travel to and from airports, lodging establishments, conference centers, etc.
  - Documentation of actual mileage traveled (i.e. record of starting mileage and ending mileage) must be submitted with Travel Reimbursement Request Form.
Fuel for City or rental vehicles can be charged to a City purchasing card or employee can be reimbursed.

- Estimated fuel costs must be submitted with the Travel Authorization Voucher for pre-approval.
- Reimbursement will be based on the actual cost of fuel purchased.
  - Itemized receipts for fuel purchased must be submitted with the Travel Reimbursement Request Form.
Vehicle Rentals

- Vehicle rentals may be booked using a City purchasing card or employee can be reimbursed.
  - An estimate of expenses must be submitted with the Travel Authorization Voucher.
  - Reimbursement will be based on actual costs.
    - An itemized receipt must be submitted with the Travel Reimbursement Request Form.
  - The lowest economy class vehicle rate must be selected at time of booking.
    - Vehicle rental should be booked well in advance of travel to attain lowest possible rates.
    - Costs for vehicle upgrades at time of rental shall not be charged to City purchasing card and will not be reimbursed.
      - Consideration will be given if more than 2 City employees are traveling in the same rental vehicle.
Vehicle Rentals

- Per the City’s Wyoming Association of Risk Management (WARM) Vehicle Use Policy - family, friends, or companions are prohibited from traveling in a City rented vehicle due to liability.
  - Employee will be entirely responsible for rental vehicle expenses when family, friends or companions are traveling with them.
    - Employee will not be covered by the Wyoming Association of Risk Management (WARM) liability policy.
  - Employee can use a City purchasing card or be reimbursed for fuel when renting a vehicle at their own expense.
    - Estimated fuel costs must be submitted with the Travel Authorization Voucher.
    - Reimbursement will be based on actual costs.
    - An itemized receipt must be submitted with the Travel Reimbursement Request Form.
Employees will be reimbursed for all public transport expenses.

This includes:
- Buses, rail, ferry boats, etc.
- Motorized scooter/bicycles
- Taxi – including Uber, Lyft, etc.
- Parking/parking garage fees

An estimate of public transport, taxi, parking fees and tolls, etc. must be submitted with the Travel Authorization Voucher.

Reimbursement will be based on actual costs.
- An itemized receipt must be submitted with the Travel Reimbursement Request Form.
Public Transport, Taxi, Parking & Tolls

- Airport parking fees can be booked with a City purchasing card or employee can be reimbursed.
  - An estimate of costs must be submitted with the Travel Authorization Voucher.
  - Use of the lowest priced economy lot is encouraged.
    - DIA parking costs shall not exceed the rate charged to park in the Pikes Peak lot, or lowest economy lot at the time of travel.
- Mileage incurred on rental vehicles is excluded from reimbursement.
- Public transportation expenses will be reimbursed for employee only.
  - Public transport and taxi expenses for family, friends or companions will not be reimbursed.
Use of toll roads should be evaluated to determine if cost savings will occur.

- Pre-approval to utilize toll roads must be granted by Department Director or designee on the Travel Authorization Form.
- A City purchasing card can be used for toll expenses when the City cannot be billed, or employee will be reimbursed if City purchasing cards are not accepted.

It is the employee's responsibility to collect itemized receipts for public transport, taxi, parking fees, tolls, etc.

A signed statement of itemized charges must be submitted by the employee with the Travel Reimbursement Request Form when charge(s) are incurred and an itemized receipt cannot be obtained.
Lodging

- Lodging can be booked using a City purchasing card or employee can be reimbursed.
  - Lodging will be reimbursed at the current U.S. General Services Administration (GSA) per diem rate for domestic travel.
    - GSA rates can be found on the GSA webpage: GSA Per Diem Rates Lookup
    - GSA rates exclude taxes. It is the employee’s responsibility to request a tax exemption when making reservations and document attempt.
      - Taxes can be paid for using a City purchasing card or employee can be reimbursed when the establishment will not honor the exemption.
      - Employee must add per night taxes charged to the GSA rate on the Travel Reimbursement Request Form.
  - Estimated lodging expenses per the GSA rates must be submitted with the Travel Authorization Voucher.
  - A zero-balance, itemized receipt for lodging must be submitted with Travel Reimbursement Request Form.
Lodging

- Lodging expenses will be paid/reimbursed for employee only.
  - Lodging will not be paid for family, friends or companions – including upgrades to City paid rooms (e.g. roll-away beds).
- If lodging must be booked at a specific establishment due to attendance at a conference, training, etc., employee must still request GSA rates.
  - If GSA rates will not be honored by the establishment:
    - Employee must obtain an estimate for lodging expenses and document why GSA rates cannot be honored (e.g. seasonal rates, special event rates, etc.).
    - Submit estimate and documentation with Travel Authorization Voucher.
    - A zero-balance, itemized receipt for lodging must be submitted with Travel Reimbursement Request Form.
- Room services or movie rentals cannot be charged to a City purchasing card and will not be reimbursed.
- Only long-distance phone calls made to City offices to conduct business will be reimbursed.
Lodging

- Lodging must be booked at **lowest rate possible** when traveling internationally.
  - Employee must submit an estimate of lodging costs with the Travel Authorization Voucher.
  - Lodging can be paid for with a City purchasing card or employee can be reimbursed.
    - A zero-balanced, itemized receipt must be submitted with the Travel Reimbursement Request Form.
    - Reimbursement will be based on actual costs paid for lodging.
  - If lodging must be booked at a specific establishment due to attendance at a conference, training, etc.:
    - Employee must obtain an estimate for lodging expenses from the establishment.
    - Employee must provide the estimate and supporting documentation (e.g. conference or training agenda, etc.) with the Travel Authorization Voucher.
    - A zero-balance, itemized receipt for lodging must be submitted with Travel Reimbursement Request Form.
Meals & Incidental Expenses

- Meals & Incidental Expenses (M&IE), also known as per diem, can be paid for using a City purchasing card if pre-approved, or employee can be reimbursed.
- An estimated cost for M&IE using the GSA rates must be submitted with the Travel Authorization Voucher.
  - M&IE expenses shall be reimbursed at the current U.S. General Services Administration (GSA) per diem rate for domestic travel.
  - GSA rates can be found on the GSA webpage: [GSA Per Diem Rates Lookup](#)
  - The GSA rate shall be utilized when completing the Travel Reimbursement Request Form.
- Pre-authorization must be provided by the Department Director or designee if a City purchasing card is to be used to pay M&IE while traveling.
  - Total amount charged for M&IE cannot exceed the GSA M&IE rate, per day, per employee.
  - Itemized receipts for M&IE paid for with a City purchasing card must be submitted with the Travel Reimbursement Request Form.
  - The GSA M&IE section of the Travel Reimbursement Form will not be completed if a City purchasing card is utilized to pay for M&IE.
Meals & Incidental Expenses

- First and last day of travel M&IE will only be paid at 75% of the GSA M&IE rate.
- M&IE will be paid/reimbursed for employee only.
  - M&IE for family, friends, or companions will not be reimbursed.
- Meal expenses included in conference or training registrations must be deducted from the M&IE reimbursement requested.
  - This also applies when the employee chooses to dine elsewhere/outside of meals provided.
  - Exception to this is when employee has diet restrictions. Information of dietary restrictions must be provided with the Travel Authorization Voucher for pre-approval to eat outside of meals provided by conference or training.
- Alcoholic beverages shall not be charged to a City purchasing card and will not be reimbursed.
Meals & Incidental Expenses

- M&E will be reimbursed at $75 per day including tips when traveling internationally.
  - Unless an automatic gratuity is charged by the dining establishment, tips should not exceed 20% of the total bill.
  - Employee shall submit an estimated cost for M&E with the Travel Authorization Form.
  - Employee shall submit itemized receipts with completed Travel Reimbursement Request Form.
  - The same restrictions for continental U.S. travel apply to international travel (e.g. meals included in conference/training, no alcoholic beverages, etc.)
Conference & Training
Registration Fees

- Conference and training registration fees can be paid for with a City purchasing card or employee can be reimbursed.
  - Estimated costs for conference/training registration fees must be submitted with the Travel Authorization Voucher.
  - Reimbursement will be based on the actual costs, supported by a copy of itemized receipts and conference/training agendas attached to the Travel Reimbursement Request Form.
    - Extracurricular social events must be paid by the employee at their own expense (e.g. golf, sight seeing tours, concerts, etc.)
IF I HAVE TO LISTEN TO YOU REPEAT THAT SAME POINT ONE MORE TIME, I'M GOING TO JUMP OUT A WINDOW.

THAT SOUNDS LIKE A BLUFF.

I PACKED A PARACHUTE.

...ANYWAY, TO REITERATE...
CONSTRUCTED & INTERRUPTED TRAVEL:

- **Construct**ed travel occurs when an employee wishes to take personal leave before or after business travel dates.

- **Interrupt**ed travel occurs when an employee wishes to take personal leave in-between the beginning and ending business travel dates.

- Pre-approval for constructed or interrupted travel must be provided by the Department Director or designee on the Travel Authorization Voucher before employee makes travel arrangements.

- Only travel expenses for business conducted will be paid/reimbursed.
City vehicles must be used for non-local travel whenever possible.

In accordance with the Wyoming Association of Risk Management (WARM) Vehicle Use Policy:

- Non-City personnel are not authorized to travel in a City vehicle. The only authorized passengers can travel in a City Vehicle are other City employees or board or commission members traveling on City business.
  - This requirement does not apply to commissioned and/or sworn employees of Police and Fire Departments.

Permission to use a personal vehicle must be obtained by Department Director or designee through a Personal Vehicle Use Request Form located on the City Share Drive: S:\Forms\Travel.

- Proof of personal insurance must be provided with the form.
- The approved form and proof of insurance must be submitted with the Travel Authorization Voucher.
Mileage reimbursement will be paid when a City vehicle is available, but employee chooses to use personal vehicle out of convenience.

- Employee must submit documentation of mileage traveled on City business with the Travel Reimbursement Request Form.

- In accordance with the Wyoming Association of Risk Management (WARM) Vehicle Use Policy:
  - City employees are not covered by WARM when they use their personal vehicle, another’s personal vehicle, or rental vehicles to conduct business, or to conduct personal errands.
USE OF CITY PURCHASING CARDS:

- Per Resolution 4384:
  - City purchasing cards shall not be used to pay expenses of family, friends, companions, or any other person not affiliated with, or conducting business on behalf of the City.
  - It is prohibited to purchase alcoholic beverages with a City purchasing card.
As mentioned throughout this presentation, all City travel forms can be found on the City Share Drive: S:\Forms\Travel. I will be taking a moment to go briefly go over each form.

Each form is a fillable PDF form except for the Travel Reimbursement Request Form which is an Excel Spreadsheet.

- There are notes/instructions on each cell description of the Travel Reimbursement Request Form to guide which information to complete based on the travel situation.

Please do not hesitate to reach out to the City Treasurer’s Office staff for assistance or questions about the forms and how to complete them.
Thank you for your time and attendance!