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
- Review Travel Forms
Travel Authorization Vouchers must be submitted to the City Treasurer’s Office at least **10 business days** prior to date of departure.

A Travel Authorization Form must be completed for one-day out-of-town travel if the City will pay expenses.

- One-day travel will be reimbursed at 75% of the U.S General Services Administration (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 for each employee traveling must be submitted.

Both travel forms are located on the City Share Drive: S:\Forms\Travel.
The City will pay for or reimburse the following travel expenses:

- Airfare
- Mileage
- Fuel
- Vehicle Rentals
- Public Transportation
- Lodging
- Meals & Incidental Expenses (M&IE)
- Conference and Training Registration Fees
Airfare can be booked with a City purchasing card or the employee will 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 the City employee.
  - Family and friends must pay their own traveling expenses.

First class bookings and “early bird” check-ins **cannot** be charged to a City purchasing card and **will not** be reimbursed.

- Employees will be responsible for paying these expenses.
Baggage fees cannot be prepaid when using a City purchasing card.

- Standard airline baggage fees can be paid for at the time of travel with a City purchasing card or the employee will be reimbursed.
- The City will not pay for or reimburse overweight baggage fees.
  - The employee will be responsible for paying overweight baggage fees.
  - An itemized receipt must be submitted with the Travel Reimbursement Request Form.

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 while traveling.
City vehicles **must be** used for non-local travel whenever possible.

- Carpooling in a City vehicle is preferred when 2 or more employees are traveling to the same destination.
- Personal vehicles can only be used when a City vehicle is unavailable, or out of convenience to the employee if pre-authorization is received prior to making travel arrangements.
  - Completion and approval of a Request to Use Personal Vehicle Form is required when using a personal vehicle.

The City **will only reimburse mileage** when a personal vehicle is used because a City vehicle is unavailable, or out of convenience to the employee.

- Mileage reimbursement is based on IRS guidelines and is intended to cover all costs associated with operating a vehicle for business purposes, including fuel expenses and wear and tear on the vehicle.
- Reimbursement will be based on the current mileage rates approved by the Wyoming Governor.
Current mileage rates can be found on the Wyoming State Auditor’s website: Governor’s Memo on Mileage Rate of Personal Vehicles.

A copy of this memo is also saved on the City Share Drive: S:\Forms\Travel

An estimate of mileage to be traveled and the approved Request to Use Personal Vehicle Form must be submitted with the Travel Authorization Voucher.

Reimbursement for mileage will be from the employee’s work location to the establishment where business is to be conducted and back to the employee’s work location.

Mileage reimbursement 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 the Travel Reimbursement Request Form.
Fuel expenses when traveling in a City vehicle or rental vehicle can be charged to a City purchasing card or the employee will 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 while traveling must be submitted with the Travel Reimbursement Request Form.
Vehicle rentals may be booked using a City purchasing card or the employee will be reimbursed.

- An estimate of vehicle rental 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.
  - Consideration to rent a larger vehicle will be given if more than 2 City employees are traveling in the same rental vehicle.
  - Vehicle rental should be booked as soon as travel dates are known to attain lowest possible rates.
  - Costs for vehicle upgrades at time of rental pick-up cannot be charged to City purchasing card and will not be reimbursed.
Per the Wyoming Association of Risk Management (WARM) Vehicle Use Policy – family and friends are **prohibited** from traveling in a City rented vehicle due to liability.

- Employee will be **completely responsible** for rental vehicle expenses when family or friends are traveling with them.
- Employee **will not** be covered by the Wyoming Association of Risk Management (WARM) liability policy when renting a vehicle at their own expense.
- Employee can use a City purchasing card or will 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.
  - Itemized receipts must be submitted with the Travel Reimbursement Request Form.
A City purchasing card can be used to pay for airport parking, toll roads, and High-Occupancy Vehicle (HOV) lanes (where excepted), or the employee will be reimbursed.

- An estimate of airport parking, toll road, and HOV costs must be submitted with the Travel Authorization Voucher.

- **Use of the lowest priced economy parking lot is required.**
  - Reimbursement for parking costs at Denver International Airport (DIA) **shall not** exceed the rate charged to park in the lowest economy lot at the time of travel.

- Use of toll roads and HOV lanes should be evaluated to determine if cost savings will occur.
  - **Pre-approval** to utilize toll roads and HOV lanes **must be** granted by Department Director or designee on the Travel Authorization Form.
Employees will be reimbursed for all other public transportation expenses.

This includes:

- Buses, rail, ferry boats, etc.
- Motorized/electric scooters or bicycles.
- Taxis – including Uber, Lyft, etc.
- Parking fees – including hotel, valet, and meter.

An estimate of all public transportation expenses must be submitted with the Travel Authorization Voucher.

Reimbursement of public transportation costs will be based on actual costs.

Itemized receipts must be submitted with the Travel Reimbursement Request Form.

Mileage incurred on rental vehicles is excluded from reimbursement.
PUBLIC TRANSPORTATION, PARKING & TOLLS

- Public transportation expenses will be reimbursed for **employee only**.
  - Public transportation expenses for family and friends **will not** be reimbursed.
- It is the **employee's responsibility** to collect itemized receipts for all public transportation expenses.
  - A signed statement of itemized charges can be submitted by the employee with the Travel Reimbursement Request Form when an itemized receipt could not be obtained.
Lodging can be booked using a City purchasing card or the employee will 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 the employee will be reimbursed when the establishment will not honor the tax 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-balanced, itemized receipt** for lodging must be submitted with Travel Reimbursement Request Form.
Lodging expenses will be paid/reimbursed for the **employee only**.
- Lodging **will not** be paid for family and friends – 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.).
  - Lodging estimate and documentation must be submitted with the Travel Authorization Voucher.
- A **zero-balanced, itemized receipt** for lodging must be submitted with the 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 must be booked at lowest rate possible when traveling internationally.
- Employee must submit an estimate of lodging expenses with the Travel Authorization Voucher.
- Lodging can be paid for with a City purchasing card or the employee will 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-balanced, itemized receipt for lodging must be submitted with Travel Reimbursement Request Form.
Meals & Incidental Expenses (M&IE) (also known as “per diem”) can be paid for using a City purchasing card when pre-approved, or the employee will be reimbursed.

- M&IE expenses 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](https://www.gsa.gov)
  - The GSA rate shall be utilized when completing the Travel Reimbursement Request Form.
- An estimated cost for M&IE using the GSA rates must be submitted with the Travel Authorization Voucher.
- **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.
First and last day of travel M&IE will be paid at 75% of the GSA M&IE rate.

M&IE will be paid/reimbursed for employee only.
  M&IE for family and friends will not be reimbursed.

Meal expenses included in conference or training registrations must be deducted from the M&IE reimbursement requested at the GSA rate provided per meal.
  This also applies when the employee choses to dine elsewhere/outside of meals provided.
  Exception is when an 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 cannot be charged to a City purchasing card and will not be reimbursed.
MEALS & INCIDENTAL EXPENSES

- M&IE will be reimbursed at **$75 per day including tips** when traveling internationally.
  - Unless an automatic gratuity is charged by the dining establishment, tips **shall not exceed 20%** of the total bill.
  - Employee must submit an estimated cost for M&IE with the Travel Authorization Form.
  - Employee must 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 the employee will 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.)
CONSTRUCTED & INTERRUPTED TRAVEL

- ** Constructed travel** - occurs when an employee wishes to take personal leave **before or after** business travel dates.
- **Interrupted 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 City business conducted will be paid/reimbursed.
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 that 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 or sworn employees of Police and Fire Departments.

Permission to use a personal vehicle **must be** obtained by Department Director or designee through the completion and approval of 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 Personal Vehicle Request Form and proof of insurance must be submitted with the Travel Authorization Voucher.
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 City 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.
All travel forms can be found on the City Share Drive: $:\Forms\Travel.

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 employees on which information to complete based on their 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