



CITY OF CHEYENNE TRAVEL POLICY

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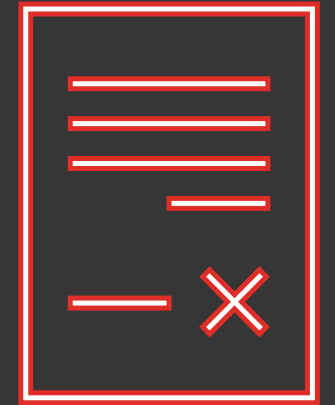
OVERVIEW

- 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

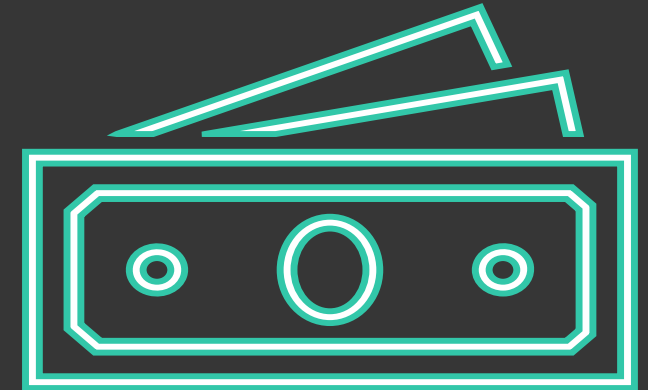
- Travel Authorization Vouchers must be submitted to the City Treasurer's Office at least **10 business days** prior to date of departure.
- A Travel Authorization Form must be completed for one-day out-of-town travel if the City will pay expenses.
 - One-day travel will be reimbursed at 75% of the U.S 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>.



TRAVEL EXPENSES

➤ 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

- 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.



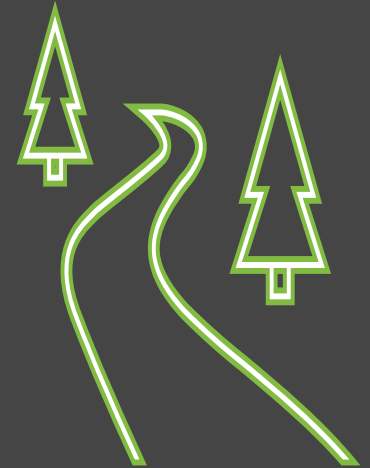
AIRFARE

- 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.



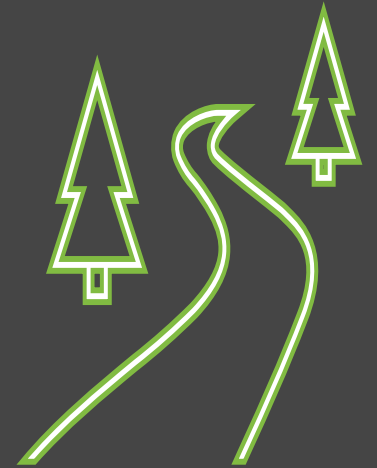
MILEAGE

- 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.



MILEAGE

- Current milage 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.



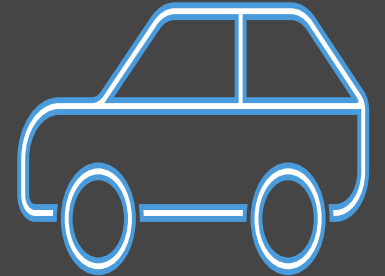
FUEL

- 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.



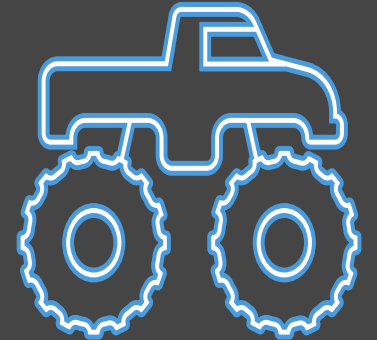
VEHICLE RENTALS

- 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.



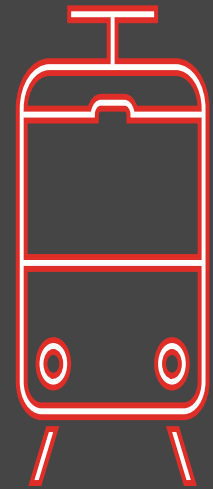
VEHICLE RENTALS

- 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.



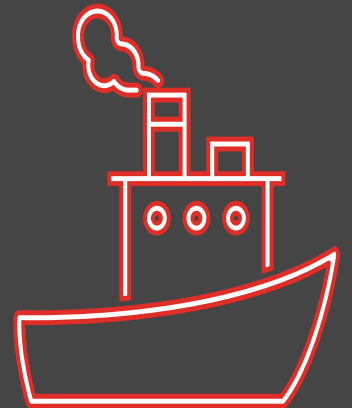
PUBLIC TRANSPORTATION, PARKING & TOLLS

- 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.



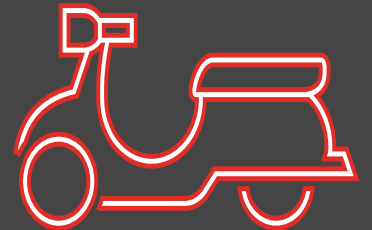
PUBLIC TRANSPORTATION, PARKING & TOLLS

- 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.



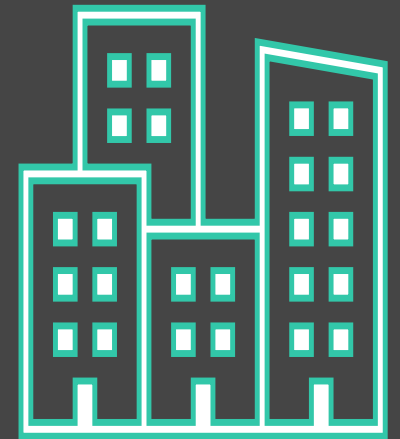
PUBLIC TRANSPORTATION, PARKING & TOLLS

- 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.



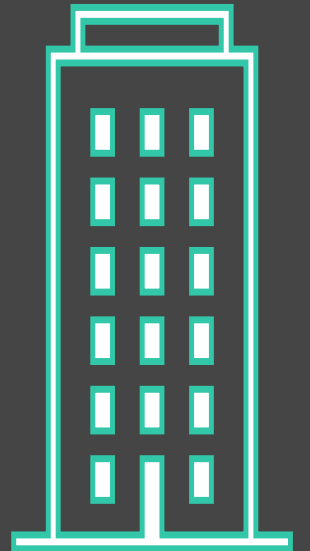
LODGING

- 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.



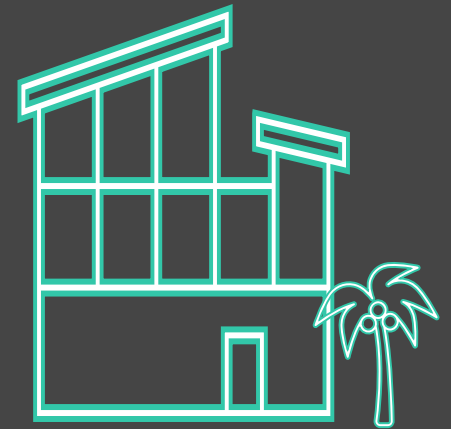
LODGING

- 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

- 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

- 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](#)
 - 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.



MEALS & INCIDENTAL EXPENSES

- 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 chose 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.).



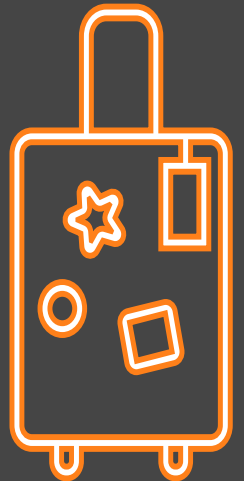
CONFERENCE & TRAINING REGISTRATION FEES

- 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.)



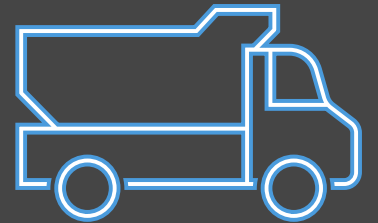
CONSTRUCTED & INTERRUPTED TRAVEL

- 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.



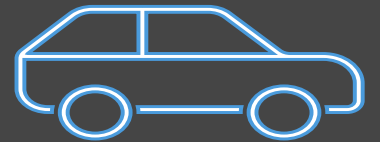
USE OF CITY & PERSONAL VEHICLES

- 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.



USE OF CITY & PERSONAL VEHICLES

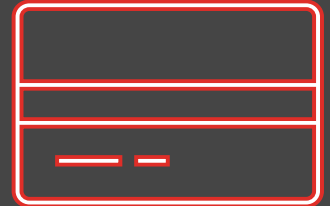
- In accordance with the Wyoming Association of Risk Management (WARM) Vehicle Use Policy:
 - City employees **are not** covered by WARM when they use their personal vehicle, another's personal vehicle, or rental vehicles to conduct business, or to conduct personal errands.



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.



TRAVEL FORMS

- All travel forms can be found on the City Share Drive: <S:\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.





Q&A

THANK YOU FOR YOUR TIME
AND ATTENDANCE