POLICY 2021-01

TO: Selectboard
FROM: Jessica Morris, Finance Director
RE: Travel, Conference and Meal Reimbursement Policy 2021-01
DATED: June 21, 2021
EFFECTIVE DATE: Immediately

TRAVEL, CONFERENCE AND MEAL REIMBURSEMENT POLICY
Town of Milton

PURPOSE
This policy establishes the guidelines for payment/reimbursement of travel, conference and meal costs for Town Staff when they have made an outlay of personal funds.

PROCEDURE
The Staff Member completes a Reimbursement Form for the conference, seminar, travel, meal and related costs to the Department Manager or Town Manager for their action. The ability of the Town of Milton to provide payment for or reimbursement of expenses is limited to the department travel and conference budgets. The following guidelines are established:

TRAVEL – The method of travel should be chosen by considering cost to the Town and convenience to the Town Staff. If a personal vehicle is used, the Town will pay for mileage based on the IRS mileage rate in effect on the date of travel. If a Town vehicle is available, its use is required unless approved otherwise by the Town Manager.

LODGING – As with the method of travel, the choice of overnight lodging should be reasonable and convenient. Distance to an event is a consideration in determining when payment of overnight lodging will be approved. Generally, if travel time from a Staff person's home to the site of a workshop or conference is more than one hour, lodging will be approved. Based on the role of the Town Staff in the event, there may be exceptions to this rule.

Approval of overnight accommodations must be obtained in advance from the Department Manager or Town Manager.

MEALS – The IRS per diem rate in effect at the time of travel will be used to determine meal expense reimbursement. Every effort should be made to take advantage of meals which are included in the cost of the event. If a meal in included in the event cost and the Staff member wished to dine elsewhere, the cost is the responsibility of the Staff member.

GROUND TRANSPORTATION – The Town will pay for taxi or shuttle transportation to and from an airport, bus terminal, etc. Under appropriate circumstances, a car rental may be approved. However, Staff should use good judgement in choosing a modest priced rental car or transportation method.

PARKING – The Town will pay the cost of parking a Town vehicle, personal vehicle or a rented vehicle (fi the rental is approved). The Town will not pay for valet parking.

Items not eligible for reimbursement:

1. The Town will not reimburse for alcoholic beverages or tobacco products.

2. The Town will not reimburse for souvenirs.
3. The Town will not reimburse for entertainment expenses.
4. The Town will not reimburse for sales tax except as part of a meal, room or airfare bill.
5. The Town will reimburse a normal tip on a meal bill or for a taxi ride. The Town will not reimburse for tips for valets or other services.
6. The Town will not reimburse the cost of laundering or dry cleaning.
7. The Town will not reimburse incidental costs at hotels, such as extra charges for room service, movies, game rental or fitness club costs.
8. If Staff chooses to travel with family members/companions, the Town will pay costs for the Staff person only. Incremental costs due to extra guests will not be reimbursed by the Town.
9. If Staff plans an extended stay at a conference destination or one near the conference, the Town will not pay for additional lodging before or after the conference dates. Further, the Town will pay for travel fares associated with round trip fares from the approved place of departure to the conference destination.

Making payment, receipts and requesting reimbursement:
It is Staff's choice to use a personal credit card or cash. The Town credit card may be used for lodging, registration, travel, or rental expenses upon approval. The Town does offer cash advances for travel. Always obtain receipts for every purchase. If receipts are not provided with reimbursement request, those expenses will not be reimbursed by the Town. The standard Town travel advance and reimbursement forms must be used and are available in the Finance Department.

Exceptions to guidelines:
The above guidelines are intended to be applicable in most instances, however it is expressly understood circumstances may arise which make it difficult, impractical or unwise to adhere strictly to these guidelines. Therefore, in such circumstances, the Town Manger may authorize exceptions to the guidelines in the best interest of the Town of Milton and the employee making the request.

Federal allowability rules:
Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the tow, provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement policies. 2 C.F.R. §200.475(a)

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the Town in its regular operations as the result of its written travel policy. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award; and (2) the costs are reasonable and consistent with the Town's established policy. 2 C.F.R. §200.475(b)

This policy shall amend and replace any provisions of any policy of the Town in effect at the time of enactment, including 05-04-A.

ADOPTION: The Milton Selectboard, acting in regular session on **June 21, 2021** voted in favor of the **Travel, Conference and Meal Reimbursement Policy**, as outlined herein as **Policy 2021-01.** Further, that this referenced Policy shall be part of the permanent record of the attachment of the same to the Minutes of the aforementioned Meeting.

Dated at Milton, Vermont this 21 day of June, 2021

MILTON SELECTBOARD

Darren Adams, Chairperson	Michael E Morgan **Michael Morgan, Vice-Chairperson**
Christopher Taylor, Clerk	Brenda Steady **Brenda Steady, Member**
John FitzGerald, Member	

Filed with the Milton Town Clerk's Office this 22nd day of June, 2021

Attest: Kristi Bears
Milton Town Clerk