

CITY OF DENTON

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POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: ACCOUNTING	REFERENCE NUMBER:
SUBJECT: REIMBURSEMENT OF CITY COUNCIL EXPENSES	INITIAL EFFECTIVE DATE: 10/01/06
TITLE: TRAVEL EXPENSES	LAST REVISION DATE: 10/01/06

ADMINISTRATIVE PROCEDURES:

The City of Denton will pay reasonable expenses, which are incurred in the course of City-related business travel. The City has two objectives when paying travel-related expenses: (1) To provide Council members sufficient funds to execute business on behalf of the City and (2) to safeguard City funds by paying only reasonable and necessary expenses. This administrative directive outlines what constitutes a reasonable and necessary expense.

Council members are responsible for insuring that travel expenditures comply with this administrative directive and for the thorough review and approval of all documents necessary for the travel transaction. Council members have the discretion to implement more restrictive procedures and/or guidelines for their individual travel. The purpose of the required documentation is to provide sufficient evidence to anyone, who reviews the travel transaction, that public funds were expended in compliance with this administrative directive.

Council members traveling on behalf of the City of Denton are expected to utilize services and accommodations appropriate for the business to be conducted. Council members are expected to travel and conduct business in reasonable comfort and exercise good judgment in distinguishing between comfort and extravagance.

- I. Approval Required for Travel on City Business. The City will pay travel and registration fee expenses required for City business or to enhance the knowledge of the individual for the benefit of the City.

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- A. Travel Advance Request Form: An advance for estimated travel expenses may be requested. The Travel Advance Request Form must be signed by both the requesting Council member and the Mayor or City Manager. The form must include the purpose of the trip, the destination (city and state), and the departure/return dates and times. Travel Advance Request Forms should not be submitted sooner than two to three weeks prior to the trip. Following a trip, Council members must account for their travel advance by completing and submitting an Expense Report Form to Accounts Payable within twenty (20) working days of their return date. Unused travel advance money must be reimbursed to the City and supporting documentation (receipt) attached to the Expense Report Form. Travel out of the country will be allowed a reasonable extension to allow for the correct exchange rate calculation.
- B. Expense Report Form: An Expense Report Form must be completed for all travel. The form must include the purpose of the trip, the destination (city and state), and the departure/return dates and times. All receipts and supporting documents must be attached to the Expense Report Form. Receipts should be affixed in date order to an 8 ½ x 11 sheet of paper and attached to the Expense Report Form, and then forwarded to Accounts Payable after being reviewed and signed by the Mayor or City Manager.
- II. Reimbursable Expenses. The City will pay a Council member's actual expenses as authorized within this administrative directive. **Itemized receipts must be provided for all expenses. Receipts must be an itemized copy from the vendor and not just the credit card slip/balance due. Failure to submit itemized receipts will render those expenses non-reimbursable.** Council members should use the most economical means available when using City funds.
- A. Meals:
1. Travel-related meals will be reimbursed if an overnight stay is required, ~~or~~ if multiple trips are required during two or more consecutive days, or City related travel that does not include an overnight stay (e.g., conference/business meetings in Dallas or Austin).
 2. The City will not pay for meals for individuals who are not employed by the City of Denton except with the written approval of the Mayor or City Manager stating the business purpose of the meal. If an exception is granted, an itemized meal receipt with attendee names must be attached to the Expense Report Form.
 3. The City will pay for meals at scheduled seminars, training sessions, and other meetings, but will not reimburse for meals elsewhere if the meal cost was included in the conference fee. A conference itinerary/schedule must be included as supporting documentation. The City will not pay for social or recreational conference functions that are separate ticketed events not included in the base conference registration fee without prior written approval of the Mayor or City Manager.

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- B. Entertainment: The City of Denton will not reimburse Council members for entertainment unless it is necessary for the purpose of the trip. Written approval from the Mayor or City Manager stating the business purpose must be attached to the Expense Report Form.
- C. Alcoholic Beverages: Under no circumstances will the cost of alcoholic beverages be reimbursed.
- D. Transportation:
1. First-Class Accommodations: Council members may choose to travel first-class, but the City will only pay coach or tourist class fares.
 2. Commercial Airlines: The City of Denton will pay for coach roundtrip airfare. Council members are expected to take advantage of discounts whenever possible. However, Council members are not required to fly at unusual times just to qualify for discounts. Council members may retain frequent flyer miles and similar travel awards; however, he/she shall not pay a higher price for the fare in order to obtain frequent flyer miles.
 3. Private Air Carriers and Charters: Council members shall not use private airplanes or charters without approval of the Mayor or City Manager. Cost savings or emergency schedule requirements must be shown and included with the Mayor or City Manager's written approval.
 4. Vehicle Rental: When renting vehicles, the Council member's personal auto insurance is the primary source of coverage in the event of an accident. The appropriate size of the rental vehicle should depend on such factors as the number of passengers, and the amount of luggage and/or equipment being carried.
 5. Taxi: The City will reimburse Council member's taxi fares for required transportation. When possible, a receipt must be attached to the Expense Report Form.
 6. Personal Vehicles: Council members may use their personal vehicle for out-of-town travel or same day (in-town) travel. A mileage log or other supporting documentation must be attached to the Expense Report Form. The City of Denton will pay the Internal Revenue Service mileage reimbursement rate in effect at the time of travel. When a Council member's travel destination is more than 300 miles from the point of departure (one-way), the City will not reimburse the Council member for expenses, such as lodging, meals and incidentals, while in transit, which exceed the cost of a 21-day advance round-trip coach airfare.
 - a. Personal car travel reimbursement is limited to the lesser of either the cost of making the trip by 21-day advance coach airfare or mileage reimbursement. Appendix A is

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provided to help calculate the least expensive travel method, which is the amount that will be reimbursed.

- b. The City will pay for any additional City-related mileage at the destination. A mileage log (Appendix B) or other supporting documentation must be attached to the Expense Report Form.
 - c. The City will pay for same day or in-town City-related mileage. Same day or in-town travel events may include City-related ceremonies and receptions, transportation and mobility meetings/committees, and NTCOG meetings. A mileage log (Appendix B) or other supporting documentation must be attached to the Expense Report Form.
 - d. The City will pay for parking expenses, including airport parking ~~(at the general or remote parking rate)~~. Airport parking will be reimbursed at the remote or express (covered or uncovered) parking rate for DFW Airport and at the long term parking rate (garage b) at Dallas Love Field. For airport parking, supporting documentation must be attached to the Expense Report Form and can be obtained from the airport's website. Mileage reimbursement to the airport will be calculated from the Council member's point of departure.
 - e. If a Council member is driving a personal vehicle outside of the City and has car failure, the City will pay the expense of towing the vehicle to the nearest garage, over and above the Council member's personal towing insurance coverage. The Council member must pay for all repairs. The towing invoice and insurance documentation, reflecting amount covered, must be attached to the Expense Report Form.
- E. Accommodations: The City will pay actual expenses for hotels, motels, or other lodging. City Council members are not exempt from hotel taxes, and will be reimbursed for such taxes.
- The City will pay no more than the cost of a single occupancy room. If a Council member shares a room with someone who is not an employee or official of the City or who is not traveling on City business, and the room cost is higher than the single room rate, the bill must be adjusted for the difference in cost.
- F. Telephone: The City realizes that while out-of-town on City business there are personal matters that must be attended; therefore, the City will pay the cost of one personal phone call each day (not to exceed 10 minutes). The City will reimburse Council members for all business calls. All phone calls must be documented as to whether personal or business in nature. It is recommended that Council members purchase prepaid calling cards, which are less expensive than hotel long distance rates. Internet connection fees incurred for business purposes will be reimbursed, if approved by the Mayor or City Manager.

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- G. Incidental Expenses: The City of Denton will not pay for dry cleaning, shoe shining, haircuts, magazines and books, tickets to the theater, sports events, or other such incidental expenses. Incidental expenses covered include: fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, hotel servants in foreign countries, and transportation between places of lodgings or business and places where meals are taken.
- H. Travel on Behalf of Other Agencies: With the approval of the Mayor or City Manager, Council members may be authorized travel on behalf of other organizations. In unusual circumstances, the Mayor or City Manager is authorized to approve an advance of City funds for travel expenses incurred on such trips. The same guidelines outlined in this administrative directive must be followed.
- III. Other Authorizations/Approvals. Expense Report Form approval for Council members will be the Mayor or City Manager. Expense Report Form approval for the Mayor will be the City Manager.

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APPENDIX A

AIRLINES

Airfare* _____

Airport Parking _____

Transportation
To/From Airport _____

Other _____

Total Cost _____

PERSONAL VEHICLE

_____ miles @ _____ cents = _____

Destination Parking _____

Additional Lodging _____

Additional Meals _____

Total Cost _____

Lesser of above columns is the maximum reimbursement when choosing to drive to a destination versus flying.

*A 21-day advance shall be used for airfare cost unless there are extenuating circumstances. A brief explanation of these circumstances must be provided below. A price quote must be attached to this form in order to obtain reimbursement. This quote may be obtained via the Internet web page of the appropriate major airline.

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APPENDIX B

MILEAGE LOG

NAME: _____

DATE	BEGINNING ODOMETER	ENDING ODOMETER	TOTAL TRIP MILEAGE	DESTINATION - FROM/TO
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	

TOTAL MILEAGE FOR REIMBURSEMENT 0

_____ Miles X _____ cents = _____