

CITY OF HIGH POINT

AGENDA ITEM



Title: Updated City Council Travel Policy

From: Eric Olmedo, Budget Director

Public Hearing: N/A

Attachments: Travel Policy

Meeting Date: March 5, 2018

Advertising Date: N/A

Advertised By: N/A

PURPOSE:

A travel policy is needed for the City Council to ensure consistent and appropriate procedures when the City Council travels on behalf of the City of High Point.

BACKGROUND:

The City Council has occasion to travel on behalf of the City of High Point to professional conferences, seminars, meetings, and training. City Council members are entitled to reimbursement of reasonable expenses associated with travel, meals, lodging and other actual and necessary expenses associated with attending such events. This policy will ensure consistent and appropriate policies for reimbursement of these expenses.

BUDGET IMPACT:

n/a

RECOMMENDATION / ACTION REQUESTED:

The Budget Department recommends approval of the policy.

City of High Point
City Council Temporary Travel Policy

Meals:

The City's reimbursement rate for meals is now on a per diem basis, and will be paid the daily rates for the area travelled to, as per the GSA's website.

(<https://www.gsa.gov/travel/plan-book/per-diem-rates>). If the City or County you are traveling to is not listed, the maximum daily per diem rate is \$51.00. (per diem rates for Washington D.C. is \$69 per day – Breakfast - \$16, Lunch- \$17, Dinner - \$31, Incidentals - \$5)

Meals provided by registration, conference, or by hotels (except continental breakfast) will be deducted from the daily per diem. Meals provided by another person or organization will be deducted as well. A copy of the conference agenda or schedule that provides details of meals provided must be submitted with each travel settlement report.

Local Transportation:

Local transportation costs incurred while on out-of-town business will be reimbursed. The most economical and reasonable form of transportation will be used. Receipts will be obtained when possible, and submitted with travel reimbursement requests.

Documentation Requirements:

City Council members must submit the following documentation in order to be reimbursed for business related expenses. Document must be submitted to the City Manager's Office for inclusion in an Expense Report:

- Meals – No receipts are required if per diem has been given.
- Receipts for local transportation (i.e. taxi, airport shuttle, Uber or subway) must be submitted whenever possible; photocopies will be acceptable only with a detailed explanation as to why the original is unavailable. Receipts must include the name of the vendor, location, date and dollar amount.