

XIX. PER DIEM AND TRAVEL ALLOWANCES

19.1 PER DIEM ALLOWANCE BASE.

While traveling on official business and away from home or designated posts of duty, an employee will be reimbursed for the actual cost of lodging which is reasonable and necessary, for which receipts must be submitted for attachment to the travel request; and will receive a per diem rate of \$61.00 for meals and incidentals, distributed as follows:

Midnight to 10:00am	Breakfast	\$ 10.00
10:00am to 3:00PM	Lunch	\$19.00
3:00PM to Midnight	Dinner	\$32.00
Total		\$61.00

To be eligible, an employee must be in travel status during a meal allowance period for three consecutive hours. Receipts are not required for meals. The first day and last day of travel will be prorated as shown above. Same-day travel will be prorated if travel is more than 10 hours.

19.2 TRANSPORTATION EXPENSES. Rental car expenses, cab fare, parking fees, etc., will be reimbursed on an actual cost incurred basis when use of a rental car is authorized in an employee's travel request. Reimbursement for rental car expenses will not exceed the lowest rate for an economy class rental unless approved by the Administrator. Authorization for the rental of a car must have prior approval and such approval will be granted only when it is monetarily in the best interest of the municipality. Receipts will be required for reimbursement under this section.

19.3 REGISTRATION FEES. Registration fees will be paid or reimbursed on an actual cost incurred basis when authorized in an employee's travel request.

19.4 TRAVEL ADVANCES. Prior to traveling on official business, an employee may request an advance of per diem, rental car expenses if authorized, and registration fees, if authorized.

19.5 REQUEST FOR TRAVEL ADVANCE. Travel advances should be requested at least two weeks prior to the date travel is to commence. The Administrator may grant exceptions to this requirement.

19.6 AMOUNT OF TRAVEL ADVANCE. Travel advances will not exceed the base daily per diem rate plus the maximum daily rental car rate, if authorized, and the cost of registration fees, if authorized. If an advance is given for rental car expenses, a receipt for the actual cost of the rental car must be filed with the Finance Department after the completion of travel and any extra money advanced and not spent must be returned to the Finance Department.

19.7 TRAVEL ADVANCES AND REIMBURSEMENT FOR ACTUAL COSTS INCURRED. If an employee requests a travel advance and also requests to be reimbursed for actual costs incurred, the employee must reimburse the Municipality for any daily per diem which was advanced and not spent.

19.8 TRAVEL REQUESTS. Prior to the payment of any travel advance or commencement of official travel, a travel request will be completed by the employee who is to travel and the request will be approved by the employee's Department Head and authorized by the Administrator. Travel requests must indicate the itinerary; mode of travel; lodging costs, if known; whether or not use of a rental car is authorized; and, amount and nature of authorized registration fees. Travel requests will also indicate if per diem is requested and whether or not reimbursement for actual costs is requested.

19.9 USE OF PRIVATE VEHICLES. No employee shall be ordered to use his or her personal vehicle for Municipal business. If a situation arises where a Municipal employee is requested to use his or her personal vehicle, arrangements for compensation of such use shall be as established in section 19.10 (b.)

19.10 TRAVEL ALLOWANCE. In addition to per diem reimbursement for travel, expenses shall be allowed at the following rate:

- a. By Common Carrier. The common carrier fare, or the cost of charter or other special hire, if essential, and other similar fares as necessary for the efficient performance of official duties. No reimbursement shall be allowed for more than the lowest tourist class fare for the most direct route unless:
 - (1) Tourist-class accommodations were not available.
 - (2) Waiting for tourist-class accommodations would cause harmful delay to the function of the Municipality.
 - (3) The Department Head finds that travel by tourist class is not in the best interests of the Municipality and authorizes other accommodations.
- b. By Private Vehicle. Mileage will be reimbursed at the approved IRS rate under IRS Revenue Procedure 2000-48 or any succeeding regulation. Reimbursement for actual costs of ferry fare, bridge, road and tunnel tolls, shall be granted. Where two (2) or more employees are traveling in the same direction, and it is possible to share a privately owned automobile or airplane, the mileage permitted shall be allowed for only one (1) vehicle.

19.11 ALLOWANCE FOR JOB-CONNECTED TRAINING. Where an employee attends a school, training session or other similar program of mutual benefit to the employee and Municipality, the employee shall agree to:

- a. Remain in Municipal service one (1) month for every day (including Saturdays and Sundays) that he or she is attending the school and for which the Municipality is paying his or her salary, travel costs, and per diem.
- b. Remain in Municipal service two (2) weeks for every day (including Saturdays and Sundays) that he or she is attending the school and for which the Municipality is paying either his or her salary, or travel costs and per diem costs.
- c. There shall be a two-year (2-year) maximum to the length of time that the employee must remain in service.
- d. Should the employee leave the service of the Municipality prior to the completion of computed service time, he or she shall reimburse the City and Borough for costs incurred in proportion to length of time remaining to be served.
- e. If the employee is involuntarily separated from the service of the Municipality before completion of computed service time, the remaining time to be served will be canceled. Nothing in this section shall guarantee an employee the right to employment for a specified period of time. This

section shall not affect an employee's status as an at-will employee if provided for elsewhere in the manual, and it shall not in any way limit the Municipality's ability to terminate an employee.

19.12 EXCEPTIONS TO POLICY. Exceptions to the policies contained in this Chapter XIX, may be granted by the Administrator on a case-by-case basis. Requests for additional per diem in special cases above the maximum stated amounts will be treated as an exception to policy. Requests for exceptions to policies will be directed in writing to the Administrator for approval. Additional per diem or reimbursement for unusual items will not be honored until an exception to policy has been approved. The Administrator will inform the Assembly on a monthly basis of any exceptions to this policy.