



MEMO

To: Chris Hillman, City Manager
From: Jeff Litchfield, Chief Financial Officer
Date: August 10, 2018
Subject: City Council Travel Policy

Executive Summary

Effective immediately, receipts for individual transactions less than \$75 for non-lodging expenses will not be required to be submitted by City Councilmembers for their travel related expenses. Previously finance staff had interpreted the City Charter to require receipts for all purchases. The City Council Travel Policy specifies that receipts are only required for non-lodging expenses of \$75 or greater. The change in interpretation has been vetted by the City Attorney's Office.

Please let me know if there are any additional areas of the City Council Travel Policy that cause you or the City Councilmembers any concern.

CITY OF IRVING

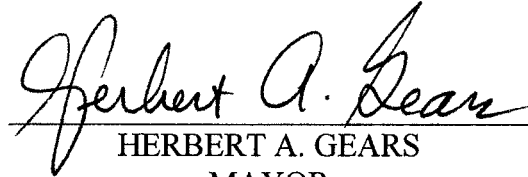
COUNCIL RESOLUTION NO. RES-2010-293

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF IRVING, TEXAS:


SECTION I. THAT the City Council hereby approves the attached City of Irving City Council Travel Policies and Procedures.

SECTION II. THAT this resolution shall take effect from and after its final date of passage, and it is accordingly so ordered.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF IRVING, TEXAS,
on October 7, 2010.

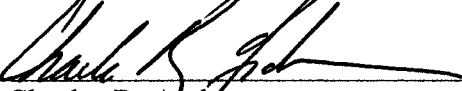

HERBERT A. GEARS
MAYOR

ATTEST:


Shanae Jennings
Acting City Secretary



APPROVED AS TO FORM:


Charles R. Anderson
City Attorney



CITY OF IRVING CITY COUNCIL TRAVEL POLICIES AND PROCEDURES



TRAVEL

This policy has been established to provide uniform guidelines for proper, complete, and timely authorization and reimbursement of reasonable business travel expenses incurred by councilmembers when officially representing the City at various conferences, meetings, conventions, seminars, and other functions.

It is the goal of the City to provide reasonable accommodations so that the councilmember has neither out-of-pocket gain nor loss as a result of City-sponsored travel outside the city.

Irving City Charter Requirements

Article IV, Section 11 of the Irving City Charter provides in subsection (c) as follows:

(c) No member of the city council shall be entitled to receive reimbursement for expenses except for actual expenses incurred while in the performance of city council duties outside the municipal boundaries of the City of Irving.

All reimbursements under this policy shall be in accordance with the City Charter of the City of Irving.

Non-Compliance

Failure to comply with all provisions of this policy shall result in denial of the reimbursement request.

Expense Reporting

The councilmember will notify the City Secretary's Office of travel in advance of departure indicating the business purpose of the travel and anticipated departure and return dates. From this notice, the City Secretary's Office will keep a log of councilmembers' travel. Itemized expense reports on forms provided by the City are to be completed upon return. If the City expends money for anything other than registration, a Travel Expense Statement must be turned in to the City Secretary's Office even if a travel advance is not issued. That report will then be forwarded to the Financial Services Department no later than 90 days following the return to the city. Travel advances that should have been returned or accounted for prior to 12/31, but were not, will be included in the councilmember's reported income if required by IRS regulations.

Receipts for any single expenditure over \$75, other than lodging, are required. If a receipt is unavailable, a written explanation for the expenditure is required. The written explanation should include, at a minimum, the date, amount, the type of expenditure (breakfast, taxi, etc.), and the purpose for the travel.

Hotel receipts are required regardless of the amount.



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Use of the IRS standard per diem rate, in lieu of itemizing expenses, is not allowed as the City provides travel advances rather than per diem payments.

Request for travel reimbursement must be within 90 days after completion of the travel and by November 10 if the travel occurred in the prior operating year. This allows the travel expenditures to be reported in the proper year for accounting and budgetary purposes.

Travel Advances

Travel advances are provided upon request so that the councilmember is not required to use personal funds for City business.

1. Advances are not to be considered additional compensation to the traveler.
2. Unused portions of travel advances must be returned no later than 90 days following a trip.
3. A daily advance amount of \$65 is permitted including travel days.
4. Advances will be denied to travelers with previous advances outstanding over 90 days and when a Travel Expense Statement has not been filed.
5. Additional advance amounts for mileage are not permitted. Mileage, when allowed, is a reimbursable expense only.
6. Allowable expenses in excess of the advance amount may be reimbursed upon return and filing of a Travel Expense Statement.

Local Travel

- A. Mileage – Mileage to destinations outside the city will be reimbursed at the current IRS allowable rate.
- B. Meals
 1. Meals are reimbursed only when travel more than fifty (50) miles from the city is required and such meals are not included in the registration.
 2. In limited situations, a councilmember meal may be purchased along with a meal for another person during a business meeting that would be considered entertainment of the other person for a business purpose. This policy should not be interpreted to eliminate reimbursement to the councilmember in that situation.



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Reimbursable expenses under \$25.00, such as meals, mileage, and tolls for travel outside the City may be submitted on a Petty Cash Voucher in lieu of a Travel Expense Statement, provided, however, that any reimbursable expenses involving overnight travel or involving a single out-of-town trip with a series of expenses totaling in excess of \$25.00 must still be submitted on a Travel Expense Statement.

Out of Town Travel

A. Transportation – All modes of travel should be selected with consideration given to minimizing the loss of time to the councilmember and cost to the City.

1. Air Travel – The goal is to book flights with consideration given to travel time, convenience to the traveler, and cost effectiveness without interfering with the business purpose of the travel.

a. Air travel arrangements are to be made by the City Secretary's Office within budgeted funds sufficiently in advance to take advantage of available discounted fares. Travelers are not expected to fly at unusual times or make flight connections to qualify for discounted fares.

b. Air travel shall be coach class using the lowest available fare.

c. If a substantially reduced airfare is available with a Saturday night stay over, the City will cover additional hotel and meal expenses provided these expenses do not exceed the airfare savings. To be covered for the additional day's expenses, the traveler must attach a copy of the airfare quotation to the Travel Expense Statement.

d. Companion Airfare – Companion airfare must be billed directly to the councilmember or paid by personal credit card.

e. Insurance – The City will not be responsible for the cost of additional flight insurance.

f. Changes – Any change in flight plans before or during the trip which increases the cost must be documented and substantiated.

2. Ground Transportation

a. Airport parking shall be at the short-term lot only for periods of up to 24 hours. Longer times should be the long-term lot.

b. As an alternative to airport parking, a shared-ride shuttle service may be used and will be reimbursed at the rate from the work-site.



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- c. Use of a personal automobile in lieu of air travel is allowed. However, the traveler will be reimbursed only for the lower of mileage at the currently allowable rate or the least expensive option utilizing air travel. The airfare quote must be documented with the Travel Expense Statement. Incidentals associated with automobile travel will not be included in the calculation of the lowest cost. However, the incidentals will be reimbursed in addition to mileage up to the air travel cost.
- d. Taxi fares, car rental, and shuttles at the destination are reimbursable only if required for business purposes.
- e. Car rental will be for a mid-size car or smaller unless there are more than two Council members traveling together. Car rental reimbursement is allowable only up to the amount of a fare for a taxi ride to the destinations needed for this travel.

B. Lodging

- 1. Lodging should be at the conference hotel when possible. If the conference hotel is booked, a comparably priced hotel in the vicinity should be selected.
- 2. Lodging receipts with a detailed listing of charges must be submitted with the Travel Expense Statement.
- 3. Lodging should be at the standard single occupant rate.

C. Meals – The City will pay for actual and reasonable expenses related to meals consumed during business travel. Meals purchased locally are at the councilmember's expense.

D. Long Distance Phone Calls

- 1. A City cell phone should be obtained prior to departure or other means of making long distance calls such as a calling card.
- 2. When it is reasonable to do so, City cell phones or calling cards should be preferred to make City business calls over more expensive methods such as hotel room telephones.

E. Miscellaneous Expenses

- 1. Reasonable tips for luggage, housekeeping, hotel shuttles, etc., are allowable business expenses, including overweight baggage fees associated with City materials.
- 2. Costs for personal expenses such as, but not limited to, movies, laundry, pain medication, writing instruments and materials, personal hygiene products, reading materials, etc., are not reimbursable.
- 3. Expenses associated with obtaining a passport for foreign travel are not reimbursable.
- 4. Spouse or companion travel is not reimbursable.



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Payment Procedure

- A. Councilmembers shall submit requests for advances, Travel Expense Statements, and supporting paperwork to the City Secretary's Office for all travel expenses for which the member desires to be reimbursed.
- B. The City Secretary's Office shall forward such requests to the Department of Financial Services, which shall process these requests in accordance with this policy.
- C. The Department of Financial Services shall not reimburse requests not in accordance with this policy, late requests, or requests lacking a clear business purpose. The Department of Financial Services shall give an explanatory written statement or email to any councilmember whose request is not reimbursed in whole or in part.
- D. A councilmember whose request is not reimbursed in whole or in part may request the City Secretary to place a resolution on the City Council agenda to have the matter decided by the council as a whole. Such decision of the council shall be final.