

## **Village of Richfield**

### **Travel, Lodging, and Meal Reimbursement Policy**

#### 1.0 PURPOSE:

From time to time Village employees and elected officials will require reimbursement on travel, lodging, and meals associated with Village business including but not limited to conferences, training, and meetings. The following sets forth the Village of Richfield policy for travel, lodging, and meal reimbursement.

#### 2.0 ORGANIZATIONS AFFECTED:

This policy applies to all Village of Richfield departments, divisions, offices, boards, commissions, committees and Village employees.

#### 3.0 POLICY:

THE PURPOSE OF THIS POLICY IS TO ENSURE MUTUAL UNDERSTANDING OF WHAT CONSTITUTES LEGITIMATE REIMBURSEMENT FOR TRAVEL, LODGING, AND MEAL EXPENSES FOR VILLAGE STAFF AND OFFICIALS WHILE CONDUCTING VILLAGE BUSINESS. THE FOLLOWING PROCEDURES WILL BE FOLLOWED:

#### 4.0 PROCEDURE:

##### 4.1 Approval for Reimbursements

4.1.1 The Village Administrator shall pre-approve all potential and/or expected reimbursements associated with Village business related travel, meals, and lodging.

4.1.2 Documented expenses and receipts shall be submitted for reimbursement to the Village Administrator for formal approval.

##### 4.2 Travel Reimbursement

Transportation expenses incurred on necessary or reasonable trips away from the Village of Richfield are reimbursable regardless of the type of transportation used as determined by the Village Administrator.

4.2.1 The use of Village owned vehicles is encouraged whenever possible. Mileage reimbursement for private vehicles used while conducting Village business will be at the rate established annually by the Internal Revenue Service (IRS).

- 4.2.2 All travel shall be by the most direct and safest route. If an individual does not use the most direct route and incurs additional expenses, such additional expenses shall be considered personal with reimbursement limited accordingly.
- 4.2.3 No official or employee shall request or permit the use of Village-owned vehicles for personal convenience or profit per Village Ordinance 2.01(E)(1).
- 4.2.4 When two or more Village Staff and/or officials are attending the same function that requires travel such individuals are encouraged to travel together in order to reduce reimbursement costs.
- 4.2.5 Actual cost of parking and gasoline for Village owned vehicles are reimbursable with receipts. Tolls shall be documented and reimbursed via such documentation.
- 4.2.6 Immediately report an accident to the Village Administrator that takes place while on Village business related travel per Village of Richfield Employment Manual under Rules and Regulations: Safety Rules pages 31-32.
- 4.2.7 Maintenance or repair expenses associated with a personal vehicle incurred while traveling on Village business shall not be reimbursed.

#### 4.3 Meal Reimbursement

Meals and beverages associated with Village business, whether in or outside the Village, are eligible for reimbursement provided it is not part of the normal work routine as determined by the Village Administrator.

- 4.3.1 Alcoholic beverages are not reimbursable expenses.

#### 4.4 Lodging Reimbursement

Preapproval from the Village Administrator is required for any overnight Stays, at least two weeks prior to planned travel.

- 4.4.1 Lodging shall be at a hotel or motel reasonably close to the place at which an employee is expected to attend training or conduct business.
- 4.4.2 Hotels and motels that offer government rates to public employees shall be given first consideration.

4.4.3 Any expenses associated with lodging other than the room rate are not reimbursable.

4.5 Other Persons

Family members or other persons traveling on an official trip with the employee are allowed. Per Village Ordinance 2.01(E)(3), expenses attributable to these other individuals will not be reimbursed by the Village. Other persons are not permitted to travel in a Village vehicle.

5.0 VIOLATION:

Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment.