

**Sec. 2-73. Reimbursement for travel expenses.**

- (a) Purpose; Administration. All elected or appointed officials of the town as well as town employees whose attendance at educational seminars, business meetings, criminal or civil trials, or public hearings is necessary to conduct town business or in some way benefits the town shall be reimbursed for reasonable expenses related to their attendance in conformance with the policies established in this article. The city manager shall be responsible for the administration and proper enforcement of these policies. ~~Request for advance payment or reimbursement of travel expenses shall be made on forms maintained by the director of finance.~~
- ~~(b) (1) Prior to receiving advance payments in anticipation of expenses or reimbursement of incurred expenses, the town official or employee must explain the benefit the town would receive from the individual's attendance at the meeting.~~  
(2)(b) Reimbursement Procedures
  - (1) All requests for per diem advances or reimbursement of expenses incurred ~~during attendance at meetings for travel~~ by town employees shall be ~~approved by the appropriate department head and forwarded to the finance department for processing~~ submitted through the Town's financial software.
  - (2) All requests by town employees to ~~attend business meetings~~ travel out-of-state must be approved by the city manager prior to attendance ~~by submitting the estimate through the Town's financial software.~~
  - (3) All requests for per diem advances or reimbursement ~~of expenses incurred during attendance at meetings for travel~~ by officials of the city council or appointed boards shall be approved by the mayor and forwarded to the finance department for processing.
  - (4) Receipts shall accompany all requests for reimbursement, excluding meals purchased through the per diem allowance. In the event adequate documentation of expenses incurred is not provided during business travel, the director of finance, with approval of the city manager, may withhold a portion or all of reimbursement requested by a traveler.
- (c) Reimbursement Policies
  - (1) For no more than one trip each fiscal year, all eligible expenses incurred by spouses accompanying council members on town business trips may be reimbursed. Spouses in certain circumstances, a spouse or other family members may accompany town employees on town business trips but shall not be reimbursed or advanced for expenses or per diem related to their spouse or other family members' travel.
  - (2) Town officials or employees shall be reimbursed for all registration fees ~~reasonable~~ and related ~~necessary~~ expenses.
  - ~~(3) Travel expenses shall be reimbursed as incurred, when they travel on town related business.~~ It is the responsibility of the traveler to select the least expensive and most expeditious form efficient and economical mode of travel to a particular location. The following guidelines shall apply to transportation related reimbursements:
    - a. Public transportation expenses shall be reimbursed ~~as incurred or billed directly to the town,~~
    - b. Use of personal vehicle to travel to a particular destination shall be reimbursed at the mileage rate allowed by the Internal Revenue Service as a mileage deduction. Reimbursement for actual miles driven as indicated by a vehicle's odometer may be made if such mileage does not exceed the total distance indicated on the mileage chart by more than five percent for actual miles driven at the current mileage rate paid by the federal government to its employees. Town employees receiving a monthly car allowance shall receive reimbursement only for travel outside a 50-mile radius of the town limits; for such travel, employees shall be reimbursed for the ~~total~~

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~~mileage traveled~~actual miles driven at the current mileage rate ~~allowed~~paid by the ~~Internal Revenue Service~~federal government to its employees.

- c. Use of town vehicles to travel to a particular destination is permitted with reimbursement made to the traveler of fuel expenses ~~as incurred~~if not paid by a Town issued purchase card.
- d. Expenses incurred for the rental of vehicles are permitted if public transportation facilities are inadequate or are more expensive than the cost of vehicle rental.

(43) All reasonable and necessary lodging expenses (with the exception of meals and beverages) will be reimbursed ~~as incurred~~if not paid by a town issued purchase card. An itemized hotel receipt must be provided to qualify for reimbursement.

(5) ~~All travelers will be given a per diem meal allowance of \$40.00 for each full day spent on domestic travel. For partial days, reimbursement shall be made as follows: breakfast—\$8.00; lunch—\$12.00; and dinner—\$20.00. An allowance shall not be given for meals included as part of registration fees. For international travel, meals may be reimbursed as incurred in lieu of the meal allowance.~~

(6) ~~Receipts shall accompany all requests for reimbursement. Receipts are not required for meals purchased through the per diem allowance. In the event adequate documentation is not provided of expenses incurred during business travel, the director of finance, with approval of the city manager, may withhold a portion or all of reimbursement requested by a traveler.~~

(Code 1982, § 2-70; Ord. No. 002-030, § 1A, 8-27-02)

State law reference(s) — Reimbursement of lodging, meal and travel expenses, V.T.C.A., Government Code ch. 611.

(4) Expenses for meals for overnight travel for all travelers on town business shall be advanced or reimbursed by per diem allowance. A per diem is based on the U.S. General Services Administration per diem rates for the travel destination and is authorized, for breakfast, lunch, and dinner.

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