



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

Tel: (508) 349-7004 Fax: (508) 349-5505

POLICY MEMORANDUM #29, REVISED

Date: Adopted June 13, 2000

Revised January 5, 2005, October 17, 2017, September 13, 2022

*This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.

Subject: **TRAVEL REQUEST & REIMBURSEMENT POLICY**

1. Introduction:

The purpose of this Policy Memorandum is to provide guidance to Town employees entitled to travel on Town business and/ or receive reimbursement for travel expenses incurred while on "Official Business" of the Town, and to establish guidelines and limits on such reimbursements.

For the purposes of this Policy, the term "employee" will include all categories of Town employees as defined in the Personnel Bylaw or through collective bargaining agreements. Members of all multi-member bodies, whether elected or appointed, are subject to the aspects of this policy relevant for travel reimbursement.

2. Background:

By past practice within the Town, and as negotiated through various collective bargaining agreements, it has been the policy of the Town to reimburse employees for the use of their personal vehicles, when used on approved "Official Business" of the Town, at the current standard mileage rate as determined by the Internal Revenue Service. It has also been the practice to require the use of Town-owned vehicles, when reasonably available, rather than personal vehicles.

In certain instances, other arrangements have been approved through Bylaw, annual operating budget, individual agreement, or through various collective bargaining agreements to reimburse employees.

It has also been the policy of the Town through past practice to rely on the good sense and judgement of the individual employee to use discretion, restraint and moderation in the selection of lodging and food establishments, or other expenses, when traveling on such approved "Official Business."

3. Action:

Unless otherwise noted by contract, prior to traveling for any "Official Town Business," department heads must submit a travel request form to the Town Manager with information about the program, conference, meeting or other reason for travel and any estimated expenses that will be incurred. Non-department head staff members should submit their travel requests to their respective department head, who will in turn, submit the form to the Town Manager.

Travel request forms should be submitted to the Town Manager no less than one business week prior for in-state travel and no less than two business weeks prior to out-of-state travel. The Town Manager reserves the right to deny travel requests that are not submitted by the required deadline, will incur expenses that are not adequately budgeted for, will hinder Town operations or are not an appropriate or desired use of Town time.

Effective on October 17, 2017, the employee Travel Reimbursement Policy of the Town of Truro will be as follows:

a. Travel:

Travel will normally be conducted through the use of a Town-owned vehicle, if reasonably available. If a Town-owned vehicle is not reasonably available, travel by personal vehicle will be authorized and reimbursed at the Federal Internal Revenue Service (IRS) travel mileage reimbursement rate in accordance with this policy.

Travel by commercial carrier will be fully reimbursed when such travel is undertaken at the most economical rate and approved in advance. When necessary at destination, the use of a compact rental car will be fully reimbursed, unless the use of a larger vehicle is necessary due to the number of persons traveling.

b. Lodging:

Reimbursement for actual lodging expenses will be fully reimbursed when such lodging is provided as part of a business, training or conference package at a set cost.

Reimbursement for actual lodging expenses will be fully reimbursed when such lodging is available at a conference or training site at pre-negotiated prices.

If lodging is neither provided, nor available at pre-negotiated prices, then the Town will limit reimbursement for lodging expenses to no more than \$200.00 per night, exclusive of taxes. Any expenses incurred for lodging in excess of that amount will be at the employee's expense, unless otherwise approved by the Town Manager.

c. Meals:

Reimbursement for actual meal expenses will be fully reimbursed when such meals are provided as part of a business, training or conference package at a set cost.

In all other circumstances, meal reimbursement will be limited to no more than the following, including taxes and gratuities. Expenses incurred in excess of these limits will be at the employee's expense.

| | |
|-----------|---------|
| Breakfast | \$20.00 |
| Lunch | \$30.00 |
| Dinner | \$45.00 |

d. Other:

The Town will not reimburse employees for any expenses incurred, other than travel, lodging, and meals as noted above, without the prior approval of the Town Manager, and it

must be satisfactorily shown that the expense was a legitimate, legal and necessary expense incurred for "Official Business" only.

Original itemized receipts must be provided for all expenses incurred for which the employee seeks reimbursement. If such receipts are not provided, reimbursement will not be made.

The Town will not reimburse any expenses incurred for the purchase of alcoholic beverages, tobacco products or lottery tickets. In accordance with Massachusetts General Law. In accordance with Massachusetts General Law, Chapter 44, Section 58, "No city or town shall pay a bill incurred by any official thereof for wines, liquors or cigars."

The Town will not reimburse employees for any travel expenses incurred unless sufficient Department travel funds have been budgeted, sufficient funds are available for such travel, and all such travel has been approved by the respective Department Head and the Town Manager.

Addendum: Travel Request Form



Kristen Reed, Chair



Robert Weinstein, Vice Chair



John Dundas, Clerk



Susan Areson



Stephanie Rein

Select Board
Town of Truro



TO THE EMPLOYEE: COMPLETE PARTS I & II AND SUBMIT TO TOWN MANAGER'S OFFICE

Town of Truro
TRAVEL REQUEST AND REIMBURSEMENT FORM

PART I - Employee Request

NAME/TITLE: _____

DEPARTMENT: _____ BUDGET CODE: _____

EXPLANATION OF TRAVEL REQUEST *(include dates, location, purpose, copy of registration to be submitted upon approval):*

I hereby request prior approval to travel and incur expenses as estimated in Part II.

Signature of Employee _____ Date: _____

Signature of Department Head _____ Date: _____

Signature of Town Manager _____ Date: _____

PART II - Employee's Estimate of Expenses

| | |
|-------------------------------|----------|
| Airplane, Bus, Taxi | \$ _____ |
| Auto Usage (Mileage, Parking) | \$ _____ |
| Lodging: | \$ _____ |
| Breakfast | \$ _____ |
| Lunch | \$ _____ |
| Dinner | \$ _____ |
| Luncheons/Fees | \$ _____ |
| CONFERENCE REGISTRATION | \$ _____ |
| Misc. (specify) | \$ _____ |

TOTAL ESTIMATED EXPENSE \$ _____

| | |
|-----------------|--------------|
| Department Head | Town Manager |
| Approval | Approval |

Initial/Date

Initial/Date

PART III - Expense Report (to be filled in after expenses are incurred)

| | DATE: | | | | | | | | TOTAL |
|----|-----------------------|--|--|--|--|--|--|--|-------|
| 1 | Lodging* | | | | | | | | |
| 2 | Breakfast (incl tip)* | | | | | | | | |
| 3 | Lunch (incl tip)* | | | | | | | | |
| 4 | Dinner (incl tip)* | | | | | | | | |
| 5 | Telephone | | | | | | | | |
| 6 | Tips (baggage, etc)* | | | | | | | | |
| 7 | Tolls* | | | | | | | | |
| 8 | Bus/Railroad* | | | | | | | | |
| 9 | Airline* | | | | | | | | |
| 10 | Auto: _____ miles | | | | | | | | |
| 11 | Taxi (incl tip)* | | | | | | | | |
| 12 | Rental Car* | | | | | | | | |
| 13 | Parking* | | | | | | | | |
| 14 | Miscellaneous** | | | | | | | | |
| | TOTAL | | | | | | | | |

* requires receipts

** please explain on reverse

Advance Received:

Due to Town:

Due to Employee:

PART IV - Employee Submission of Actual Expenses

I hereby certify that the expenses recorded above, for which receipts are attached hereto, were incurred in the conduct of Town business.

Signature of Employee _____ Date _____

PART V - Department Head Approval of Actual Expenses

I hereby approve this request for reimbursement as indicated above.

Signature of Department Head _____ Date _____

TO THE DEPARTMENT HEAD: SUBMIT COMPLETED PARTS III, IV, & V WITH VOUCHER AND RECEIPTS TO TOWN ACCOUNTANT