

CITY OF PAGE

Travel Policy

Revised November 13, 2013

TRAVEL POLICY

I. TRAVEL REIMBURSEMENT AND TRAVEL ADVANCE

- A. Employees traveling for mandatory training and special assignments, or for voluntary training and education that is subject to city reimbursement in accordance with the provisions set forth in Resolution 1022-09, may receive advances and reimbursement for necessary expenses in connection therewith, including fees, transportation costs, meals and lodging. All such advances are subject to approval in advance by the department head/supervisor and requested in writing on applicable forms.**
- B. All employees must keep business-related costs within reason. Employees are expected to choose conservatively.**

THE CITY OF PAGE MAY ADVANCE FUNDS AND WILL REIMBURSE THE EMPLOYEE FOR REASONABLE OUT-OF-POCKET EXPENSES UNDER THE FOLLOWING CONDITIONS:

- 1. The employee files an actual Travel Expense Sheet within twenty (20) days of return. Failure to comply may result in reimbursement only for future travel.**
- 2. The employee should pursue any other manner of reimbursement for the travel expenses and turn in any reimbursement received from other sources to the City.**
- 3. Entertainment expenses (i.e., alcoholic beverages, non-employee meals, attending a show, etc.) shall not be paid by the City of Page.**
- 4. Room rates should not exceed \$75.00 the authorized amount in the current Travel Resolution. If rates for a hotel or motel are more than the authorized amount, the employee must receive advance authorization from their supervisor. Receipts must be turned in for lodging.**
- 5. The maximum amount the City of Page will reimburse for meals each day is \$8.00 for Breakfast, \$12.00 for Lunch and \$19.00 for Dinner as stated in the current Travel Resolution. No receipts are necessary for meals, unless otherwise requested. Meals may not be claimed if provided or available to the employee as**

part of a “package” or provided from some entity (no double dipping).

If the cost of meals exceeds the allowances as stated in the current Travel Resolution, reimbursement must be approved by the Supervisor upon the employee’s return, and must be accompanied by receipts.

6. When available, approved City owned vehicles must be used. If a City owned vehicle is used, a City of Page gas credit card must be checked out from the Finance Department for vehicle expenses.

If a City owned vehicle is used, the employee is responsible to check the vehicle for proper operation prior to departure. Employees requesting use of a City owned vehicle for travel purposes must possess an appropriate valid Arizona Driver’s License with a copy on file in the Human Resources Department. Employees are responsible for any traffic citations and/or penalties received while operating a City vehicle.

If approved by the supervisor, an employee may choose to take their personal vehicle when a City vehicle is available, but a City gas credit card must be checked out and used for fuel purchases only.

If a suitable City vehicle is not available and a personal vehicle must be used, the employee will be reimbursed for mileage but not for fuel purchased.

7. Miscellaneous expenses such as parking fees, taxi fees, car rental and telephone expenses can be paid by the City of Page, if they are necessary to the performance of the work the employee is required to accomplish. Such expenses must be itemized on the actual travel expense sheet. Receipts must be provided for individual expenditures greater than five dollars (\$5.00).

8. Travel guidelines regarding per diems and other reimbursables apply to vendors and professional service contracts unless otherwise approved in writing.

- C. Only the expenses of the City employee, Council member, or official or other person doing work on the City’s behalf, or those expenses of a business-related guest, are allowable. Those portions of expenses

attributable to spouses, children, colleagues, or friends are not allowable.

D. All travel checks will be paid from the appropriate, promptly completed and authorized documentation:

1. Travel and Expense Report – two signatures required
2. Copy of Registration and Conference Outline
3. Approved Expenditure Requisition and Purchase Order

UPON RETURN: (Within twenty (20) days of returning to work)

1. Hotel receipts
2. Receipts for Miscellaneous Expenses over Five Dollars (\$5.00)
3. Gas Receipts (if City gas card is used)

II. CITY VEHICLE USAGE POLICY

- A. City vehicles may be provided and shall be used for authorized City business only. They shall only be driven by City personnel, except in an emergency situation, with a valid driver's license appropriate to the vehicle type.
- B. The employee shall be responsible for the City vehicle and any appurtenant tools or equipment. Seat belts must be worn at all times. Non-city personnel shall not be passengers in a City vehicle unless they are part of conduct of City business or their presence is authorized, in writing, by the City Manager on a case-by-case basis. Appropriate documentation must be on file with the Risk Manager.
- C. Employees who are assigned in a City vehicle on an ongoing basis shall use the vehicle only for City business and other authorized uses. All non-public safety vehicles may be assigned, at any time, to other departments for out of town trips.
- D. All travel outside the City in a vehicle shall be for City business only. A reasonable level of personal use during such travel may be authorized, to the extent that it is ancillary to such business travel.
- E. No smoking is allowed in any City owned vehicle at any time.
- F. No use of cellular phones while driving.

III. SAFETY

A. Length of Day

If an employee's driving and work day, combined, exceed or will exceed 12 hours, the employee may be required, by the Department Head, to stay in a hotel until sufficiently rested to make the return trip. It is the responsibility of the Department Head to ensure safety to all personnel and limit overtime in such cases.

B. Accident Procedures

If an employee is in an accident while on City business, the following procedures must be followed:

IN TOWN

- 1) Notify Page Police Department. Dispatch will send an officer and contact the Risk Manager.
- 2) If injured, employee must seek medical attention immediately.
- 3) If injury to any individual or more than \$2,000.00 of damage occurs, the employee is required to a drug and alcohol test.

OUT OF TOWN

- 1) Notify local police department as well as Page Police Dispatch 1-888-553-PAGE (7243).
- 2) If injured, employee must seek medical attention immediately.
- 3) If injury to any individual or more than \$2,000.00 of damage occurs, the employee is required to immediately submit to a drug and alcohol test at the nearest medical facility. Drug and alcohol tests will be paid for or reimbursed by the City of Page.
- 4) Page Dispatch will notify the Risk Manager and Human Resources Director.

Violation of this policy, at any time, may result in disciplinary action, up to and including dismissal.



CITY OF PAGE TRAVEL AND EXPENSE REPORT

EMPLOYEE NAME: _____ **POSITION:** _____
PURPOSE: _____ **CITY & STATE OF EVENT:** _____
SPONSORED BY: _____ **AUTO LICENSE #:** _____

ATTACH COPY OF SEMINAR OR CONFERENCE BROCHURE

LOCATION VISITED			OTHER EXPENSE				HOTEL & MEALS			
DATE	BEGIN POINT	DESTINATION	MILAGE	DESCRIPTION	COST	HOTEL ROOM & TAX	BREAKFAST (\$8.00)	LUNCH (\$12.00)	DINNER (\$19.00)	TOTAL
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
SECTION #1 (see Travel Policy) - TOTAL MILES										
			\$,535 X TOTAL MILES							
SECTION #1 TOTAL OTHER EXPENSE =					\$0.00	SECTION #2 TOTAL - HOTEL & MEALS =				\$0.00
TOTAL EXPENSE (1 & 2)			\$0.00	I affirm that the information recorded above is true and accurate and meets the City of Page Travel Policy requirements. I further affirm that I will reconcile my travel within 5 days of my return to work. I understand that failure to comply may result						
SUBTRACT ADVANCE										
DATE OF ADVANCE										
TOTAL DUE			\$0.00							
CAR AVAILABILITY										
DEPARTMENT CAR AVAILABLE? _____ YES _____ NO			IF NO			GEN. SERVICES CAR AVAILABLE? _____ YES _____ NO				
AUTHORIZED SIGNATURE _____						AUTHORIZED SIGNATURE _____				

**CITY OF PAGE
TRAVEL REIMBURSEMENT CHART**

MEAL REIMBURSEMENT:

BREAKFAST: \$8.00 Departure prior to 7:00 a.m.
 LUNCH: \$12.00 Departure prior to 11:30 a.m.
 DINNER: \$19.00 Departure after 6:00 p.m.

HOTEL REIMBURSEMENT:

Lodging Maximum is \$75.00 per day unless approved by Department Head in advance.

MILEAGE
(One Way)
From Page, Arizona

FLAGSTAFF, AZ	135
GLENDALE, AZ	300
LAS VEGAS, NV	300
PHOENIX, AZ	300
PRESCOTT, AZ	230
ST. GEORGE, UT	155
SEDONA, AZ	164
TUBA CITY, AZ	78
TUCSON, AZ	400
YUMA, AZ	455

*****IMPORTANT*****

YOU MUST ATTACH ALL RECEIPTS, WITH THE EXCEPTION OF MEALS.
 THE REPORT MUST BE FILLED OUT COMPLETELY.
 (INCLUDING SIGNATURE FROM CITY MANAGER'S OFFICE)
 IF YOU DO NOT SIGN THE REPORT, IT WILL BE RETURNED.