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## POLICY

### **City Commission Policy Regarding Attendance At Conventions, Conferences and Training Sessions; And Expense Reimbursement**

This resolution establishes policy and procedures for attendance of City Commission members at conventions, conferences and training programs, and reimbursement of expenses incurred to attend same. It is important for Commission members traveling to use reasonable discretion and judgement in regard to travel expenses due to the City's desire to be accountable for economical and effective use of its limited resources.

#### Attendance Policy

Expenses will be reimbursed for conventions, conferences and training programs under the following terms and conditions:

1. There are sufficient funds available in the budget to cover the cost.
2. If there are not sufficient funds available in the budget, City Commission approval is required to attend the convention, conference or training program.
3. The City will reimburse the expenses for attending a convention, conference or training program that is sponsored by an organization of which the City is a member, such as the Michigan Municipal League and the National League of Cities.
4. If a Commission member wishes to attend a convention, conference or training program that is not being held by an organization of which the City is a member, prior City Commission approval is required for reimbursement of expenses related to attendance.
5. Within thirty (30) days of attendance at a convention, conference or training program that is not held by an organization of which the City is a member but for which the City Commission has approved reimbursement of expenses, a

written report concerning the program shall be submitted to the City Commission.

6. Only the expenses of the Commission member attending the convention, conference or training session will be covered.

#### Statement And Evidence Of Travel Expenses And Reimbursement Procedure

Within ten (10) days after the return of the Commission member, he/she shall submit a "Travel Reimbursement Form" to the City Manager's Office. This form shall be filled out by the Commission member. The City Manager's Office shall review it for adherence to the travel policies, rectify any discrepancies with the Commission member, and then forward the approved form to the Finance Division for payment. Detailed receipts for all expenses, except meals while traveling, shall accompany the reimbursement request. Canceled checks and/or credit card receipts are not to be used in lieu of original, detailed receipts. In cases where detailed receipts are not available, such as cabs or buses, notation should be made on, or attached to, the Reimbursement Form to properly explain the "other" expenses. A properly approved Travel Reimbursement Form will be processed within one week of receipt in the Finance Division.

Advance For Expense. A request for an advance of City funds must be approved by the City Manager and should be submitted in written form using the "Travel Expense Advance Request" form two weeks prior to departure. It is suggested that the request for advance be submitted at the same time as the registration and the Payables Department will hold it to issue a check just prior to the departure for the trip. Mileage or fares plus the meal per diem will be allowed. Within ten (10) days of return to Mt. Pleasant, a final report on expenses supported by detailed receipts (except for meals) shall be submitted to the City Manager and then to the Finance Director with any refund due the City.

Out-Of-State Travel. Air transportation is an eligible expense for out-of-state travel. If a Commission member chooses to use their personal vehicle, the City will reimburse the lesser of personal mileage at the federally-approved rate per mile, or coach rate airfare.

The Commission member will also be reimbursed for the actual cost of travel to and from the airport. When the hotel is beyond reasonable walking distance from the conference headquarters, the Commission member will be reimbursed for transportation to and from the hotel on the basis of actual cost. Parking a vehicle at the airport or in the destination city, as well as toll costs, will be reimbursed.

Public transit for all travel in the destination city will be reimbursed; however, it is recommended that taxi service should not be used if convenient public transportation is available. In some cases a rental car may be the most

cost-effective method of travel within the destination city dependent on the amount of travel needed once there.

Parking fees will be reimbursed.

Meal Expenses. Expenses for meals and tips not provided at the convention or conference will be reimbursed based on the standard federal per diem rate. Certain cities are deemed as high cost cities and will be reimbursed at a higher per diem. The only areas in Michigan identified by the federal government as high cost cities are Mackinac County (between June 1 and September 30) and Leelanau County (between May 1 and September 30). Contact the Finance Department for determination of any non-Michigan cities that may be designated as high cost.

Receipts for meals will not be required due to utilization of the standard federal per diem rate. The following table outlines the current per diem rates, which may be adjusted from time to time by the federal government.

To claim the cost of meals, the Commission member must be on City business outside of Mt. Pleasant before and after the following times:

<u>Before and After The Stated Times</u>	<u>Standard</u>	<u>High Cost</u>
7:30 a.m. to 8:30 a.m.	\$ 6	\$10
11:30 a.m. to 2:00 p.m.	10	12
5:30 p.m. to 7:00 p.m.	18	20
Daily Per Diem Total:	\$34	\$42

Registration Fees. Registration fees will be allowed on the basis of the actual registration charge. If the registration fee includes any meals, indicate which meals on the Travel Reimbursement Form.

Hotel Expenses. Actual room charges will be reimbursed. Costs for shared rooms will be at the single rate. Detailed receipts must be submitted with claims. "Reasonable costs" is considered to include the moderate cost accommodations available at most motels and hotels. Movie rentals and other similar charges are specifically excluded from reimbursement. Phone charges related to business calls will be reimbursed at actual cost. Personal calls per night away will be reimbursed at an amount not to exceed \$5 per night.

Exceptions. Under unusual circumstances or conditions, exceptions to the provisions of these regulations may be approved by the City Commission.

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