



ADMINISTRATIVE REGULATION

Effective Date: June 10, 1991

Administrative Regulation 5-1

Revision Date: April 22, 2023

Supersedes: October 11, 2007

Approved By: William H. Ashton II

Subject: Travel and Training

I. Purpose

This regulation outlines the town's policy relating to travel. It shall be followed for all travel, whether local or out of the area.

II. Applicability

All elected and appointed town officials and all town employees that have travel requests recommended by department heads and approved by the Director of Finance, or designee, or Town Manager.

III. Policy

All travel must be of an official nature.

All seminars, courses, meetings, etc. must be directly related to the performance of the traveler's assigned duties.

A. Transportation

When travel is performed in a town-owned vehicle, the only transportation expenses that will be reimbursed are tolls, parking, and gas. Receipts for tolls and parking are required, only if the actual expenses claimed exceed \$10.00. Receipts are required for all gas purchases, regardless of the total cost.

When travel is authorized and performed in a privately owned vehicle, round trip mileage is calculated from and to the employee's principal place of work or from and to the employee's home, whichever is less, at the standard business mileage rate. The standard business mileage rate is the rate authorized and published by the Internal Revenue Service (IRS). The town does not provide insurance for employees who drive their own vehicles for travel.

When employees are traveling to the same destination, use of a town vehicle and carpooling is encouraged.



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B. Lodging

P-cards may be used for reservations and payment of hotels. For those who reserve and pay on a personal credit card, lodging cost claimed requires a detailed receipt, and will be reimbursed at the actual single person rate established by the participating hotel involved in the conference/seminar/training. A detailed receipt is also required when a P-card is used to pay for lodging. The number of nights reimbursed will be that required to attend the scheduled meetings. No overnight reimbursement will be paid if the meeting is for one day at a location not exceeding 100 miles one-way from Herndon. A Department Head may approve an exception for early morning start times for above in excess of 50 miles.

Upgrades are not reimbursable expenses. These include, but are not limited to, transportation upgrades to business class or first class, headsets, lodging upgrades, movies/games/streaming, social activities, gym memberships, minibar, and valet parking. The town will reimburse for Wi-Fi at hotels if it is not offered as a free service.

C. Meals

1. Meals for same day travel will not be reimbursed.
2. Meals for overnight travel: Meals may be reimbursed by submitting receipts OR by using the U.S. General Services Administration (GSA) Meals & Incidental Expenses (M&IE) per diem schedule.
 - a. If actual cost of meals is claimed, all the following criteria must be met – there are no exceptions or waivers:
 - All meals will be reimbursed at the actual cost.
 - A *detailed* receipt is required for all meals claimed. Reimbursements will not exceed the M&IE per diem rates for meals.
 - If a receipt for a meal is not submitted, it will be assumed that no meal was consumed, and the cost will be calculated at zero.
 - If the cost of a meal for a guest is included in the claim, the following information is required: name of guest, employer of the guest, town business discussed, and why expense is beneficial to the town.
 - Under no circumstances can town funds be used for alcoholic beverages.
Or;
 - b. If M&IE per diem is claimed, all meals and minor incidentals will be paid at the established rate, and no meals receipts are required. The M&IE per diem rate is the same rate currently authorized and published by the GSA for the specific travel destination. The M&IE rates can be obtained on GSA's website, <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Meals and Incidentals for the first and last day of travel will be calculated at 75 percent of the amount located in the GSA guidelines. Employees will be responsible for submitting the current M&IE rates if per diem is requested on the expense claim.



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D. Time Keeping

Employees shall record their working hours during travel per the Fair Labor Standards Act (FLSA).

1. Paid Travel Time

- a. Travel that is All in the Day's Work – Time spent by an employee in travel as part of his/her principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.
- b. Travel Away from Home Community – Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours, but also during corresponding hours on nonworking days. Thus, if an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday, the travel time during these hours is worked time on Saturday and Sunday as well as on the other days.

2. Un-paid Travel Time

- a. Lectures, Meetings and Training Programs – Attendance at lectures, meetings, training programs and similar activities is not considered work time if all four of the following criteria are met: (1) it is outside normal hours, (2) it is voluntary, (3) it is not job related, and (4) no other work is performed at the same time.
- b. Home To Work Travel – An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.
- c. Travel Away from Home Community – The town will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

For additional information, please refer to The Department of Labor Wage and Hour Division, Fact Sheet 22, <https://www.dol.gov/agencies/whd/fact-sheets/22-flsa-hours-worked>, that mandates the law for recording of compensable hours during travel.

IV. Procedure for filing an Employee Expense Claim:

The employee shall submit an expense claim through MUNIS Employee Self Service (ESS) Expense Reports in accordance with this administrative regulation. Employees that do not have access to ESS; a designated employee in the department will submit the claim for the employee.

The employee has the option of receiving a cash advancement prior to travel, reimbursement after the completion of the trip, or a combination of the two.



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The employee shall submit the claim and attach a copy of an announcement or brochure which contains a description of the conference/seminar/training, the date(s), time, place, meals and other items included in the registration fee. If a meals and incidental expense (M&IE) per diem is requested and the travel destination is outside of Virginia, a copy of the applicable M&IE per diem rate, obtained from the U.S. General Services Administration (GSA) <https://www.gsa.gov/travel/plan-book/per-diem-rates> must be attached to the expense claim. The completed claim must be submitted through ESS at least three weeks before the travel date. Claims may not be submitted for travel that is more than 30 days in the future.

Local business travel (such as MUNISVA, COG, NVTA, etc.) where a personal vehicle or public transportation is used does not need to be approved in advance; however, if a reimbursement for any local travel costs is requested, the expense claim must be submitted with supporting documentation within 15 working days of travel. Failure to do so could result in denial of the claim.

Funds will be advanced or reimbursed to employees during the normal payroll cycle. Claims must be submitted and approved by the last day of the pay period (Friday) by 1:00 pm Eastern time to be included in the applicable paycheck.

If travel is cancelled and money has been advanced, the employee will be required to immediately reimburse the town for funds distributed. These funds will be reimbursed with either a check or cash from the employee.

V. Procedures for Reconciliation of an Employee Expense Claim after travel:

Within 15 working days after the completion of the travel, the employee must complete and submit via email to the Finance Department the final report. The final report must have the actual receipts for non-per diem expenses attached or no reimbursement will be authorized. If funds are due to the town, the reimbursement must be sent to the finance department.

For claims submitted after travel has occurred; the claim and all supporting documentation must be submitted within 15 working days after travel. Failure to do so could result in denial of the claim.

A handwritten signature in black ink, appearing to read "William H Ashton II", is written over a horizontal line.

William H Ashton II
Town Manager