



# TOWN OF MILLIS

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## TRAVEL AND EXPENSE REIMBURSEMENT POLICY

It is the policy of the Town of Millis to encourage participation in related professional staff development seminars, meetings, and national conferences.

Such participation is beneficial to the employees, their departments, the Town and the community. The community benefits through the introduction of new ideas and techniques for improving customer service often discussed at workshops. The networking process and the related exchange of information between management and peers from across the state and occasionally out of state is another benefit for the Town and the community.

In certain cases, out-of-state travel is necessary in order to provide technical training for management and non-management employees. The opportunity to attend such conferences or workshops carries with it a responsibility to ensure that such travel is maintained at the lowest reasonable cost. In order to meet this goal, out-of-state travel guidelines have been established for all employees.

The following guidelines will provide clarity.

Length of stay  
Meals  
Hotel rooms  
Room service  
Phone  
Gratuities  
Air/train/bus transportation to the event  
Automobile transportation  
Spouses and/or significant others  
Cancellations  
Stay before and after the conference  
Payment  
Budget requests

### A. Length of Stay

- The length of your stay is limited to the length of the conference and will include arriving the night before the conference.
- A Saturday night stay-over is allowed if it will provide an overall less expensive cost for the conference.

- The following will be reviewed to determine the least expensive costs:
  - Hotel
  - Transportation to the conference
  - Meals
- The maximum stay at any conference is five (5) nights
- If circumstances require a longer stay, pre-approval must be obtained from the Town Administrator.
- When making reservations, consider geography and good judgment to economize on transportation costs.

#### B. Meals

- The maximum food allowance is \$55.00 per day times the number of days for the conference, including gratuities.
- If unusual circumstances require additional funds, they will need to be approved by the Town Administrator.
- Receipts are required for all amounts.
- Be mindful to budget:
  - Breakfast      \$10.00
  - Lunch            \$15.00
  - Dinner           \$30.00
- The maximum for travel is the cost incurred to travel by the least expensive mode of transportation possible from lodging to a conference site.
- No reimbursement for alcohol or tobacco is allowed.

#### C. Hotel Room

- Employees are responsible for paying the difference between the room rate for a single and a double when a spouse or significant other attends the conference.
- Employees traveling individually are requested to reserve a single room, unless the cost between a single and a double is insignificant, or a single room is not available during the time period of the conference.

#### D. Room Service

- In normal circumstances, room service is not reimbursable for food.
- Alcohol, movies, laundry, and snacks are not reimbursable under any circumstances.

#### E. Phone/Fax/Calls

- All Town related phone calls and fax transmissions will be reimbursed.
- Personal calls are restricted to one phone call home per day and will be reimbursed.
- If there are extraordinary circumstances, the additional cost must be approved by the Town Administrator.

#### F. Gratuities

- Gratuities to cover ground transportation, food service and baggage handling will be provided.
- This amount should be provided for in your budget request and not exceed the per day maximum.
- Please retain Taxi receipts.

G. Air/Train/Bus Transportation

- A Saturday night stay is permitted if the net cost of the hotel, transportation (to and from conference) and meals is less expensive than a later flight.
- Travel to the conference is permitted on the day prior to the beginning of the conference.

H. Spouse or Significant Others

- Expenses associated with spouses, family members or significant others will not be reimbursed or paid by the Town.

I. Cancellations

- Cancellation insurance should be reviewed wherever possible.

J. Stay Before and After the Conference

- Stay before and after the conference is permitted as vacation leave.
- Any associated costs are the responsibility of the employee.

K. Payment

- It is recommended that individuals use charge cards to cover expenses and submit reimbursement claims upon return.
- Employees who have paid in advance will be reimbursed once the appropriate documentation has been submitted to the Town Accountant's office.

L. (Intentionally left blank)

M. Budget Request

- The Town Administrator must approve all requests in writing before any conference-related costs are incurred.
- The amounts stated in this policy are maximums that may be requested.

(Located on page 25 of the Town of Millis Personnel Plan)