TOWN OF HILLSBOROUGH
PERSONNEL POLICY

POLICY 303A LAST REVISED 8/1/08

SUBJECT: EMPLOYEE TRAVEL AND TRAINING REIMBURSEMENT REQUESTS

PURPOSE: To establish a policy for authorizing attendance at seminars, training, meetings, lectures, conferences and other events related to the performance of official duties.

STATEMENT OF POLICY:

For the benefit of the Town and professional development of its employees, it is appropriate for employees to attend or participate in activities which advance professional knowledge and provide opportunities to exchange information related to municipal government operations and issues.

PROCEDURES

Travel Authorization
Travel by any mode of transportation must be authorized in advance by the employee's Department Head or City Manager.

To request approval, an employee must complete a Travel Authorization form. Copies of seminar materials or announcements should be attached.

Expenses
Upon the Department Head's approval of the Travel Authorization form, employees should use a personal charge card or complete warrant requests for those expenses that can be paid in advance, such as registration and transportation expenses. When prepayment is not possible, the Department Head may authorize the employee to be reimbursed for:

- Registration fees – full expense is reimbursable
- Lodging expense – Reimbursement of hotel and motel bills will be limited to the cost of standard, non-deluxe accommodations and will only cover room charges for the employee
- Transportation – Personal vehicles may be used only if approved by the Department Head in advance. Employees will be reimbursed at the current I.R.S. mileage reimbursement rate. Parking fees, toll charges, transfers,

shuttles and taxis are also eligible for reimbursement.

- Per diem – A maximum per diem rate of up to $50 is established to cover all other expenses including meals. Departments may set a lower per diem rate when appropriate, but must provide notice to the employee of lower per diem prior to the employee incurring expenses related to the attendance at the seminar, conference, meeting, etc. Per diem reimbursement must be authorized in advance of travel. Employees attending one day seminars may be reimbursed for actual expenses only and are not eligible for per diem pay. Employees must complete a Travel Authorization form to receive reimbursement for expenses.

Cash Advance

A cash advance for payment of per diem or other expenses may be drawn against the amount authorized for out-of-town travel. Requests for cash advances must be approved by the Department Head and submitted to Finance at least one week in advance of travel.

Accounting

Within 30 days of completing travel, employees are required to present an account of their actual expenses on a Travel and Expense Reimbursement Request form. This form requires employees to state their actual expenses, with supporting documents, such as invoices and receipts.

Previous revision 3/2/02, 3/13/06