

# **TRAVEL POLICY**

Revised 4/18/03

## **1. Policy**

It is the policy of the City of Chicopee to reimburse municipal employees & officials who have been authorized by their Department Head and/or the Mayor to travel on behalf of the City of Chicopee, for the reasonable expenses incurred during said travel.

All legitimate travel expenses shall be reimbursed in accordance with M.G.L. Chapter 41, Section 52 and, in accordance with M.G.L. Chapter 44, Section 58, "no city or town shall pay a bill incurred by any official thereof for wines, liquors, or cigars". The City Auditor may disallow or refuse to approve for payment any claim found to be fraudulent, unlawful, or excessive. In the case of such action the auditor shall file a written statement of the reason for such refusal with the City Treasurer. A copy of said statement shall be sent to the Mayor and the originating Department Head, in accordance with M.G.L. Chapter 41, Section 52. Resolution of all disputes shall reside with the Mayor.

It shall also be the policy of the City of Chicopee that travel reimbursement be made based upon the most economical date of departure and mode of transportation available and that the point of departure for all mileage reimbursements shall be measured from the employee's residence or place of work, whichever distance is shorter, when travel requires departure from a location other than the workplace.

This travel policy is established for all personnel (City, School, Water, Sewer, & Electric Light) to insure uniformity in processing reimbursement requests.

## **2. General Procedures**

### **A. Transportation**

Automobile: Private vehicle mileage will be reimbursed in accordance with the individuals' current contractual agreement. Receipts are required for reimbursement of other expenditures including parking and toll charges.

Taxi: Actual cost with receipt is reimbursable.

Airfare: Tourist or Economy only. If an employee wishes to travel First Class he/she will be responsible for paying the difference between the two fares.

Booking of airline tickets through the internet will be accepted with proof of payment such as charge card receipt. The internet confirmation alone will not be acceptable as a receipt as the confirmation could be cancelled at any time with no payment ever having been made.

### **B. Lodging & Accommodations**

1. Reasonable charges, as determined by the City, for hotel rooms shall be reimbursable.
2. The City will not reimburse the cost of spousal hotel accommodations.

3. The City will reimburse for only one night preceding the conference. Any additional accommodations made due to air travel reservations must be substantiated to show the cost benefit to the City.
4. Reimbursements shall not be allowed for expenses incurred for the sole benefit of the traveler, such as valet service, entertainment, laundry services, bell hop, etc.
5. Telephone charges while in travel status shall be itemized, listing the location called and the purpose of the call. Charges which do not directly relate to work shall not be reimbursed.
6. Chamber maid costs will only be allowed where the cost is included on the original hotel bill. Without that receipt, the cost is not allowable.

**C. Meals**

1. **Meal costs, including tips and taxes, incurred during the course of approved travel will be reimbursed only upon presentation of itemized receipts.**
2. **State Law Chapter 44 Section 58 will not allow reimbursement for alcoholic beverages.**
3. **Meal costs for half day travel will not be reimbursed unless such cost is included in registration fees.**
4. When meals are reimbursed for more than one person, the other persons must be listed. It is not the policy of the City to allow payment for those who are not City employees, unless provisions have been made in advance.
5. The following schedule sets forth the maximum allowable meal reimbursement:

**Travel in State**  
Per Diem Rate

**Travel out of State**  
Per Diem Rate

**not to exceed \$40.00**

**not to exceed \$50.00**

6. The total reimbursement will, under no circumstance, exceed the set per diem rates.

**D. Registrations**

Payment for registration fees should be made through the warrant process in advance of the conference/workshop. A copy of the conference/workshop notification should be included. In order that advance registrations be made in a timely manner, it is necessary that bills payables for these registrations be received in the Auditing Department no later than two full weeks prior to the registration deadline. If this policy is not adhered to it will become necessary that the employee pay for the registration out-of-pocket and then submit for reimbursement.

### 3. Cash Advances

**All cash advance requests for travel must be received in the Auditing Department two full weeks prior to the anticipated date of departure.**

Cash advance requests should not be requested for registrations or hotel accommodations. Those bills should be placed on a bills payable in advance of the dates of travel so that a check can be processed.

**Cash advance requests for meals should be at the per diem rate multiplied by the number of full days of travel.**

Lunch reimbursements should not be submitted for 1/2 day seminars.

### 4. Petty Cash

Travel and mileage reimbursements up to \$100.00 will be allowed from petty cash. All proper receipts and mileage reimbursement forms must still be submitted.

Any person making a purchase with petty cash funds will be responsible for using the City's sales tax exemption certificate. There will be no reimbursements for sales tax.

**Any extraordinary circumstances involving any aspect of travel reimbursement should be questioned in advance of said travel. There is no guarantee that all receipts will be reimbursed where proper travel policy has not been followed.**