

TOWN OF HERNDON – ADMINISTRATIVE REGULATIONS

EFFECTIVE DATE: October 11, 2007

FILE UNDER SECTION 5

NO. 1

REVISION DATE: October 5, 2007

SUPERSEDES: September 23, 2005

APPROVED BY: Arthur A. Anselene

SUBJECT: Travel and Fund Advances

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 Mayor 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. The monies requested must be approved in the adopted budget.

All travel must be approved in writing, using the form Travel and Funds Advance Request available from the Finance Department, prior to departure on any official travel. Failure to obtain approval prior to traveling could result in the traveler not being reimbursed for travel expenses. Local business travel (such as to NVPDC, COG, etc.) where a personal vehicle or public transportation is used need not be approved in advance in writing, however, the same form must be used for requesting a reimbursement of any local business travel costs.

When travel is performed in a Town-owned vehicle, the only transportation expenses allowed are for tolls, parking, and gas purchases. Receipts for tolls and parking are required only if the actual expenses claimed exceed \$5.00. 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 at the standard business mileage rate, unless actual mileage claimed is less. The standard business mileage rate is the same rate currently authorized and published by the Internal Revenue Service (IRS) under Revenue Procedure 2004-64 (or other subsequent procedure), as may be amended from time to time. The authorized rate for each calendar year (and any revisions within the year) will be provided by the Finance Department.

If actual cost of meals is claimed ALL of the following criteria must be met – there are no exceptions or waivers: 1. ALL meals will be reimbursed at the actual cost. 2. A *detailed* receipt is required for ALL meals claimed. Meal prices must be reasonable as determined by the

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Director of Finance. 3. UNDER NO CIRCUMSTANCES CAN TOWN FUNDS BE USED FOR ALCOHOLIC BEVERAGES. 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.

If a meals & incidental expenses (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 meals & incidental expenses (M&IE) per diem rate is the same rate currently authorized and published by the U.S. General Services Administration for the travel destination. These M&IE rates can be obtained on GSA's website at www.gsa.gov/mie. The authorized M&IE per diem rate for each federal fiscal year (October 1 – September 30) for Virginia will be distributed in hard copy by the Finance Department. Departments will be responsible for obtaining current M&IE per diem rates for travel destinations outside of Virginia.

Lodging cost claimed requires a receipt and will be reimbursed at the actual single person rate established by the participating hotel involved in the conference/seminar/training. 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 125 miles one-way from Herndon. However, if there are circumstances of an unusual nature, the Town Manager can approve in advance in writing an overnight reimbursement.

Business-related telephone calls, as approved by the department head, are an allowable reimbursement when a statement is attached explaining with whom Town business was discussed and why the call could not have waited until the traveler returned. Personal telephone calls will be paid for by the employee. One brief personal call not to exceed \$5.00 is permitted for "safe arrival" notification.

A. Procedure for filing Travel and Funds Advance Request Form:

The employee shall complete the Travel and Funds Advance Request Form in accordance with this administrative regulation.

The employee has the option of requesting direct payment to the related vendor(s), being reimbursed after the completion of the trip, or receiving cash advancement, or a combination of these options. If prepaid expense checks are required to be mailed to a vendor by the Finance Department, the name, address, and required disbursement date of the check must be clearly notated in the spaces provided on the Travel and Funds Advance Request Form.

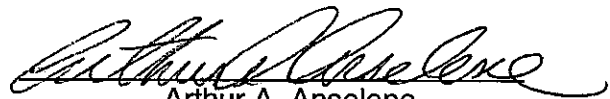
The employee shall submit the completed form and attach a copy of an announcement or brochure which contains a description of the conference/seminar/training, the date(s), time, place, meals included in registration fee, etc. If a M&IE per diem is requested and the travel destination is outside of Virginia, a copy of the applicable M&IE per diem rate, obtained from the GSA website as described above, must be attached to the Travel and Funds Advance Request Form. The completed travel form, with all approving signatures must be submitted in time to arrive in the Finance Department at least 10 days prior to the date payment is required.

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B. Procedures for filing reconciliation of Travel and Funds Advance Request Form:

Within 10 working days after the completion of the travel, the employee must complete and submit to the Finance Department the final report. The final report must have the actual receipts for non-per diem expenses attached or no reimbursement/allowance will be authorized. If funds are due the Town, the reimbursement must be attached to the final report.

If the final report (including all required receipts) is not filed with the Finance Department within 30 calendar days after scheduled completion of the travel, then the Director of Finance is authorized to deduct from the employee's first available paycheck, in lump sum, any travel advances outstanding, any prepayment of costs or any other funds owed the Town regarding this travel.



Arthur A. Anselene
Town Manager