ADMINISTRATIVE DIRECTIVE

TRAVEL POLICY	NUMBER 3.03-1	PAGE 1 of 6
	EFFECTIVE DATE January 1, 2018	

I. PURPOSE

This Administrative Directive establishes standard policies and procedures in the authorization and reimbursement of travel expenses to city employees traveling on official city business.

II. POLICY

A. Official travel is authorized under the following guidelines:

1. To conduct official city business, when in-person is the most economical or efficient method;

2. To attend professional development conferences and training seminars, related to the employee's profession, or;

3. To attend other official functions deemed a benefit to the city.

B. Written approval by the Department Director or his/her designee is required for all travel. Department Directors require written approval from the City Manager or his/her designee.

C. The city will only pay travel expenses authorized by a signed and approved travel order or day-trip travel form. Employee must provide receipts for all travel expenses except for per diem.

D. Each employee is primarily responsible for ensuring their own compliance, and certifies that compliance by signing the travel authorization and requesting payment of expenditures. Should any staff member determine an overpayment has been made, repayment will be obtained from the employee (or other recipient of funds). Should any staff member determine an underpayment has been made; additional payment will be made to the employee.

E. Vacation or compensatory time in conjunction with travel on official business is authorized at the travel destination, if approved by the employee's Department Director.

III. DEFINITIONS

A. **Approved Travel Order** - A Travel Order Form that has been signed and approved by the employee's Department Director or designee.

B. **City Vehicle** – For the purpose of this directive, a vehicle either owned by the City of Tucson or rented from the city's contracted vendor.

C. **Day-Trip** – Official travel, where the destination is out of Pima County, that allows an employee to depart and return on the same day.

D. **Day-Trip Travel Form** - A form used to authorize an employee day trip. See Attachment 2, Day-Trip Travel Form (Attachment 2).

E. **Entertainment Expense** – The purchase of a meal for a non-city employee for the express purpose of conducting business. The main purpose of the meal must be to conduct business, the business must actually be conducted during the meal, and there must be more than a general expectation of other specific business benefit at some future time.

F. **Expense Report** – The section of the Travel Order form that itemizes travel expenses

G. **GSA** – Government Services Administration. This agency promotes best practices and efficient government operations through the development of government wide policies.

H. **Meals and Incidental Expenses (M&IE)** – Expenses while traveling that include meals and tips/gratuities for food and luggage handling type services. These expenses are included in the per diem rate.

I. **Miscellaneous Expenses** – Expenses incurred that are not included in the per diem rate. These expenses require receipts for reimbursement and include such items as cab fares, fax and telephone charges, room taxes, laundry, parking, and other business related expenses.

J. **Per Diem Rate** – A federally established rate by travel locale for meals and related incidental expenses for employees on official government business

K. **Procurement Card (pCard)** – A credit card issued by the city that may be used to make online travel arrangements, reserve hotel rooms, pay conference or seminar fees, or other business expenses related to approved travel.

L. **Travel Advance** – An advance of money equal to the estimated amount of travel expenses. This is considered a loan that is repaid by completing an actual expense portion of the City of Tucson Travel Authorization form.

M. **Travel Order** - The term "travel order" refers to a form used by the City of Tucson to request authorization for travel, excluding day trips.

N. **Zero Cost Travel** – Travel that is paid entirely by an entity other than the City of Tucson. There is no payment of funds made by the city.

IV. ROLES & RESPONSIBILITIES

A. Department Responsibility

1. Department directors are responsible for:

a. Reviewing and approving all travel requests. Official travel should be limited to those trips that are essential to the performance of the department's mission.
b. Managing department travel expenses.
c. Ensuring fiscal and budgetary responsiveness through internal controls. Control measures should include, but not limited to, destination reviews, itinerary applicability to mission accomplishment, and other measures that prevent potential fraud or perception of fraud.

2. Department Travel Coordinators are responsible for:

a. Coordinating travel order processing and verifying that travel documents are in compliance with this administrative directive
b. Serve as department point of contact for the contracted travel agency.
c. Assist department travelers, as needed, with travel documents and process requirements.

B. **Business Services Responsibility**

1. Process travel advances and final payment of travel expenses, as authorized by the employee's Department Director based on the approved travel order.

2. Perform a post travel audit of a sample of each department's monthly closed travel orders. Report audit results of travel order related costs to the Department Director.

3. Manage the travel order processing for departments that have less than 10 travel order requests annually, if requested. Departments will still be required to manage the travel arrangements.

V. INSURANCE COVERAGE

A. City Risk Management requires that a signed and approved travel order or day-trip travel form is obtained prior to travel for all travel outside of Pima County.

B. If an employee is traveling outside of the United States, a copy of the approved travel order must be sent electronically to the city's Risk Manager at least ten days prior to the scheduled travel date.

C. An employee traveling without an approved travel order will not be covered by the City of Tucson insurance program.

VI. TRAVEL EXPENSE ALLOWANCES

Travel expenses are paid or reimbursed under the following guidelines:

A. General

1. Transportation, lodging, and registration expenses not paid by pCard will be reimbursed based on actual costs.

2. A flat rate per diem will be paid for meals and incidental expenses for travel. Per diem payments are determined by the current published GSA rates for the destination. All pCard transactions for meals or incidental expenses will be deducted from the per diem payment.

3. The city's travel allowance is limited to the total expense resulting from traveling directly to the destination and staying only the number of days necessary to conduct official business.

4. Employees are permitted to combine vacation time with a city-paid business trip, at the travel destination. The travel order must be accompanied by a schedule comparing costs, and the employee must pay the costs that exceed the city's travel expense allowances.

B. Payment Method

1. Use of City of Tucson procurement cards (pCard) is required to pay for official business travel, including:

   a. Transportation costs (Airfare, Hotel, Rental Car, pre-paid shuttles).

   b. Registration fees (Conference/seminar/class) - If the vendor does not accept the pCard for these fees, department travel coordinators will submit a Travel Order Request for a check, or employee may request an advance to pay the fee upon check in to the event.

2. A pCard shall not be used under the following circumstances:

   a. To book airfare or pay for any travel-related expenses for a non-city employee unless approved by the City Manager or his/her designee;
   b. To cover expenses incurred during vacation time combined with a business trip, or;
   c. To purchase fuel for a privately owned vehicle.

C. Allowances for Air Travel

1. Employees shall fly regular coach class for air travel, unless prior approval is received by Department Director to accommodate special circumstances. Employees will be reimbursed for one checked bag. The Department Director must approve any baggage fees beyond one checked bag.

2. Airport parking will be reimbursed at the current long-term parking rate. Mileage from an employee's home to the Tucson International Airport is not reimbursable.

3. An employee flying out of Phoenix International Airport will be reimbursed for shuttle services to and from Phoenix. If traveling by privately owned vehicle to the Phoenix Airport, the employee will be reimbursed for mileage at current GSA rate and for parking fees at the current long-term parking rate.

4. At travel destinations, the city will reimburse employees for the use of ground transportation (i.e. shuttle service, taxi) to and from the airport.

D. Allowances for Travel in a Privately Owned Vehicle (POV)

1. Mileage and parking fees reimbursement is paid to the vehicle owner.

2. The city shall reimburse out-of-county travel by privately owned vehicle at the current GSA "If Government Owned Automobile Available" rate.

E. Allowances for Rental Car

Ground transportation should be used for travel to and from the airport at the destination. In cases where rental cars are less expensive, or ground transportation is not available, rental cars may be booked through the travel agency at time of booking travel. If a rental car is required after arrival at the destination, the Department Director must approve the change to the travel order. In either situation, rental cars will be reimbursed at no more than the mid-size car rate.

F. Allowances for Lodging

The city will pay the actual cost of hotel rooms including required fees and applicable taxes. If approved by the Department Director, internet service fees and phone at the hotel may be charged to the room. All other room charges are the responsibility of the employee.

G. Allowances for Registration Fees

1. Registration costs are authorized only to the extent necessary to transact official business; expenses for extra-curricular activities offered in connection with conference registration are the responsibility of the employee.

2. A copy of the event itinerary showing location with event dates must be attached with the travel order at closeout.

H. Allowances for Miscellaneous Expenses

The city will pay the actual cost of approved miscellaneous expenses, including authorized entertainment expenses.

1. Reimbursement of entertainment expenses requires an itemized receipt and memorandum from the department director authorizing reimbursement. The memorandum must include the amount, date, description of business conducted, names of the persons entertained and their business relationship to the city. Alcoholic beverages will not be reimbursed.

2. Employees required to leave the state for extended periods are authorized additional reimbursement for laundry expenses on the trip commencing with the sixth day. Employees may be advanced 100% of estimated laundry expenses

I. Allowances for Long Distance and Local Calls

Long distance and local telephone charges are allowed for official calls. These fees may be charged to the room.

J. Procedures

The Business Services Department will publish travel order procedures and post them on the city's intranet for employee reference.

Appendices

Attachment 1 – City of Tucson Travel Order Form
Attachment 2 – Day-Trip Travel Form
Attachment 3 –Business Services Audit Checklist
Attachment 4 –Business Services Audit Report Form.

References

U.S. General Services Administration Domestic Per Diem Rates
pCard Program Information
Business Services Department - Travel Request Procedures

Review Responsibility and Frequency

The Director of Finance will review this directive annually, based on date of publication.

Authorized

City Manager
Michael J. Ortega

12/19/17
Date

City of Tucson Travel Order Authorization Form

Travel Order#: _____ Funding Source: _____

Name: _____ Emp ID: _____ Dept: _____

Destination: _____ Leaving: _____ Returning: _____

Vacation Authorized with travel for: _____

Business Purpose: _____

I have reviewed the travel request and estimated charges. I have verified this travel meets the requirements for official city authorized travel and that the funding is available in the aforementioned funding source. This travel is approved.

EFT Completed: ☐

POV Authorized: ☐

_____

Department Director Date

Estimated Expenses

	Advance	pCard			Advance	pCard		Advance	pCard
Air Fare:			Misc:	Internet:			Ground Transportation:		
Lodging:				Baggage:			Car Rental:		
				Parking:			Per Diem (GSA Rate):		
Miles				Other:			Per Diem (Other Rate):		
X Rate				Other:			_____		
Mileage:	0.00			Other:					
	Estimate only			Other:			Estimated Total:		
	Mileage advance not allowed						Advance Paid:		

Actual Expenses

	Emp Paid	pCard			Emp Paid	pCard		Emp Paid	pCard
Air Fare:			Misc:	Internet:			Ground Transportation:		
Lodging:				Baggage:			Car Rental:		
				Parking:			Per Diem (GSA Rate):		
Miles				Other:			Per Diem (Other Rate):		
X Rate				Other:			_____		
Mileage:	0.00			Other:					
				Other:					

Total Expenses	0.00
Less Advances:	0.00
Less pCard payments:	0.00
Less other reimbursements:	
Total Due Employee:	0.00
Total Due City:	0.00

I certify this is a true and accurate accounting of my travel expenses

_____

Employee Signature Date

I have reviewed and approve payment of final expenses as shown

_____

Director or designee Date

Original must be retained until: _____

(If not dated, original may be destroyed after uploaded as an electronic document for retention requirements)

DAY-TRIP* TRAVEL FORM

DATE OF REQUEST: _____ DATE OF TRAVEL: _____

INDIVIDUALS EXPECTED TO TRAVEL:

NAME	PAYROLL NUMBER	ORG. NO.	EXPENSES PER EMPLOYEE	ACCOUNT NUMBER

DESTINATION: _____

REASON FOR TRAVEL: _____

_____

_____

EXPECTED DEPARTURE TIME: _____ EXPECTED RETURN TIME: _____

PRIVATELY OWNED VEHICLE: YES / NO MILEAGE REIMBURSEMENT:$_____

OTHER EXPENSES: (Explain) _____ $_____

EXPENSES PAID BY PCARD $(_____)

TOTAL EXPENSES $_____

RECOMMENDATIONS: APPROVAL / DISAPPROVAL

SUPERVISOR: _____ DIRECTOR: _____

UPON RETURN

Employees may submit this form to petty cash for reimbursement of expenses not to exceed $150 per person (employees on day trips do not receive per diem for meals). The employee receiving the reimbursement shall be responsible for disbursement.

REIMBURSEMENT RECEIVED BY: _____ DATE: _____

PETTY CASH CUSTODIAN SIGNATURE: _____

This form must be maintained within the Department. **DO NOT SEND TO ACCOUNTS PAYABLE.**

TO#: _____

Employee: _____ Emp ID#: _____

Dept Coordinator: _____ Phone: _____

Verification Criteria	Yes	No - add comments
1. Contains Department Director Approval		
2. Funding Source is accurate		
3. Travel Information Matches		
Traveler Name		
Travel Dates		
VL Days included		
Destination		
Flight		
Hotel		
Registration		
Modes of transportation		
Per Diem for Locale		
4. Travel Cost Reimbursements Verified		
Allowable Costs		
Receipts: Flight		
- If VL Inc cost comparison		
Hotel		
Registration		
Ground Transportation		
Rental Car		
Parking: Tucson Airport		
Hotel		
Misc Expenses		
Excess Baggage		
Mileage		
Internet		
Other		
Outside USA		

TO#	Employee	Travel Information	Travel Costs	Over or Under Paid	Amend TO Required
Notes:					
Notes:					
Notes:					
Notes:					
Notes:					

The travel orders listed above were audited by Central Finance and the findings are listed in the notes of each traveler. Any discrepancy noted in this audit must be addressed by the Department Director. A copy of the Travel Order audit document is attached. Corrective action taken must be reported back to the Director of Finance for travel order close out documentation.

If "Amend TO Required" box is noted YES, an amended travel order must be submitted by the employee to correct the errors noted within 10 business days of receipt of this audit.

Audits

July	August	September	October	November	December	January	February	March	April	May	June

Errors

July	August	September	October	November	December	January	February	March	April	May	June