

GENERAL PROVISION POLICY

1. The Board of Trustees may authorize expenditures for travel, entertainment, and meals when such expenditures are to be incurred in conducting the official business of the Town, Official business includes, but is not limited to:
 - a) meetings with persons who are conducting business with the Town such as consultants and prospective employees;
 - b) attendance at training sessions, conferences, or seminars for the purpose of enhancing an employee's knowledge, skills or efficiency in the performance of their official duties; or
 - c) any other purpose considered beneficial and in the best interest of the Town.
2. Reimbursement for travel, entertainment, and meals shall be made only for the official representative of the Town, Expenses for spouses, other guests, or anyone not directly involved in the business of the Town are not reimbursable.
3. All reimbursements made shall be in strict compliance with the policies, procedures, and guidelines established in this policy.

ADMINISTRATION

- A. Upon return from authorized travel or completion of any event for which expenses are reimbursable, the employee or Town representative shall, within five (5) working days, submit a Travel Training Expense Statement summarizing all expenses for which reimbursement is sought. At expenses submitted shall be supported by an itemized receipt or affidavit of expense (credit card slips showing only totals are not sufficient in most cases). Affidavits shall be accepted only for minor expenses such as cab fares and tips to service providers. Expenses for hotels, meals, and transportation must be supported by an itemized receipt from the provider.
Failure to provide adequate documentation will result in the expenditure being disqualified for reimbursement.
- B. Travel/Training Expense Statements must be signed by the employee or person seeking reimbursement for expenses. Department Heads shall review statements submitted by employees under their supervision prior to submitting them to the Town Clerk for reimbursement. All statements submitted to the Town Clerk are subject to further review by the Board of Trustees for accuracy and compliance with this travel policy.

TRAVEL FUNDS ADVANCE

- A. Advances of travel funds must be preapproved by the Board of Trustees three (3) weeks prior to date of departure and will require a minimum of two (2) consecutive nights travel away from home.
- B. Town employees must request advance funds from the Town Clerk within three weeks prior to date of departure; funds will be disbursed on the last work day prior to date of departure. Advance travel can be obtained for all anticipated expenses except airfare and mileage. A separate requisition will be processed for payment of airfare and mileage. To receive advance travel funds, a purchase requisition must be submitted and a purchase order number assigned, at which time a Travel/Training Request will be submitted to the Board of Trustees for approval. The Town employee will indicate on the request the amount of advance requested.
- C. Employees receiving an advance on travel expenses are responsible for the advanced funds and must make a full accounting for these funds within three (3) working days of return to work. The reimbursements standards listed in Section 5 will be the same standards used for the accounting of advance funds.
- D. If funds are due the employee, they will be paid based upon the Travel/Training Expense Statement that will be submitted to the Town Clerk upon completion of travel with the assigned purchase order number recorded on it and the Travel/Training Request attached.
- E. If the employee owes the Town money, it will be remitted to the Town Clerk, or designee, and a receipt obtained. The receipt will be forwarded with the expense statement.
- F. The Town is authorized to make payroll deductions for collection of advanced funds not substantiated by receipts or an itemized, signed statement, unused funds or vouchers not turned in within three (3) working days of return. All travel documents with purchase orders will be kept on file in the Town Clerk's office. These files are subject to auditor review during the annual Town audit.

REIMBURSEMENT STANDARDS

- A. All travel should be accomplished at the lowest possible cost to the Town. Employees should consider all aspects of travel when determining the least cost method. For example, traveling by auto may seem less expensive than by air but if the distance is substantial, additional meal and housing costs will be incurred.

- B. Air travel will be reimbursed on the lowest available coach fare. Unless the trip is unanticipated, tickets should be purchased at least twenty one (21) days in advance to obtain the lowest available fare.
- C. When traveling by air, it is usually most economical to use shuttles, buses, or taxis for local transportation near the destination; however in certain circumstances a rental car may be needed. Rental cars should be reserved as early as possible to assure availability and low cost. The Town will reimburse for compact or mid-size vehicles or the lowest cost available.
- D. Department Heads may authorize the use of a Town-owned vehicle for travel if such a vehicle is available and deemed roadworthy for travel.
- E. Personal vehicles may be used for travel on Town business. Some limitations may apply. The Town will reimburse up to the Internal Revenue Service allowable mileage rate. When weighing the option of flying or driving a personal vehicle, the maximum reimbursable amount is the amount of the airfare plus twenty dollars (\$20.00) per day (in lieu of cab fare) for each day at the destination.
- F. Housing: Employees may use accommodations suggested by conferences or seminars when attending such events. Other travel accommodations should be sought at moderately priced hotels; overnight lodging is only reimbursed when required travel is more than fifty miles away from Luther, OK or unless expressly authorized by the appropriate authority. Accommodations at luxury or resort hotels should be avoided, however if necessary, these accommodations must be approved by the Board of Trustees prior to making a reservation. Reimbursement WILL NOT be made for any prohibited expenditures charged to the room such as: movie rentals or things excluded in section G or H below.
- G. Meals shall be reimbursed at actual cost plus not more than 15% tip. Meals are limited to the Internal Revenue Service per diem rates for Meats and Incidental Expenses (MI&E) for the destination, Publication 1542. The per diem amount includes tax and tips and represents the total cost of the meal. Meals are only reimbursed if employee is traveling away from home as defined in IRS Publication 463 or unless expressly authorized by the appropriate authority. If an employee purchases food to prepare his/her own meals, the purchases may not exceed the daily allowance state above either in full or as adjusted by the meals substituted.
- H. The following items are not reimbursable: Alcoholic beverages, tobacco products, laundry (unless the trip exceeds 7 consecutive days away from home), prescription or over-the-counter medicines, toiletries, clothing, equipment of any kind (unless required for the performance of official

functions), car repairs except on town vehicles, travel insurance, traffic or parking violations, entertainment expenses (except as specifically provided for in Section 1101.5 below), overnight lodging unless more than fifty miles away from Luther, OK or unless expressly authorized by the appropriate authority, cellular phone calls made on a personal cellular device, and non-business long distance phone calls (except each employee is permitted one call not to exceed 20 minutes per day to their home).

I. Employees and Town officials shall submit travel reimbursement with receipts or affidavits no later than five (5) working days after return from training/meeting to allow for prompt processing and payment.

ENTERTAINMENT

Incurrence of entertainment expenses should be an infrequent event; however under certain circumstances they are justified and must be preapproved by the appropriate authority. Members of the Board of Trustees, the Mayor, the Town Clerk, the Police Chief, Department Heads and other employees as approved are permitted to incur entertainment expenses when a determination is made that the Town will benefit from such an activity. In this context, entertainment expense is limited to purchasing a meal or meals, token gifts and mementos of the Town of Luther and providing limited local transportation for individuals who are providing counsel, advice, or assistance to the Town of Luther or who are engaged as paid consultants by the Town of Luther. The Town will not reimburse for any tickets to events, gifts other than tokens and mementos for the Town of Luther, or any item of significant value as an entertainment expense.

CONCLUSION

The foregoing policies are provided to assist travelers in conducting their business in a manner acceptable to the Town of Luther. Deviations from this policy by employees must be approved by the Department Head and Board of Trustees PRIOR TO OCCURRENCE to avoid personal responsibility by the employee.