TOWN COUNCIL STUDY SESSION AGENDA
July 9, 2018
5:30 PM

I. Town Council Items

II. Study Session Items

1. Community Contribution Recipient Presentation - Parker Area Historical Society - 20 minutes
2. Community Contribution Recipient Presentation - Parker Area Chamber of Commerce - 20 minutes
3. Elected Officials Travel Policy Discussion - Brown/Robberson - 10 minutes
4. Building Height Issues - Fussa/Rogers - 10 minutes
5. Lot 2 Mainstreet Center Discussion - Fussa/Feazell - 5 minutes

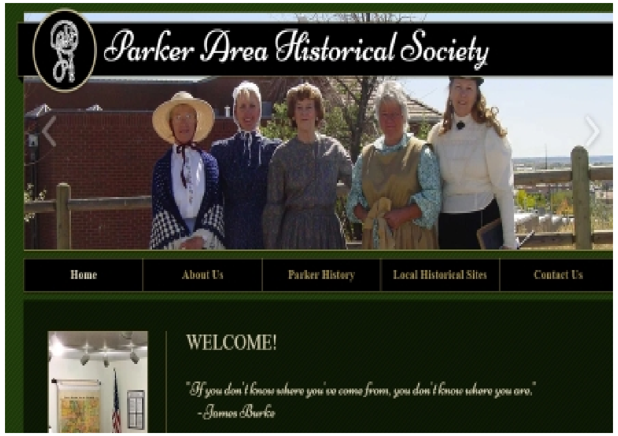
Parker Area Historical Society

Who we are

What we’ve done

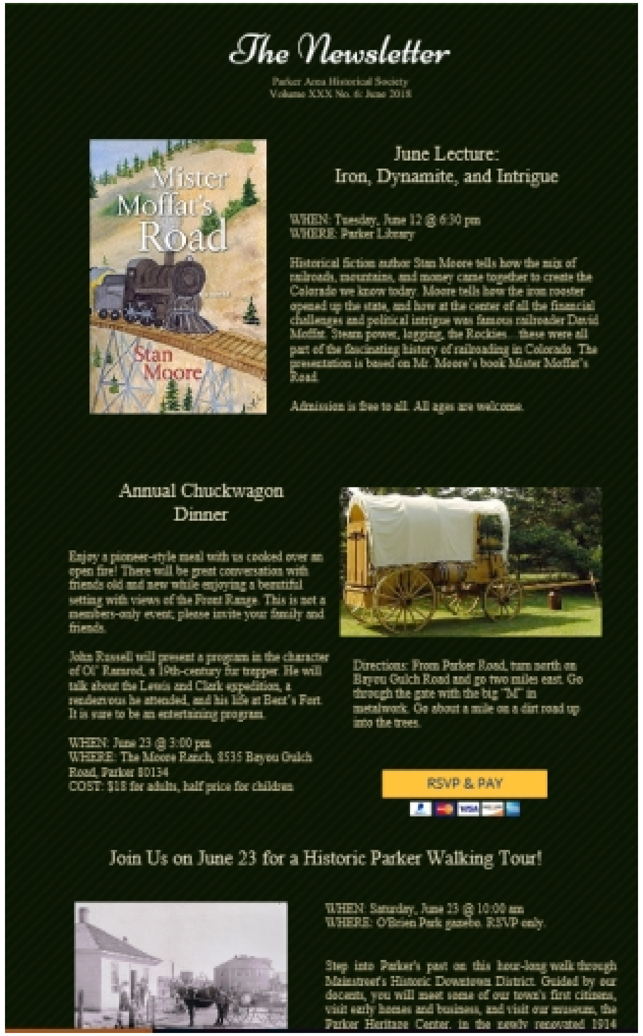
Future plans

Who we are and what we own



www.ParkerHistory.Org

An integral part of retaining Parker's Home Town community feel



The Newsletter

Parker Area Historical Society
Volume XXX No. 6: June 2018

June Lecture:
Iron, Dynamite, and Intrigue

WHEN: Tuesday, June 12 @ 6:30 pm
WHERE: Parker Library

Historical fiction author Stan Moore tells how the mix of railroads, mountains, and money came together to create the Colorado we know today. Moore tells how the iron rooster opened up the state, and how at the center of all the financial challenges and political intrigue was famous railroader David Moffat. Steam power, logging, the Rockies…these were all part of the fascinating history of railroading in Colorado. The presentation is based on Mr. Moore's book Mister Moffat's Road.

Admission is free to all. All ages are welcome.

Annual Chuckwagon Dinner

Enjoy a pioneer-style meal with us cooked over an open fire! There will be great conversation with friends old and new while enjoying a beautiful setting with views of the Front Range. This is not a members-only event; please invite your family and friends.

John Russell will present a program in the character of Ol' Ramrod, a 19th-century fur trapper. He will talk about the Lewis and Clark expedition, a rendezvous he attended, and his life at Bent's Fort. It is sure to be an entertaining program.

WHEN: June 23 @ 3:00 pm
WHERE: The Moore Ranch, 8535 Bayou Gulch Road, Parker 80134
COST: $18 for adults, half price for children

Directions: From Parker Road, turn north on Bayou Gulch Road and go two miles east. Go through the gate with the big "M" in metalwork. Go about a mile on a dirt road up into the trees.

RSVP & PAY

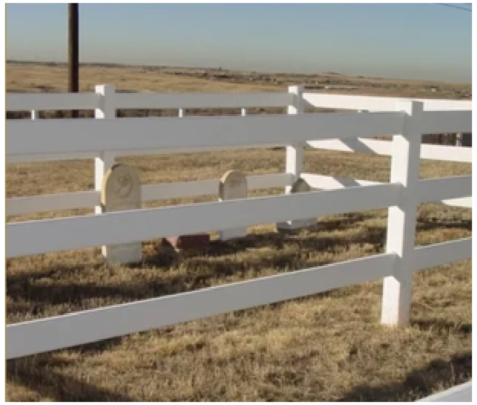
Join Us on June 23 for a Historic Parker Walking Tour!

WHEN: Saturday, June 23 @ 10:00 am
WHERE: O'Brien Park gazebo. RSVP only.

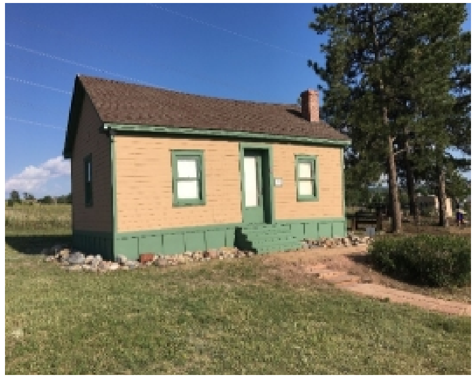
Step into Parker's past on this hour-long walk through Mainstreet's Historic Downtown District. Guided by our docents, you will meet some of our town's first citizens, visit early homes and business, and visit our museum, the Parker Heritage Center, in the newly renovated 1914

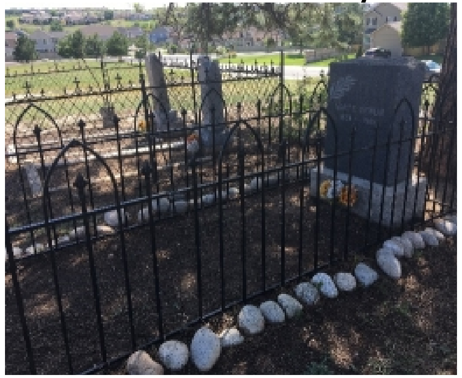
Our Newsletter

Parker Firetruck



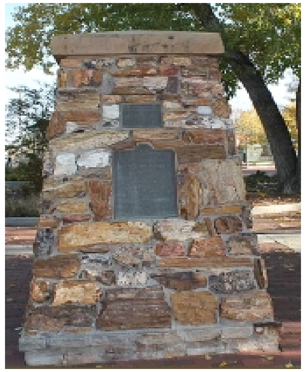
Fonder Cemetery





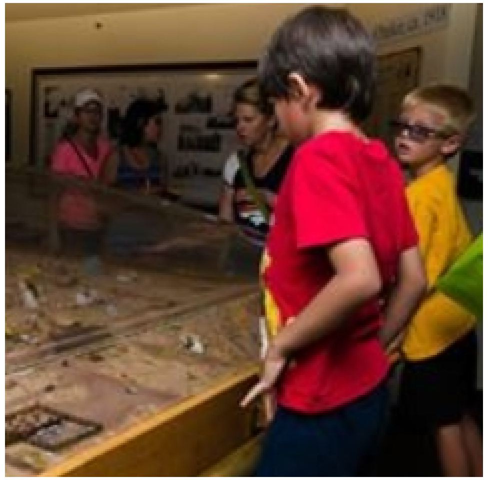
Tallman-Newlin Cabin and Cemetery

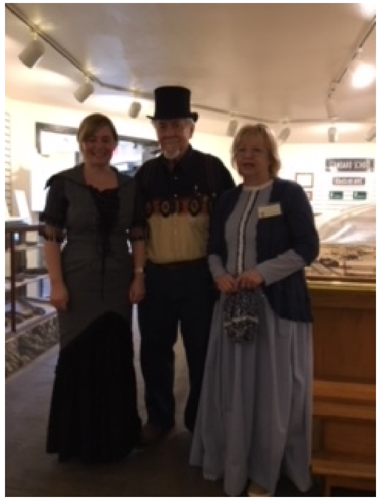
Covered Wagon

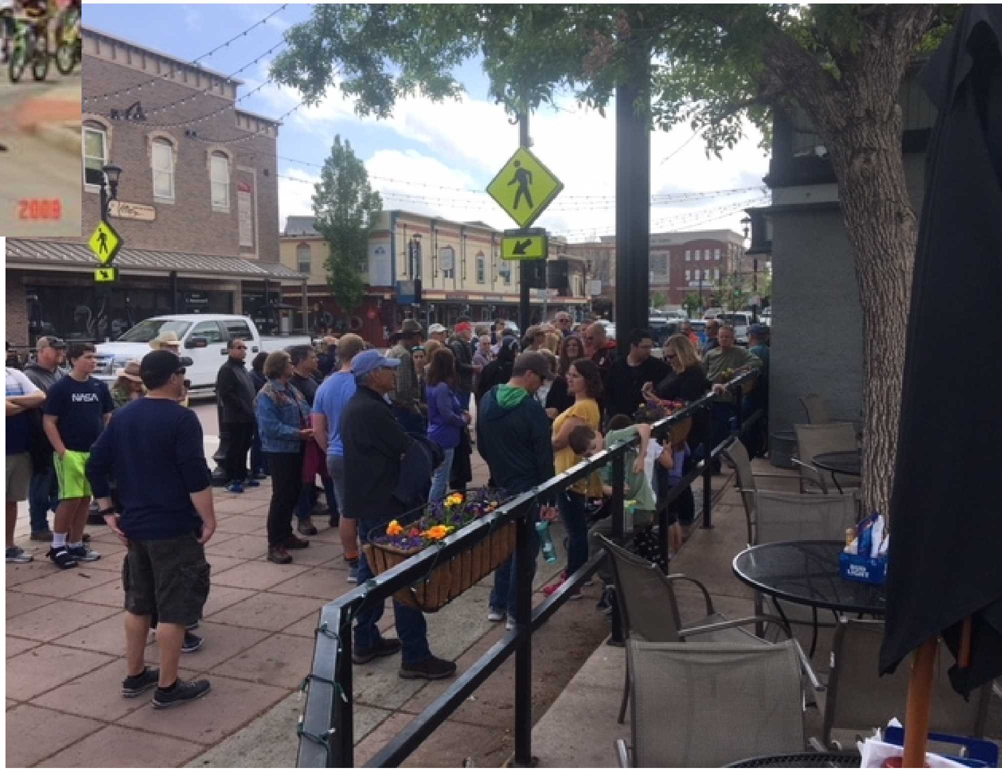


Stored Archives

2018 Accomplishments



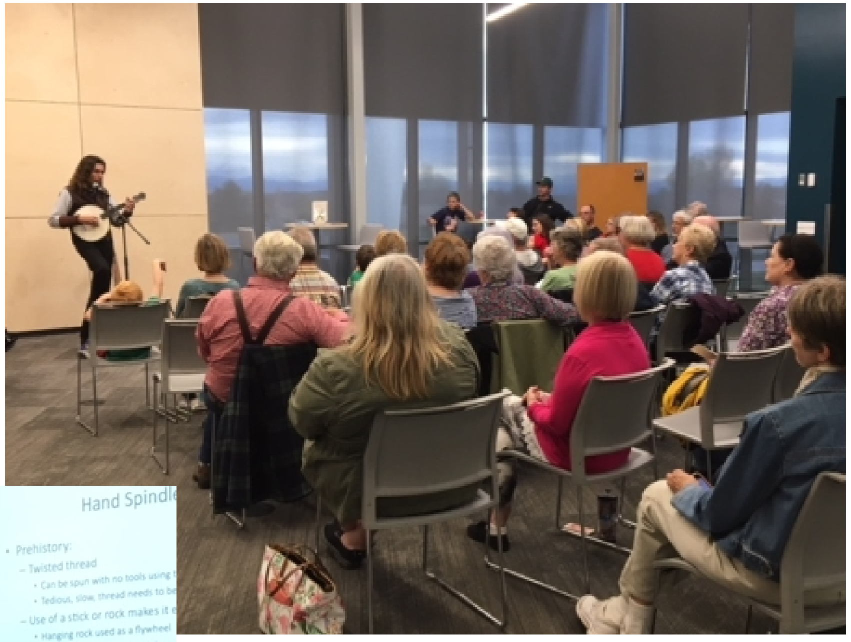


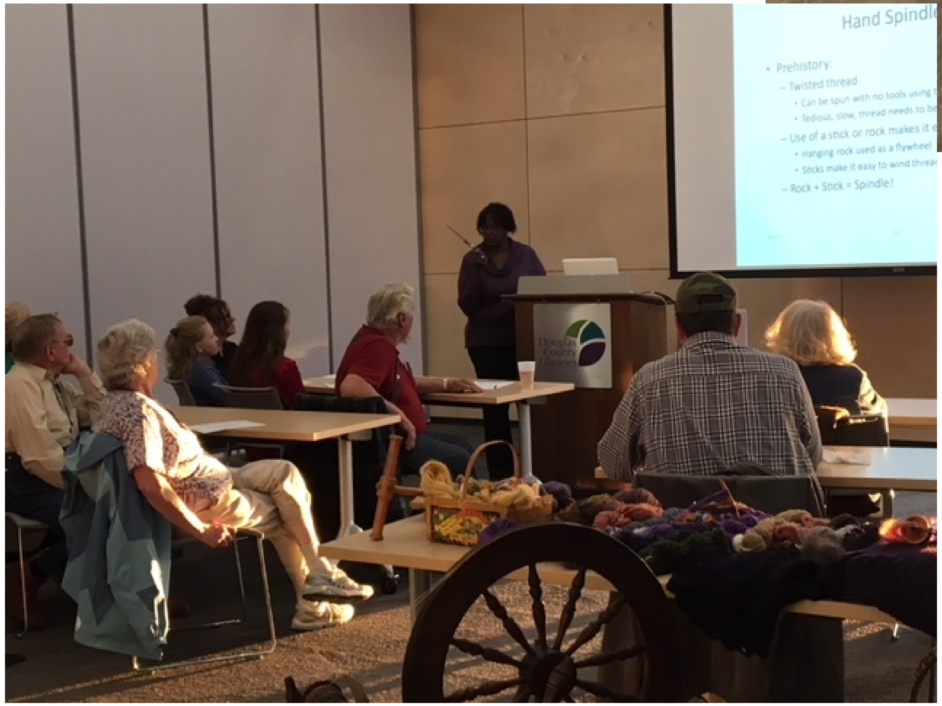


- Heritage Center rebuild & refresh
- Historic Walking Tours (May, June)
- Parker Days Parade
- Partnerships – Chamber, DBA, DCL, other Historical Societies
- Monthly Programs

Outreach Programs

	MONTHLY PROGRAM – PARKER LIBRARY
July ‘18	Mountain Man Living History presentation
June ‘18	Iron, Dynamite & Intrigue -
May ‘18	Sisters of Courage -
Apr ‘18	Historic Kit Carson County Carousel -
Mar ‘18	Wild Horses: A Western Heritage -
Feb ‘18	The Story of Doc Susie -
Jan ‘18	Early Travelers on the Front Range -
Dec ‘17	The Legendary Ladies: A Living History Presentation -
Nov ‘17	The Outrageous Times of Molly Brown -
Oct ‘17	Spooky Douglas County -
Sep ‘17	Joyce Lohse, Colorado author, presents Spencer Penrose -
Aug‘17	Look to the Skies: Parker Prepares for the Solar Eclipse





Future Plans

- More Walking Tours
- Douglas County Fair – July 28
- Parker Quest – Sept 22
- Eastern Plains Museums & Historical Societies Fall Meeting
- Expanded Local Partnering
- Continued Heritage Center focus & refresh

MEMORANDUM

TO: Mayor and Town Councilmembers

FROM: Dannette Robberson, Assistant to the Town Administrator
Mary Lou Brown, Finance Director

DATE: July 9, 2018

SUBJECT: Elected Officials Travel Policy Discussion

ISSUE:

During the May 14, 2018 study session discussion regarding the Town Policy Manual, the Mayor and Town Council requested that staff provide additional information regarding elected official travel policies from other jurisdictions. The requested information is provided for Council review.

FISCAL/BUDGET IMPACT:

BACKGROUND:

During the May 14, 2018 study session, Councilmembers discussed the possibility of increasing the meal and incidental expense per diem rate for elected officials traveling on Town business rather than utilizing the GSA per diem rate for meals and incidentals. The rationale expressed by Councilmembers was that the GSA per diem rate is insufficient to cover their actual meal expenses while traveling.

Staff retrieved travel policy information from eight jurisdictions within Colorado, including the State of Colorado. The information is documented in the attached "Elected Official Travel Policies - Colorado." Also included is a document titled "GSA Per Diem City Examples," which provides information on varying GSA meal and incidental expense rates based on the city destination.

RECOMMENDATION:

Staff is requesting direction from the Town Council regarding the Elected Officials Travel Policy.

REQUESTED DIRECTION:

Staff is requesting direction from the Town Council regarding the Elected Officials Travel Policy.

ATTACHMENT:

1. Elected Official Travel Policies - Colorado
2. GSA Per Diem City Examples
3. Elected Officials Travel Policy (TOP) - DRAFT

TRAVEL POLICIES - COLORADO

City of Littleton Protocol, Standards of Conduct and Travel Reimbursement Policy

4. Meals.

City Council members shall be entitled to reimbursement for meals and associated gratuities in an amount equivalent to the per diem rate provided to City employees. Alcohol and bar expenses shall not be compensated without prior approval by the City Council. Where Council members are attending a conference or other organized educational activity, and a meal or meals are provided as part of the activity, Council members shall not be reimbursed for any separate meal unless dietary needs require that the Council member purchase a different meal and/or city related business necessitates that the Council member miss the hosted meal.

City of Commerce City, Council Policies; Adopted 8/31/09 by Resolution 2009-31 CP-5 Council Expense – Travel Policy (rev. 10/10/11 Res. 2011-48); (rev. 3/21/16 Res. 2016-27); Rev. 12/5/16 Res. 2016-138) ;(rev. 8/7/17 Res. 2017-85)

8. Meals – related to conventions, training, conferences and seminars. Payment is limited to per diem based on federal guidelines. The per diem amount includes meal gratuities. For any meal paid for by others, the per diem paid to the Council member for such meal shall be reimbursed by the Council member to the City. Payment of a meal gratuity for service shall not exceed 20% of the cost of the meal.

Douglas County Administrative Policies and Procedures

TITLE Meals, Mileage, Travel, and Miscellaneous Expenses

Approval Date 10/10/89

POLICY CUSTODIAN Finance

Revision Date 12/18/07

PURPOSE: To provide guidance to all Employees and Elected Officials concerning authorization for expenses incurred while conducting official County business. These expenses shall include but not be limited to the cost of meals, mileage, and travel both inside and outside of the County.

The County follows the U.S. General Services Administration (GSA) per diem rates for meals and incidental expenses. Lodging and airfare may be booked using a County purchasing card, personal credit card, or through a travel agency, who in turn, bills back to the County.

City of Aurora, Conference and Council Workshop Guidelines – Appendix C (Rules revised 04-03-2017)

4. Meals and Incidentals. Council Members and the Mayor may select either of the following methods of reimbursement for the costs of meals and incidentals:

a. Receipts. Council Members and the Mayor may be reimbursed for reasonable actual costs of meals and incidentals, subject to the submission of a Travel Expense Report which, for meal, should identify persons in attendance and business purpose and include receipts detailing all items purchased. Expenses for meals of non-city employees related to City business are reimbursed at actual cost provided that the reimbursement of such expenses is disclosed to the City Council.

b. No Receipts. The per diem allowance may be used to cover the cost of meals and incidentals on overnight travel. Receipts are not required to support per diem expenditures. Incidentals include meal-related and miscellaneous tips (e.g. baggage handlers, bell hops and housekeeping). The maximum per diem rates for reimbursement of expenses incurred during official travel are established by the United States General Services Administration (GSA) and are based on the fiscal year of October 1 through September 30.

The per diem is reduced under the following circumstances:

i. When meals have been purchased by the City as part of the registration fee; or ii. When meals have been purchased in relation to the conduct of City business, subject to the submission of a Travel Expense Report including persons in attendance, business purpose and receipts detailing all items purchased. The reduction should be computed on the Travel Authorization/Expense Report and will equal the per diem rate for the applicable location multiplied by the percentage indicated below. The meal percent reduction is as follows:

MEAL PERCENT REDUCTION

Breakfast 22%

Lunch 25%

Dinner 53%

Louisville, Colorado – response provided by Emily Hogan, Assistant to the City Manager

Elected officials use the GSA per diem rates

Lone Tree, Colorado – response provided by Kristin Baumgartner, CPA, Assistant to the City Manager/Finance Director

GSA per diem rates apply to City Council as well as City employees.

Town of Castle Rock – response provided by Kristin Zagurski, Assistant to the Town Manager

Employees and elected officials both follow the GSA per diem rates.

State of Colorado – National Conference of State Legislatures; 2016 Survey; State Legislative Compensation, Session per Diem and Mileage

$99 a day for members living outside Denver; $45 a day for members who live 50 or fewer miles from the capitol. Set by the legislature.

U.S. General Services Administration (GSA) Per Diem

Meals & Incidental Expenses

This table lists the six M&IE tiers in the lower 48 continental United States. Use the Per Diem rates tab above to look up a travel location and find its total M&IE. Locate that amount in the first "Total" column of the table below. The corresponding row provides specific meal breakdowns for the tier. The portion of the M&IE rate provided for incidental expenses is currently $5 for all tiers.

Total	Breakfast	Lunch	Dinner	IE
$51	$11	$12	$23	$5
$54	$12	$13	$24	$5
$59	$13	$15	$26	$5
$64	$15	$16	$28	$5
$69	$16	$17	$31	$5
$74	$17	$18	$34	$5

<*https://www.gsa.gov/travel-resources*>

Travel Location Examples:

Grand Junction, Colorado

October 2017 - September 2018 The following rates apply for Colorado. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Standard Rate	STANDARD RATE	$93	$93	$93	$93	$93	$93	$93	$93	$93	$93	$93	$93	$51

Glenwood Springs, Colorado

October 2017 - September 2018 The following rates apply for Colorado. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Standard Rate	STANDARD RATE	$93	$93	$93	$93	$93	$93	$93	$93	$93	$93	$93	$93	$51

Sedalia, Colorado

October 2017 - September 2018 within Sedalia, Colorado.
Your search inquiry returned more than one possibility. Here are the possible rates. **Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.**

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Douglas	Douglas	$127	$127	$127	$127	$127	$127	$127	$127	$127	$127	$127	$127	$59

Breckenridge, Colorado

October 2017 - September 2018 within Breckenridge, Colorado.
Your search inquiry returned more than one possibility. Here are the possible rates. **Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.**

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Silverthorne / Breckenridge	Summit	$121	$121	$196	$196	$196	$196	$105	$105	$121	$121	$121	$121	$64

Las Vegas, Nevada

October 2017 - September 2018 The following rates apply for Las Vegas, Nevada. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Las Vegas	Clark	$106	$106	$106	$134	$134	$134	$106	$106	$106	$106	$106	$106	$64

Washington, D.C.

October 2017 - September 2018 The following rates apply for District of Columbia, District of Columbia. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	$250	$201	$201	$201	$201	$253	$253	$253	$253	$175	$175	$250	$69

Denver, Colorado

October 2017 - September 2018 within Denver, Colorado.
Your search inquiry returned more than one possibility. Here are the possible rates. **Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.**

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	$180	$180	$180	$180	$180	$180	$180	$180	$180	$180	$180	$180	$69

Vail, Colorado

October 2017 - September 2018 The following rates apply for Vail, Colorado. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Vail	Eagle	$140	$140	$377	$377	$377	$377	$149	$149	$149	$192	$192	$140	$74

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

GSA Per Diem Information

- U.S. General Services Administration (GSA)

- GSA establishes the per diem rates for the lower 48 Continental United States (CONUS), which are the maximum allowances that federal employees are reimbursed for expenses incurred while on official travel.

- The CONUS per diem rate for an area is actually three allowances:
  - Lodging allowance – **The Town allows reimbursement for actual lodging expenses for the lowest room rate available.**
  - Meals allowance **– Town policy follow the GSA Meal and Incidental Expense (M&IE) rates for the specified city and combines the incidental expense allowance.**
  - Incidental expense allowance. **– The Town includes this allowance with the meal allowance.**

- Most of the CONUS (approximately 2600 counties) are covered by the standard CONUS per diem rate of $144 ($93 lodging, $51 meals and incidental expenses). *In fiscal year (FY) 2018, there are 332 Non-Standard Areas (NSAs) that have per diem rates higher than the standard CONUS rate*.

- **How often is a study conducted on the M&IE expense rates?**
  An M&IE study has traditionally been conducted every three to five years. Based upon the recommendations of the Government wide Travel Advisory Committee, GSA plans to start reviewing rates every three years. The rates were last changed in FY2016, and range from $51 for the standard CONUS rate, and between $54 - $74 for the NSA tiers.

- **Are taxes and gratuity (tips) included in the Meals and Incidental (M&IE) expense rate?**
  Yes, the meals and incidental expense (M&IE) rate does include taxes and tips in the rate, so travelers will not be reimbursed separately for those items.

- **What is considered an incidental expense?**
  The Federal Travel Regulation Chapter 300, Part 300-3, under Per Diem Allowance, describes incidental expenses as: [F} ees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

- Town of Parker Per Diem Breakout example:
  Vail, Colorado

Meal Per Diem rate:	$ 74.00	breakfast (20%)	$14.80
click here for gsa.gov/perdiem		lunch (30%)	$22.20
		dinner (50%)	$37.00

Town of Parker, Colorado

POLICY STATEMENT

TITLE Elected Official Travel Policy Statement	PAGE 1 of 8	POLICY NUMBER
EFFECTIVE DATE TBD	**REVISED DATE**	
APPROVED BY COUNCIL ACTION Proposed policy statement, not yet approved.		

PURPOSE

This document provides guidance for elected official and applies to all travel expenses for which Town funds are disbursed, including lodging, transportation, mileage, meals and other travel-related expenses.

POLICY STATEMENT

Travel is defined as a trip in-state or out-of-state, made for Town business that requires air transportation and/or requires or could require an overnight stay. Travel that "could require an overnight stay" means a two-day or longer conference held in a location that is close enough to the Town that the elected official could choose either to stay overnight or to drive to and from the conference each day.

Generally, overnight stays in the Denver Metro area (including Boulder and Golden) or for destinations that are near but outside the Denver metro area (for example, Colorado Springs, Greeley, Brighton, Loveland) are not considered required; however, Town Council may approve the overnight stay given the circumstances (for example, conferences that have activities well into the evening).

Elected official may contact the Town Administrator's office to request assistance with travel and training plans, including registration, lodging and travel arrangements. If a Councilmember wishes to make his or her own travel arrangements, he or she may do so with the understanding that payment may only be for the lowest airfare rate available where travel out of state is concerned.

It is important to remember that the Town is accountable to the taxpaying public. Abuse or perceived abuse of travel and meal privileges does not provide the prudent and frugal management of public funds that the public has the right to expect. Therefore, good judgment and common sense should be used when incurring expenses to the Town. All such expenses must be thoroughly documented.

All travel and similar expenses must be reasonable, necessary and for Town business.

Authorization for Travel

All out-of-town travel for elected official will be approved in advance by the Town Council. Documentation of expenses will require itemized receipts for all expenditures, except per diem.

A Travel Authorization and Advance Form must be completed and signed by the elected official and the Town Administrator. The approved Travel Authorization and Advance form must be completed and forwarded with all backup documentation to the Finance Department before travel. Backup documentation includes, but is not limited to:

- Conference registration
- Transportation reservations (Airline, bus, or other travel)
- Lodging reservation
- Conference/Training agenda showing meals that may or may not be included
- Proof of mileage driven for reimbursement (Google maps or similar)
- Any other documentation that will support travel expenses

Travel outside of the Continental United States must be approved by the Town Administrator.

Unauthorized Expenses

The following expenses are specifically unauthorized and will not be permitted:

- All expenses of family members or other persons not on business for the Town
- Alcoholic beverages and tobacco products
- Laundry or cleaning
- In-room movies, room service or other personal services
- Sporting and entertainment activities
- Personal clothing
- Prescriptions and over-the-counter medication
- Personal telephone calls except as stated in “Telephone Calls While Traveling” section
- First class airfare
- Rental of luxury or sports vehicles or insurance for rental vehicles
- Expenses stated in this policy as unauthorized, ineligible or prohibited
- All other personal expenses not for the benefit of the Town

Authorized Expenses: Transportation

Air, Bus and Rail

- Air travel should be purchased at the lowest coach airfare available at the time the reservation is made. First Class airfare is specifically prohibited.

- Travel by bus or rail should be purchased at the lowest coach fare available. Extended travel time costs, such as extra meals and travel time, should be considered when authorization for this type of travel is requested.
- Fares are normally purchased using the elected official's Town purchasing card or Town check.
- When the elected official is accompanied by a nonemployee, the nonemployee ticket(s) must be purchased using personal funds.

Personal Vehicle

During travel, mileage incurred by employees using a personal vehicle can be reimbursed at the standard Internal Revenue Service (IRS) mileage rate **subject to a maximum amount as discussed below**.

- Mileage shall be calculated based on actual road distances.
- Mileage incurred using a personal vehicle for assigned meetings outside of the Town, are reimbursed at the standard (IRS) mileage rate.
- Mileage incurred for out-of-state travel, for which commercial airline would normally be used, will be reimbursed for actual road mileage up to the lowest available commercial airfare. A written airfare quote (internet printout acceptable) must be submitted with the Expense Report for reimbursement. Lodging, meals and other travel expenses are only allowed to the extent they would have been incurred had the elected official traveled by air. Extra lodging, meals and other travel expenses incurred as a result of traveling by personal vehicle are not authorized expenses.
- Gasoline purchases are NOT allowed for personal vehicles.

Vehicle Rental

- Vehicle rentals generally are not an allowed travel expense. Public ground transportation should be used instead, if available.
- Circumstances warranting vehicle rentals must be documented by the individual requesting permission and approved by the Town Council for elected official.
- Only mid-sized vehicles or smaller are allowed. Large vehicles, such as mini vans, are allowed if five (5) or more elected official are traveling together. Luxury and sports vehicles are specifically prohibited.
- Insurance should not be purchased from the car rental company. The Town's insurance covers rented vehicles. Elected official must obtain a copy of the Town's insurance card from the Town Administrator's Office. Any additional insurance coverage purchased will be at the elected official's expense.
- The Risk Management division must be notified of accidents immediately.
- Vehicles may be rented using a Town purchasing card or Town check. The elected official may receive reimbursement provided detailed receipts are submitted.

- Gasoline may be purchased using a Town purchasing card with prior notification to the Purchasing Card Program Administrator. The elected official may receive reimbursement provided detailed receipts are submitted.

Public Ground Transportation

A reasonable and economical method of public ground transportation to/from the hotel and the airport, conference facility or restaurant is allowed only when necessary and appropriate to the trip. Ground transportation may be paid using a Town purchasing card. Alternatively, the individual may receive reimbursement; provided a detailed receipt is submitted.

Parking

- Reasonable and economical parking expense is allowed for airport parking. The closest parking to the terminal will usually not be the most reasonable or economical parking and should not be used.
- Hotel or other public parking expense is allowed.
- Valet parking is not allowed unless required.
- Parking may be paid using a Town purchasing card. Alternatively, the individual may receive reimbursement provided a detailed receipt is submitted; however, it may be difficult to obtain a receipt for parking and provision of a detailed receipt may be waived by the Finance Department.

Toll

Toll expenses are allowed and may be paid using a Town purchasing card. Alternatively, the individual may receive reimbursement provided detailed receipts are submitted.

Authorized Expenses: Lodging

When lodging is necessary, intermediate and moderately priced hotels and single occupancy hotel rooms are the standard.

- When attending a conference, elected official will be expected to stay in the conference hotel at the available specified conference room rates. When a conference offers multiple lodging choices, elected official should select the low to moderately priced hotels.
- Lodging is allowed only for the number of nights necessary to attend the conference or event. Extra nights must be at the elected official’s expense.
- If an elected official chooses to stay extra nights, the Town will only pay for lodging through the end time of the conference or event.
- Extra costs in lodging due to an elected official’s guests must be at the elected official’s expense. These and other personal expenses (personal phone calls, room service, in-room movies and the like) must be paid for separately using personal funds.

- Lodging that is connected to a sporting or recreation type activity (such as golf), regardless of whether it is related to Town business, is not permitted and must be at the elected official's expense.
- Lodging is normally purchased using a Town purchasing card or Town check. The elected official may receive reimbursement provided detailed receipts are submitted.
- Sharing of rooms by elected official is not required.

Authorized Expenses: Meals While on Travel

(Note: For nontravel business meals, see Section 3.4)

- Meals while on travel are an allowed expense.
- Town purchasing cards may not be used for meals while on travel.
- Elected official must pay for meals using personal funds and then seek reimbursement under the per diem rate method described below. Alternatively, a travel advance may be requested.
- Oftentimes, the conference or travel-related event will provide some or all of the meals. When this occurs, the elected official must not seek reimbursement for the portion of the per diem rate related to the provided meal. The choice to eat on your own when a meal is provided by the conference or event is not an allowable expense.

Per Diem Rate Method

- The Town will utilize the federal per diem rate method as published by the U.S. General Services Administration. For rates and additional information, view the Finance intranet page, the GSA website, www.gsa.gov/perdiem, or contact the Finance Department.
- **Detailed receipts are not required.**
- The Town allows the use of per diem for meals and incidental expenses only, not lodging.
- Incidental expenses include fees and tips for porters, baggage handlers and other personal service employees. These expenses are part of the "meals and incidental expenses reimbursement" rates provided by the IRS.
- Partial day per diem is distributed as follows: breakfast – 20%, lunch – 30%, dinner – 50%.
- If the elected official chooses to stay extra nights, the Town will only pay for per diem through the end time of the conference or event.
- The amount of partial day per diem should be determined using the following departure and arrival times.

Trip Departure	
Leave Town	**Per diem allowed**
before 8 a.m.	breakfast, lunch and dinner
between 8 a.m. and 1 p.m.	lunch and dinner
between 1 p.m. and 7 p.m.	dinner
after 7 p.m.	no per diem

Trip Return	
Arrive in Town	**Per diem allowed**
before 7 a.m.	no per diem
between 7 a.m. and 11 a.m.	breakfast
between 11 a.m. and 5 p.m.	breakfast and lunch

Telephone Calls While Traveling

Calls for Town Business

Because hotel telephone rates may be extremely expensive, care should be taken to avoid using the hotel's long-distance carrier.

The Town prefers that cell phones be used when making Town business calls. If an elected official does not have a cell phone or if cell phone service is unavailable, then care should be taken when using hotel phone service so as to limit the cost to the Town.

Personal Phone Calls

Personal phone calls charged to the hotel bill must be paid by the elected official at time of check-out and are not to be charged to the Town purchasing card. Elected official may request reimbursement for personal phone calls for up to an average of five dollars ($5) per day of travel.

Travel Advances

Before Travel

- An elected official may receive a travel advance for mileage, parking, meal per diem or other out-of-pocket travel-related expenses.
- Lodging and transportation are to be paid for by the elected official’s purchasing card or Town check.
- Travel advances are optional and may be requested through the Town Administrator’s Office using the space provided for on the Travel Authorization and Advance Form.
- To ensure that the travel advance is ready, the Town Administrator’s Office must receive the request at least two (2) weeks before the date of travel. Requests received later than two (2) weeks before the date of travel may result in the advance not being ready and available prior to the elected official’s departure.
- Travel advances will be sent via direct deposit to elected official on the last business day of the week prior to the date of departure.

After Travel

- An Expense Report must be submitted to the Town Administrator’s Office if the travel advance included any unsubstantiated expenses. Advances for parking, toll, cab fare, and all related expenses, are examples of unsubstantiated expenses. A receipt for these types of expenses must be obtained and submitted with the Expense Report.

- An Expense Report is not required if the travel advance was only for mileage and/or meal per diem and there was not an excess advance.
- Any amount of the advance that was in excess of the actual allowed travel expenses ("excess advance") must be returned to the Town. Excess advances include when an elected official cancels or shortens the trip or when an elected official receives an advance for a full day per diem and it turns out that the lunch portion was provided by the conference (*i.e.*, included in the registration fee).

Substantiation and Documentation

All expenses must have detailed and itemized documentation (receipts, invoices, brochures, etc.) that substantiates the business purpose of the expense. *RECEIPTS ARE NOT REQUIRED FOR PER DIEM.*

Approvals

- The elected official must obtain all appropriate approvals before any travel expense occurs.
- The elected official must sign the Expense Report and Travel Authorization and Advance Form.
- Town Council is responsible for verifying and approving all travel expenses for elected official to ensure they are appropriate for Town business, and that they are reasonable and in accordance with this and other Town policies.

Other Business Expenses: Meals (Non-Travel-Related), Mileage and Communication Devices

Meals

This policy refers to business meals. It is important to remember that the Town is accountable to the taxpaying public. Abuse or perceived abuse of this policy does not provide the prudent and frugal management of public funds that the public has the right to expect. Therefore, good judgment and common sense must be used when incurring expenses to the Town. All such expenses must be thoroughly documented. **All meals must be reasonable, necessary and for Town business.**

- Business meals are allowed on Town purchasing cards.
- The business purpose and persons for whom meals are paid must be explained on the reimbursement request or Purchasing Card Statement for all meals. A Business Meal/Town Function Form may also be used to record the purpose of the meeting and persons in attendance.
- Detailed itemized receipts should accompany all Purchasing Card Statements or requests for reimbursement.

- In the event an itemized receipt is not available, the signed credit card slip must be obtained and a Business Meal / Town Function Documentation Form must be completed indicating that no alcoholic beverages were purchased whether the elected official used the Town purchasing card or was using a personal credit card and requesting a reimbursement.
- Only actual costs are allowed, including a tip up to twenty percent (20%).
- The cost allowed per elected official or other persons involved in the meeting must be reasonable based on circumstances and location.
  Meals paid for by elected official with their own funds may be reimbursed upon submission of an Expense Report Form

Mileage for Use of Personal Vehicle

- An elected official may seek reimbursement via an Expense Report Form, based on the established IRS mileage rate, for the use of their personal vehicle while conducting Town business.
- Mileage shall be calculated based on actual road distances.
- Gasoline purchases are NOT allowed for personal vehicles.

Long Distance Telephone Calls

- Long distance telephone calls are only allowed for Town business
- Long distance telephone calls for personal business are not allowed.