

TRAVEL AND TRAINING REGULATIONS

City of Rapid City, South Dakota

The following regulations will explain travel reimbursement for expenses incurred by City employees and elected officials while away from their home station. All travel will be by the most economical method. Attempt to obtain reduced rate airline fares when possible. City ordinances require advance approval of travel for any one person, as follows:

City Departments Travel and Training

- a) Department Director's approval up to \$1,000 per person.
- b) Mayor's approval \$1,000 and above per person.

City Council Members Travel and Training

- a) Council Leadership approve up to \$1,000 per councilmember.
- b) Council approval \$1,000 and above per councilmember.

No Travel and Training expenditure that exceeds a City Departments and City Council budgeted Travel and Training line item may be made without prior approval of the Council.

- I. Claim requirements. Purchase orders must be accompanied by a completed travel voucher and brief description of the travel. Receipts are required for lodging, registration, rented cars and other incidental expenses charged. Personal entertainment and personal telephone calls are not reimbursable. Lodging must be charged for the employee only. Registration receipts must be detailed and, if meals and/or lodging are included in the registration fee, such meals or lodging must be deducted from the subsistence allowance (Section III) for the specific meals provided. A copy of the program must accompany the travel request.

If travel was by airline, bus, train or other commercial carrier, a invoice for the ticket must accompany the purchase. When weather or plane conditions cause interrupted flight, any expenses absorbed by the airline will not be paid by the City.

II. Mileage.

- a. Privately-Owned Automobiles. Thirty-seven Cents (\$0.37) per mile based on the standard map mileage for the route normally traveled. If map mileage is not available, odometer readings are to be used. If a City vehicle is available but the employee desires to drive a personal vehicle, the employee shall be paid at the rate of Twenty Cents (\$0.20) per mile. No mileage will be paid for in town travel if a city vehicle is available for use.

b. Personal or Hired Planes. The mileage rates for any City employee flying a privately owned or rented airplane while traveling on City business are as follows:

- (1) Piston single engine -- \$1.50 per statute mile;
- (2) Piston multi engine -- \$3.00 per statute mile;
- (3) Turbo prop multi engine with fewer than nine seats -- \$3.95 per statute mile; and
- (4) Turbo prop multi engine with nine seats or more -- \$5.25 per statute mile.

Travel by privately owned or rented airplanes may be authorized only by the City Council

If an employee, for his own convenience, does not travel the direct route or interrupts travel, he shall be paid expenses he would have incurred by traveling the normally traveled route.

III. Subsistence Expense.

a. Time Schedule. (If by commercial carrier, time of departure from or arrival at terminal.)

Meals Allowable	When Leaving Station Of Duty Before	When Returning to Station Of Duty After
Breakfast	7:01 a.m.	7:59 a.m.
Lunch	11:31 a.m.	12:59 p.m.
Dinner	5:31 p.m.	6:29 p.m.

Lodging: A single occupancy room will be reserved unless some other arrangement is requested by the traveler.

b. In-State Lodging. Shall be actual, not to exceed: \$89.99

plus tax per 24-hour period of continuous travel unless the Mayor approves, in advance, permission to exceed due to the necessity of accommodations. Lodging includes all charges such as fees, tips, laundry, cleaning, personal use of rooms during daytime, etc. Tips not exceeding \$1.00 per day for lodging shall be authorized without presentation of a paid receipt.

Allowance for meals:	Breakfast	\$ 5.00
	Lunch	\$ 9.00
	Dinner	<u>\$12.00</u>
		\$26.00

or a maximum of \$26.00 including applicable taxes and tips. The Mayor may authorize exceeding this maximum - Meal receipts must then accompany the travel voucher.

- c. Out of State Lodging. Shall be actual, not to exceed: \$150.00

plus tax per 24-hour period of continuous travel unless the Mayor approves, in advance, permission to exceed due to the necessity of accommodations. Lodging includes all charges such as fees, tips, laundry, cleaning, personal use of rooms during daytime, etc. Tips not exceeding \$1.00 per day for lodging shall be authorized without presentation of a paid receipt.

Allowance for Meals:	Breakfast	\$ 8.00
	Lunch	\$11.00
	Dinner	<u>\$17.00</u>
		\$36.00

or a maximum of \$36.00 including applicable taxes and tips. The Mayor may authorize exceeding this maximum. Meal receipts must then accompany the travel voucher.

- IV. Interview and Moving Expenses. Interview expenses will be allowable to the prospective employee at the discretion of the Mayor or applicable Board and will not exceed out-of-state rates. Moving expenses will be allowable at the discretion of the Mayor or applicable Board and will be limited to the cost of the mover, including packing and packing materials, verified by receipt; plus mileage, meals and lodging expenses for the employee and his family on the date of the move. Meal expenses will not exceed out-of-state rates and lodging will not exceed out-of-state rates and shall be verified by receipt. In no event shall the cost of interview and moving expenses exceed one month's salary for the position, without express approval of the Mayor.
- V. Travel and training by Non-City Employees.
- a. Persons who are not City employees, but who travel on behalf of the City, shall be reimbursed for actual expenses of lodging, meals and travel, not to exceed the maximum allowed City employees.
- b. When requesting reimbursement of travel expenses for a non-City employee, the same procedure required for a City employee must be used.
- VI. Expenses for Functions. The City will reimburse eligible expenses incurred by employees who attend in-city functions if the employee is directed to attend by his supervisor. Such functions would include meetings of board or committees, special banquets, panels, educational or professional seminars, or public meetings. The City may reimburse eligible expenses for non city employees attending a function related to city business. Advance approval by the Mayor and receipts are required.

- VII. Retreats/**Gatherings**. The City will reimburse eligible expenses incurred for retreats/gatherings if such events are approved in **advance by the Department Directors for amounts up to \$1,000 and any amount \$1,000 and above by the Mayor**. All such expenses must be verified by receipts, and the use of City facilities is encouraged to avoid the cost of rental of conference space and related expenses.

- VIII. Appeal Procedure. Any employee feeling aggrieved by action of the department head, Finance Office, or Mayor, regarding any travel expense which may have been disallowed, shall have a right to submit a written request to the Rapid City Common Council for a hearing, if the request is submitted within five days of the respective action. At the hearing the individual may appear in person or by an authorized representative, and the Council shall make a final determination.

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- a) Department head approval up to \$500 per person.
- b) Mayor's approval from \$500 to \$1,500 per person.
- c) Council approval over \$1,500 per person or event.

- I. Claim requirements. Purchase orders must be accompanied by a completed travel voucher and brief description of the travel. Receipts are required for lodging, registration, rented cars and other incidental expenses charged. Personal entertainment and personal telephone calls are not reimbursable. Lodging must be charged for the employee only. Registration receipts must be detailed and, if meals and/or lodging are included in the registration fee, such meals or lodging must be deducted from the subsistence allowance (Section III) for the specific meals provided. A copy of the program must accompany the travel request.

If travel was by airline, bus, train or other commercial carrier, your ticket must accompany the purchase order as must the itinerary showing meals included in the fare. When weather or plane conditions cause interrupted flight, any expenses absorbed by the airline will not be paid by the City.

II. Mileage.

- a. Privately-Owned Automobiles. Thirty-seven Cents (\$0.37) per mile based on the standard map mileage for the route normally traveled. If map mileage is not available, odometer readings are to be used. If a City vehicle is available but the employee desires to drive a personal vehicle, the employee shall be paid at the rate of Twenty Cents (\$0.20) per mile.
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- a. Time Schedule. (If by commercial carrier, time of departure from or arrival at terminal.)

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Dinner	5:31 p.m.	6:29 p.m.

Lodging: A single occupancy room will be reserved unless some other arrangement is requested by the traveler.

- b. In-State Lodging. Shall be actual, not to exceed as follows:

\$41.00	effective August 01, 2004;
\$42.00	effective January 01, 2005;
\$43.00	effective July 01, 2005;
\$44.00	effective January 01, 2006;
\$45.00	effective July 01, 2006

plus tax per 24-hour period of continuous travel unless the Mayor approves, in advance, permission to exceed said:

\$41.00	effective August 01, 2004;
\$42.00	effective January 01, 2005;
\$43.00	effective July 01, 2005;
\$44.00	effective January 01, 2006;
\$45.00	effective July 01, 2006

due to the necessity of accommodations. Lodging includes all charges such as fees, tips, laundry, cleaning, personal use of rooms during daytime, etc. Tips not exceeding \$1.00 per day for lodging shall be authorized without presentation of a paid receipt.

Allowance for meals:	Breakfast	\$ 5.00
	Lunch	\$ 9.00
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		\$26.00

or a maximum of \$26.00 including applicable taxes and tips. The Mayor may authorize exceeding this maximum due to unusual circumstances. Meal receipts must then accompany the travel voucher.

- c. Out of State Lodging. Shall be actual, not to exceed \$150.00 plus tax per 24-hour period of continuous travel, unless the Mayor approves, in advance, permission to exceed said \$150.00 due to the necessity of accommodations.

Lodging includes all charges such as fees, tips, laundry, cleaning, personal use of rooms during daytime, etc. Tips not exceeding \$1.00 per day for lodging shall be authorized without presentation of a paid receipt.

Allowance for Meals:	<i>Out of State:</i>	Breakfast	\$ 8.00
		Lunch	\$11.00
		Dinner	<u>\$17.00</u>
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- VII. Retreats. The City will reimburse eligible expenses incurred for retreats if such retreats are approved in advance by the Council. All such expenses must be verified by receipts, and the use of City facilities is encouraged to avoid the cost of rental of conference space and related expenses.
- VIII. Appeal Procedure. Any employee feeling aggrieved by action of the department head, Finance Office, or Mayor, regarding any travel expense which may have been disallowed, shall have a right to submit a written request to the Rapid City Common Council for a hearing, if the request is submitted within five days of the

respective action. At the hearing the individual may appear in person or by an authorized representative, and the Council shall make a final determination.