

TRAVEL AND TRAINING REGULATIONS

City of Rapid City, South Dakota

The following regulations will explain travel reimbursement for expenses incurred by all City employees, including those in departments governed by executive boards, elected and appointed officials while away from their home station. All travel will be by the most economical method while considering time away from regular duties. Attempt to obtain reduced rate airline fares when possible. City policy requires advance approval of travel for any one occurrence, as follows:

City Departments Travel and Training

- a) Department Director's approval is on a per person basis up to the amount found in RCMC 3.04.030.
- b) Mayor or applicable Board's (Airport, Civic Center or Library) approval for international travel, with the exception of Canada.
- c) Council or applicable Board's approval on a per person basis for travel in excess of section a) above.

Compass Program Travel and Training

- a) Chief Auditor's approval is on a per person basis up to the amount found in RCMC 3.04.030.
- b) Compass Committee approval for international travel, with the exception of Canada.
- c) Council approval on a per person or program basis for travel in excess of section a) above.

City Council Members Travel and Training

- a) Council Leadership notification up to \$2,500 per councilmember. If advance notification is not possible due to timing, the traveling council member will notify the council leadership upon his or her return.
- c) Council approval \$2,500 and above per councilmember.

Travel and training expenditures may exceed a Department's budgeted Travel and Training line item as long as the expenditure does not cause the overall cost center's budget to be exceeded.

The Mayor shall report to City Council leadership any travel which requires the Mayor to be out of town for more than 24 hours and any travel or training above \$2,500 per occurrence.

- 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 may 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, an invoice for the ticket must accompany the purchase order. When weather or plane conditions cause interrupted flight, any expenses absorbed by the airline will not be paid by the City.

Detailed receipts are required for all employee reimbursement requests for travel expenses, including incidentals, not directly billed to the City or charged on a City credit card and not covered by the per diem rates set forth in this policy. Affidavits of expenses WILL NOT be accepted as this is not authorized by State statute.

II. Mileage.

a. Privately-Owned Automobiles. Mileage shall be reimbursed to an employee per South Dakota Administrative Rule 5:01:02:01 (<http://legis.sd.gov/Rules/DisplayRule.aspx?Rule=05:01:02:01>) based on the standard map mileage for the route normally traveled. If map mileage is not available, odometer readings are to be used. No mileage will be paid for in town travel if a department vehicle is available for use. .

b. Personal or Hired Planes.

Travel by privately owned or rented airplanes may be authorized only by the City Council or appropriate Board and reimbursement may not exceed that of a commercial airline ticket to the nearest regional airport.

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 arrival at terminal.)

<u>Meals Allowable</u>	<u>When Leaving Station Of Duty Before</u>	<u>When Returning to Station Of Duty After</u>
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. Distance and Duration. In addition to the time schedule listed above, distance must be a minimum of a 200 mile radius or duration must be a minimum of five (5) hours absent from your duty station.

c. In-State Travel.

Lodging shall be actual cost plus tax per 24-hour period of continuous travel if paid by the employee. However the employee must make every attempt to have the hotel directly bill the City, in which case the City will pay actual cost, tax exempt.

Allowance for meals, including applicable taxes and tips will be based on the "Out-of State" rates for the state of South Dakota, which can be found at <http://legis.sd.gov/Rules/DisplayRule.aspx?Rule=05:01:02:11>. The Mayor or applicable Board may authorize exceeding this maximum prior to traveling - meal receipts must then accompany the travel voucher. A meal allowance may not be claimed unless the traveler ate at his own expense.

c. Out of State Travel.

Lodging shall be actual plus tax per 24-hour period of continuous travel.

Allowance for meals, including applicable taxes and tips, will vary depending on where you are traveling, based on the Federal CONUS Travel Rates, which can be found at www.gsa.gov/portal/content/101518. To determine which rates apply to your travel, please visit <http://www.gsa.gov/portal/category/21287>. The Mayor or applicable Board may authorize exceeding this maximum prior to traveling - meal receipts must then accompany the travel voucher. A meal allowance may not be claimed unless the traveler ate at his own expense.

d. Out of Country Travel.

Lodging shall be actual plus tax (in US dollars) per 24-hour period of continuous travel.

Allowance for meals, including applicable taxes and tip, will vary depending on where you will be traveling, based on the US Department of State Foreign per diem rates, which can be found at http://aoprals.state.gov/content.asp?content_id=184&menu_id=78.

IV. Interview and Moving Expenses. Interview expenses will be allowable to the prospective employee at the discretion of the Department Director. Moving expenses will be allowable at the discretion of the Department Director and will be limited to the cost of the mover, including packing and packing materials, verified by original receipt; plus mileage, meals and lodging expenses for the employee and his family on the date of the move. Meal and lodging expenses shall be verified by original 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 or applicable Board. Request for interview or moving expenses must be submitted along with the required documentation within 60 days of the interview date for interview expenses or the start date for moving expenses.

- V. Travel 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. Travel by Spouses/Significant Others. Spouses/significant others may accompany employees and/or city officials to City approved conferences, functions and gatherings at their own expense. Spouses/significant others may travel as a passenger in a City vehicle for these purposes.
- VII. Expenses for Functions. The City will reimburse eligible expenses incurred by employees who attend in-city functions if the function is related to the employee's job or if the employee is directed to attend by his supervisor. Such functions would include meetings of boards 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 and receipts are required.
- Individual departments may also incur expenses for functions such as grand openings, ribbon cuttings, etc in which the general public has been invited.
- VIII. Retreats/Staff Meetings. The City will reimburse eligible expenses incurred for retreats/staff meetings if such are approved in advance by the Department Director for amounts up to \$1,500 and any amount \$1,500 and above by the Mayor or applicable Board. 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.
- IX. Emergency Provisions. Department Directors or their designee may authorize necessary food purchases for emergency operations. Should these provisions be purchased in advance and stored, consideration should be given to shelf-life, accountability and security of the items.
- X. Personal Use of City-Owned Vehicle. City employees are hereby prohibited from using city-owned vehicles for personal use or for commuting purposes except as specifically required and authorized by their department head or Mayor. Non-city employees are not permitted to ride in City-owned vehicles except under circumstances involving the advancement of City business, for clearly incidental use for those employees who are assigned a vehicle for commuting, or for the citizen ride-along program.

Examples of prohibited personal use include, but are not limited to:

- a. Travel to any place other than directly between home and work except as specifically required and authorized for the performance of City duties. Examples of prohibited travel include travel to a bank, shopping, personal business, entertainment, restaurants (except as specifically authorized for breaks and meals while on duty in the field), etc.
- b. Transportation of any person(s) except other City employees or other persons specifically authorized for purposes of advancing City business. (Picking up children at day care or school, or picking up a spouse on the way home from work in a City-owned vehicle are examples of prohibited activities.)

City employees assigned standby duty by their department will be permitted to use a City-owned vehicle during the scheduled standby period only for purposes of commuting directly between home and work for scheduled work hours and for responding to standby calls.

City employees in the following positions designated “on mandatory call” will be allowed to take the assigned vehicle where he/she may go during the time frame “on mandatory call” and, in such circumstances, provisions of Section IX, paragraph one shall not apply. The positions are Mayor, Fire Chief, Assistant Fire Chief, Airport Director, Police Chief, Assistant Police Chief, Police Captain, on-duty emergency services personnel or designees of such position in the absence of the specified employee.

All City-owned vehicles, with the exception of undercover police vehicles, shall have official City license plates issued by the State of South Dakota. The vehicle assigned to the Mayor is not considered an undercover police vehicle for the purpose of this section.

City employees who fail to comply with any of these restrictions or requirements when using a City-owned vehicle may no longer be permitted to use a City-owned vehicle and/or may be subject to disciplinary action, including termination.

- XI. Appeal Procedure. Any employee feeling aggrieved regarding any travel expense which may have been disallowed, shall have a right to follow the grievance procedure already established in the applicable union contract or Non-union Employee Information Guide.