1. IMMEDIATELY FOLLOWING CITY COUNCIL MEETING
2. CITIZEN'S COMMENTS
3. Site Plan - 3980 Turner Ave
4. Rezoning-510 W. Rt 34 - M1 To B4
5. Rezoning - Klatt - R1 To M1
6. Sign Variation - 3902-3924 Turner Ave.
7. Travel Policy

   7.I. Travel Policy

   Documents:

   TRAVEL POLICY.PDF

8. Purchasing Cards
9. Replacement For City Engineer/Director Of Public Works
10. Budget Workshop
11. CITIZEN'S COMMENTS

CITY OF PLANO

Business Travel, Meal and Lodging Expense Reimbursement Policy

Established and Approved by Ordinance No. 2016-___

Incorporated into the City of Plano Personnel Policy Manual

508 Business Travel, Meal and Lodging Expense Reimbursement Policy

PURPOSE

The purpose of this policy is to establish guidelines for employees and elected officials of the City to follow when incurring business travel expenses and meal and lodging expenses while on assignments such as attending educational programs, association conferences or conducting City business. For employees, the immediate supervisor or department head must approve all business travel expenses and meal and lodging expenses in advance, and include the estimated amount of said expenses in the annual operating budgets. For elected officials, the City Council must approve attendance and budgeted travel expenses and meal and lodging expenses in advance, and include the estimated amount of said expenses in the annual operating budget.

The annual operating budgets will define the types of educational programs and association conferences that will be allowed.

It is expected that employees and elected officials attend educational sessions when attending conferences.

The City's objectives are to permit travel arrangements and expenses and meal and lodging expenses that:

- Conserve travel expenses and meal and lodging expenses
- Provide uniform treatment for employees
- Allow for City Council oversight
- Adhere to the plan adopted in the budget(s)
- Result in prompt approval and recording of City expenses

Cash Advances: Advances to cover reasonable anticipated expenses may be made to employees and elected officials, after travel has been approved. Employees and elected officials should submit a written request, via the cash advance form, to the City Treasurer when a cash advance is needed.

Personal Travel/Travel Companions: A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional expenses arising from such non-business travel are the responsibility of the employee or the elected official.

Covered Expenses: When approved, the actual costs of conference or convention registrations, participation in professional organizations, technical meetings and the travel, meals, lodging and

other expenses directly related to accomplishing business travel objectives can be either:

- charged to the City's procurement card (if one has been issued to employee or elected official traveling), or
- reimbursed by the City

In either case, original receipts must be provided to support the expenses incurred. These receipts must be turned in within 60 days of the date the purchase was incurred. It is expected that staff and elected officials will be cost-conscious when spending City funds, and make all reasonable efforts to minimize their expenses related to travel, meals and lodging.

The maximum daily limit for meals is $64 per day, with $100 per day in metropolitan areas in excess of 1 million population. The maximum daily limit for lodging is not to exceed the blocked room rate plus all fees and taxes for the particular conference attending. All special requests or upgrades will be paid by the employee.

Approval of expenses for travel, meals and lodging of (1) any officer or employee that exceeds the maximum allowed under this Policy or (2) of any member of the corporate authorities of the City may only be approved by a roll call vote of the City Council at an open meeting of the City Council. The City Council may approve, by a roll call vote of the City Council at an open meeting of the City Council, expenses that exceed the maximum allowable travel, meal or lodging expenses, because of emergency or other extraordinary circumstances.

It is expected that Supervisors and Department Heads will be looking over their staff's charges even when the individual charges do not exceed the employee's approval limit as the travel costs may be broken into multiple charges that individually do not exceed the employee's approval limit but in total for a given trip would exceed that limit.

Alcohol: Consistent with the City's personnel manual direction, Policy # 103, no alcohol purchases will be paid for by the City. Receipts for dining establishments must be provided in sufficient detail to document that no alcoholic beverages are being paid for by the City.

Accidents: Employees or elected officials who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

Entertainment Expenses: The City shall not reimburse any Council member, employee or officer of the City for any entertainment expenses.

Mileage Reimbursement: Mileage reimbursement is made for the use of personal motor vehicles for City business at the current rate allowed by the Internal Revenue Service. Employees and elected officials are required to track their mileage and submit the mileage logs to the Finance Department with the appropriate approval signatures in order to receive reimbursement as outlined in the City's purchasing policy.

Issues/Abuse: Employees should contact their supervisor or the Finance Department for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues, including meal and lodging. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Exceptions: Where this policy does not cover a specific situation, the City Council retains the sole right to authorize exceptions to the policy related to employees only. Exceptions related to elected officials shall be referred to the entire Council for resolution.

Documentation of Expenses: Before an expense for travel, meals or lodging may be approved under this Policy, the following minimum documentation must first be submitted, in writing:

(1) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the costs of the travel, meal, or lodging if the expenses have already been incurred;

(2) The name of the individual who received or is requesting the travel, meal, or lodging expenses;

(3) The job title or office of the individual who received or is requesting the travel, meal, or lodging expenses; and

(4) The date or dates and nature of the official business in which the travel, meal, or lodging expenses was or will be expensed.

The City shall make available, from time to time, for use by officers and employees Expense Report forms and Cash Advance forms to facilitate the implementation of and compliance with this Policy

Timeliness: Consistent with IRS Publication 463, reimbursements must be submitted within 60 days of being incurred for such reimbursements to be considered made under an accountable plan and not subject to taxation. Any reimbursements submitted subsequent to 60 days will be paid through accounts payable and reported on their next paycheck and subject to taxation in compliance with IRS regulations.