



**ADMINISTRATIVE
ORDER**

Approved By:

City Manager

No. # 33

Effective Date:

01/01/2023

Revised: N/A

Subject: Travel, Training and Business Expense Policy and Reimbursements

INTRODUCTION

This Administrative Order (AO) is the City of Highland Park's (City) policy regarding Travel, Training, and Business Expense Reimbursements. The City's AO explains proper procedures and guidelines for training, travel, and employee reimbursements.

PURPOSE

The City strives to provide training opportunities to employees for enhancing professional capabilities. Approval of travel and training requests is considered based on annual budgetary constraints and must be consistent with the City's Purchasing Policy. The purpose of this order is to define standardized procedures for employee training, travel, and business expense reimbursements.

APPLICABILITY

This AO applies to approved training, travel, and other reimbursable business expenses. If a collective bargaining agreement conflicts with a provision of this AO, the collective bargaining agreement will control.

TRAVEL AND TRAINING PROCEDURES

1. Travel and training expenses must be within approved budgeted amounts.
2. Approval is required, prior to travel and training enrollment or registration. The training request must include an estimate of all associated costs, using the Travel, Training, and Business Expense Reimbursement Request form or by memorandum.
3. City Manager approval is required for out of state travel and/or training, typically completed as part of the budget process.
4. The City is not fiscally responsible for any unapproved travel, training, or business expenses.

GUIDELINES

1. Employees should take advantage of registration discounts when possible.
2. Non-training related activity costs are not reimbursable.
3. Employees should use the City's Tax Exempt Certificate for qualifying purchases to ensure expenses are free of tax. The City does not reimburse tax for purchases that qualify for tax exemptions.

4. Employees should use City checks and City credit cards to pay for travel, training, and business expenses when possible.
5. Travel, training, and reimbursement requests cannot exceed the amount actually spent by the employee. If per diem is applicable and approved, reimbursement cannot exceed the appropriate per diem amount.
6. Expense reports are subject to audit by an internal or external auditor including the Internal Revenue Service (IRS). The City Manager or Finance Department may deny any requests that do not comply with these guidelines.

TRANSPORTATION AND LODGING

1. The most economical travel, single lodging, and coach airfare is required consistent with the City's Purchasing Policy. Sharing of ground transportation and lodging is encouraged.
2. The City does not allow overnight stays or use of rental properties. (e.g., Airbnb), unless approved by the City Manager.
3. Using available transportation, such as shuttle services provided by conference or hotels, to/from training site is encouraged.
4. The City does not reimburse travel or trip insurance.
5. The City discourages rental car use, given associated liabilities, and only permits use under pre-approved circumstances. If a rental car is used, expenses related only to the business portion of its use are reimbursable. For example, the cost of ground transportation to/from the airport, and the cost of transportation between a hotel and a conference location is valid travel related expenses. Rental car cost above these amounts is the employee's expense.
6. The City allows use of City vehicles, consistent with the City's Vehicle Policy.

PERSONAL AUTO USE

1. The City reimburses mileage expenses, at the rate set forth by the IRS for personal automobile use, when submitted by the employee using the Department Director or Designee approved Travel, Training, and Business Expense Reimbursement Request form or memorandum.
 - a. The reimbursable rate is the rate on the date of travel.
2. The City reimburses mileage less the mileage to and from the employee's official home and work addresses. For example:
 - a. The employee drives 10 miles each way, from home to work and back, for a total of 20 miles regular personal commute. On the travel day, the employee drives directly from home to the meeting and back home, for a total of 40 miles. The City will reimburse a total of 20 miles.
 - b. The employee drives 10 miles each way, from home to work and back, for a total of 20 miles personal commute. On the travel day, the employee drives to work, and then drives 15 miles to a conference and 30 miles from the conference to home, without going back to work. The City will reimburse a total of 35 miles.

- c. The employee drives 10 miles each way, from home to work and back, for a total of 20 miles personal commute. On the travel day, the employee drives to work, then drives 30 miles to a conference, then drives 30 miles back to work, then drives home. The City will reimburse a total of 60 miles.
3. Charges for road service, repairs, towing, or other similar expenses are not reimbursable.
4. The mileage reimbursement request must include attachments for:
 - a. A printout of an online mapping of the reimbursable miles, including home address to/from work.
 - b. Receipt for reimbursable expenses. (E.g. tolls, parking, etc.)
5. For personal auto use reimbursement, the employee must have a valid driver's license and have vehicle insurance coverage that meets or exceeds the State of Illinois vehicle insurance requirements.

PER DIEM (MEALS/INCIDENTALS)

1. The City reimburses meal expenses and incidentals, at a flat rate, when submitted by the employee using the Department Director or Designee approved Travel, Training, and Business Expense Reimbursement Request form or memorandum.
 - a. The current rate can be found on the Travel, Training, and Business Expense Reimbursement Request Form.
 - b. For meals and incidentals covered by per diem, receipts are not required.
 - c. An incidental reimbursement can be requested apart from a meal reimbursement if a meal reimbursement is not applicable.
2. The City does not reimburse:
 - a. Meals when travel begins and ends in the same day, unless approved in advance for unique circumstances by the appropriate Department Director or Designee.
 - b. Meals, if the conference or training event cost includes meals. The employee must provide training or conference documentation showing whether meals are or are not included in the conference cost.

OTHER BUSINESS EXPENSES

1. The City reimburses other business expenses if approved prior to committing City funds and/or incurring the expense, consistent with the City's Purchasing Policy using the Petty Cash and/or Reimbursement Request.
2. Employees should use the City's Tax Exempt Certificate for qualifying purchases to ensure expenses are free of tax. The City does not reimburse tax for purchases that qualify for tax exemptions.
3. The City does not reimburse the purchase of Alcohol under any circumstances.

ADVANCES

1. The City provides approved advances to the employee before departure, if the employee requested the funds in sufficient time prior to departure, given the City's Finance Department processing time.

2. Check cash advances must be approved, requisitioned, and submitted to the Finance Department no less than two weeks before funds are required to allow enough time to process a check.
3. Petty Cash may only be used for a cash advance if the amount is less than \$100.00, consistent with the City's Purchasing Policy and approved by the Department Director or Designee.
4. The employee shall sign for receipt of the funds using the Travel, Training, and Business Expense Reimbursement Request form.

PETTY CASH

1. Petty cash funds may be used for incidental, nonrecurring cash purchases that do not exceed \$100.00.
2. Petty cash reimbursements must be approved by the appropriate Department Director or Designee and requested using the Petty Cash and Reimbursement Request Form.

REIMBURSEMENT REQUESTS/PROCEDURE

1. Travel and training expenses must be approved by the appropriate Department Director, Designee or City Manager.
 - a. Once approved and processed through the purchasing/requisition process, receipts, supporting documentation, and the reimbursement request form must be submitted to Human Resources for review and final approval, then submitted to Finance for payment.
2. Any other business expenses must be approved by the appropriate Department Director or Designee.
 - a. Once approved and processed through the purchasing/requisition process, receipts, supporting documentation, and the reimbursement request form must be submitted to Finance for payment.
3. Petty cash reimbursements must be approved by the appropriate Department Director or Designee using the Petty Cash and Reimbursement Request Form.
4. Forms and supporting documentation for reimbursement requests must be submitted with all appropriate approvals no more than 30 days after event. The City may deny reimbursement requests submitted after the deadline.
5. Any business expense or reimbursements outside of this policy will be denied.

FORMS

Current request forms can be found on HPSHare or the [Employee Information Site](#).