

**TOWN COUNCIL OF CENTREVILLE
RESOLUTION 04-2024**

**A RESOLUTION OF THE TOWN COUNCIL OF CENTREVILLE TO ADOPT A TRAVEL
POLICY FOR TOWN EMPLOYEES**

WHEREAS, the Town Council of Centreville recognizes the need to set policy for the purposes of Town employee travel and conference expenses;

WHEREAS, the Town Council of Centreville concurs with the recommendations of this Resolution:

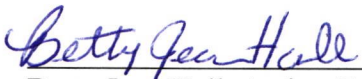
BE IT RESOLVED BY THE TOWN COUNCIL OF CENTREVILLE:

Section 1. That the Town Council of Centreville approves the Travel Policy for Council Members attached hereto as "Exhibit A."

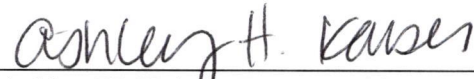
Section 2. The date of passage of this Resolution is February 1, 2024.

ATTEST:


THE TOWN COUNCIL OF CENTREVILLE



Betty Jean Hall, Acting Town Clerk



Ashley H. Kaiser, Esq., President



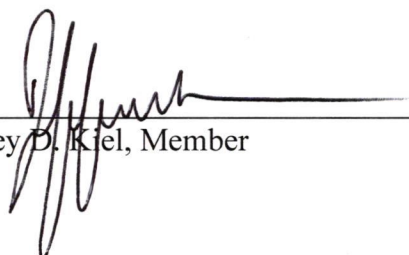
Eric B. Johnson, Jr., Vice President



Daniel B. Worth, Member



Jim A. Beauchamp, Member



Jeffrey D. Kiel, Member

Title: Travel and Business Expense Policy	Resolution:
Approved:	Revised:
Policy #: 300-200	Form(s): In progress

M. Travel and Business Expense Policy

1. Objective

To establish guidelines for Town of Centreville staff approved for business travel and to comply with guidelines set forth by the General Services Administration and the Internal Revenue Service.

2. Eligibility

a. All Town employees are eligible for business travel so long as the business trip is related to the employee’s position and has been approved by the employee’s supervisor or approved by the Town Manager.

3. Equipment

a. Employees may use their assigned laptop, tablet, etc., during the duration of the business trip.

4. Security

a. Consistent with the Town’s expectations of information security for employees working at the office, employees on business travel will be expected to ensure the protection of proprietary Town and customer information accessible from their location.

5. Time Worked

- a. Travel Time will be counted towards the employee’s regularly scheduled hours.
- b. Should the employee exceed their regularly scheduled workweek, while on business travel, the employee shall be compensated as outlined in Section IV (B) of this manual.

6. Meals and Per Diems

- a. Local Travel (within a 50-mile radius)
 - i. Meals – Employees shall be reimbursed for any meal expenses incurred during local business travel. Employees must complete the Reimbursement Form and submit along with copies of all receipts. The form must be approved and signed by the employee’s supervisor.

EXHIBIT A

- ii. Mileage – Employees shall be reimbursed for mileage incurred while using their personal vehicle on approved business travel. The mileage rate is set by the Internal Revenue Service. Mileage reimbursement will be calculated based on the location of the employee’s primary worksite or their residence, whichever is of lesser distance, and then to the destination.
- iii. A reimbursement check will be issued to the employee once all required paperwork and supporting documentation have been submitted to the Finance Department.

b. Non-Local Travel (more than a 50-mile radius)

- i. Meals – Employee will be issued a per diem check at the request of the employee’s supervisor to cover meals during the business trip. Any meals included with registration, conferences, etc., will be deducted from the per diem check total.
- ii. Per diem checks are based on the U.S. General Services Administration Guidelines, which vary from city location.
 - (a) The per diem rate includes the following items: All meals, room service, fees and tips for persons who provide services such as food servers and luggage handlers.
 - (b) Per diem’s are strictly for meals and incidentals only – lodging will not be included.
 - (c) Any unused per diem funds, not returned to the Town, will be considered taxable income to the employee.
- iii. The employee must complete an expense report within a reasonable time period (60 days). The expense report must include the business purpose of the trip, the date and place of the trip, and receipts for lodging (if using the meals-only per diem rate).
 - (a) If any of these requirements are not met, the per diem allowance is taxable to the employee.

7. Transportation and Lodging

As a rule, all transportation and lodging expenses (including airfare, car rental, and rail) for business travel by Town employees should be charged to the Town’s credit card account, either directly or through their Department Head or Town Manager.

EXHIBIT A

- a. Airfare – Air travel is reimbursable for coach and economy airfare only and the employee should use their best efforts to ensure that all airfare bookings are completed at least 14 days prior to scheduled trip departure.
 1. Employees are personally responsible for airline upgrade fees. For convenience, employees may charge the airfare upgrades to the Town’s credit card, but unless preapproved by the Town Manager, these charges must be designated as “personal” on the expense report and will be deducted from any other amounts due to the employee.
 2. A less-than-first-class ticket (i.e., business class) may be purchased at the Town’s discretion for domestic or international flights with flight time exceeding five consecutive hours excluding layovers.
- b. Rail Transportation – if rail transportation was not prepaid by the Town, an original itemized receipt, original e-ticket receipt/statement, or internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.
- c. Automobile (personally owned – domestic travel) - a valid driver’s license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by their automobile insurance company for travel that is business or not personal in nature. Reimbursement for use of a personal automobile is based on the current Internal Revenue Service mileage rate. Employees may opt to request reimbursement for actual gasoline expenses in lieu of the mileage rate reimbursement. Itemized receipts are required for gasoline reimbursements.
- d. Automobile (rental – domestic travel) - Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.
 1. When vehicle rentals are necessary, the Town of Centreville encourages employees to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. The Town of Centreville will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.
 2. Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.
- e. Parking and Tolls – original receipts are required for reimbursement for parking and tolls.

- f. Miscellaneous Transportation. Original receipts are required for taxis, bus, subway, metro, ferry, and other modes of transportation.
- g. Lodging – Lodging reservations should be made using the Town’s credit card account. Only room charges are to be charged to the Town’s credit card account. All other room purchases will be made with the employee’s personal card and receipts may be submitted to determine if reimbursement is applicable.

8. Non-reimbursable Travel Expenses

The following items are not considered reimbursable by the Town.

- Alcohol
- Airline club memberships.
- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by employee’s failure to cancel travel or hotel reservations in a timely manner.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry, dry cleaning and pressing of clothes.
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Valet Parking – unless the only available parking option
- Other expenses not directly related to the business travel.