



**Luke A. Bronin**  
**Mayor**

**POLICY NO:** 015  
**DATE:** February 1, 2018  
**DISTRIBUTION:** Affected Personnel  
**SUBJECT:** Overnight Travel and Expense Reimbursement

**I. PURPOSE:**

The purpose of this memorandum is to establish the City's guidelines for City employees' travel reimbursements and other expenses incurred while conducting City of Hartford business, which includes professional training. To expedite administrative processes and to compensate employees for personal inconvenience and absence from home, this policy introduces per diem reimbursements where appropriate.

**II. RESPONSIBILITY:**

It shall be the responsibility of all City employees to comply with the provisions of this policy. It shall be the responsibility of the traveler's department head to ensure that expenses are within general fund appropriations and that the program attended and time spent are in the best interest of the City and represent a reasonable professional development opportunity.

**III. IT IS THE POLICY OF THE CITY OF HARTFORD:**

- i. All business travel must be approved by the traveler's Department Head in advance of travel and prior to incurring expenses.
- ii. Every effort should be made to make advance travel arrangements to minimize cost to the City.
  - i. Airline tickets should be purchased at the lowest available commercial rate.
    - i. Upon return, an original airline ticket, itinerary, or receipt shall be submitted with the Travel Expense Reimbursement Form. The documentation should clearly show the date, points of departure and arrival, and the total amount paid.
  - ii. A reimbursement shall be provided for expenses such as shuttle, car service, or taxi fares to and from airports and tips, etc., where public transportation is not practical. This includes transportation between hotels, airports, and meetings, costs due to stopovers, and other appropriate travel-related expenses. Receipts are required.

- iii. The use of rental vehicles shall be authorized only when less expensive transportation is not available. When a rental is necessary, employees should purchase insurance coverage offered by the rental agency,
- iv. Employees shall be reimbursed for use of a personal vehicle on business travel if it is less expensive than alternate transportation. For a business-related use of a personal vehicle, the City will reimburse at a rate consistent with Federal IRS approved highway mileage guidelines. Tolls and reasonable parking expenses will be reimbursed in addition to mileage.
- iii. Reimbursement for comfortable, reasonably priced lodging shall be provided. Employees shall seek non-profit or corporate rates when making reservations.
  - i. Travelers shall submit an original, itemized hotel bill with the Travel Expense Form.
- iv. Reimbursement for meals on a per diem basis shall be provided when an employee is traveling and an overnight stay away from his or her home is required.
  - i. Employees will be reimbursed for meals provided that the per diem rate for the meeting location established by US General Services Administration (GSA), available at [www.gsa.gov](http://www.gsa.gov), is not exceeded. No receipts are required under these circumstances as using GSA per diem rates is not a reportable event under IRS regulations.
- v. A \$15.00 per day reimbursement shall be provided for incidentals. No receipts are required.
- vi. Upon return, the actual travel expenses must be entered next to the estimated figures on the original Travel Expense Form used for the estimated approvals and approved by the traveler's Department Head.
- vii. Employees must submit their receipts or other substantiating documents to the City within 60 days. Failure to abide by this rule will render them ineligible for reimbursement for those particular expenses.
- viii. Any money reimbursed for expenses incurred for activities falling outside the scope of this policy will be considered taxable income to the employee and the City will report it on the employee's W2 unless returned to the City within 60 days.