



Luke A. Bronin
Mayor

POLICY NO: 016
DATE: February 1, 2018
DISTRIBUTION: Affected Personnel
SUBJECT: Same Day Travel and Expense Reimbursement

I. PURPOSE:

The purpose of this memorandum is to establish the City's policy regarding expenses for attendance or travel related to training, conferences, meetings or functions which advance professional knowledge or provide opportunities to conduct business related to City operations and issues.

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. Expenses incurred by employees while on same day travel to conduct business and attend meetings for official City business are reimbursable.
- ii. City vehicles shall be used whenever practical for official business. Reimbursements for fuel, parking, tolls and necessary repairs will be honored with appropriate documentation.
- iii. An employee shall be reimbursed for use of a private vehicle when other means of transportation are not feasible or the use of a private vehicle better serves the City's purposes.
 - i. The employee will be reimbursed at the current approved mileage rate, plus parking and toll fees if documented. The mileage rate will be the rate published the Internal Revenue Service (IRS) in Publication 535, Business Expense, which is available at <http://www.irs.gov/pub/irs-pdf/p535.pdf>. Employees should consult with the City's Department of Finance with any questions about the mileage rate.

- ii. Employees using their private vehicle for local travel in the daily performance of their jobs will be reimbursed at the current vehicle mileage rate. All mileage reimbursements must be reported to the Dept. of Finance using appropriate forms and documentation.
- iv. Employees shall be reimbursed for the costs of business meals if properly documented.
 - i. Receipts shall be attached to the appropriate form and include a by-name list of all persons involved in the meal and the reason for the meal.
 - ii. Employees are encouraged to consult with their supervisor or Department Head when planning business meals.
 - iii. There will be no reimbursement for same day local travel (when an employee leaves and returns on the same day).
- v. Employees shall be reimbursed for telephone, internet fees, FAX charges, or computer hook-ups related to City business when appropriate documentation including the parties and numbers involved and the reason for the call is provided.
- vi. Where it is determined that a seminar, workshop, or training is essential to staff development of five or more employees, the department shall investigate the option of bringing the trainer on site instead of authorizing employees to travel to an off-site location.
 - i. The department shall also explore the practicality of fulfilling the desired staff development through the use of teleconferencing when these options are cost-effective.
 - ii. Departments shall give first preference to City-owned facilities. For meetings of policy, advisory or supervisory boards and commissions, the selection of a meeting site shall reflect the policy that a public body conducting public business shall take care that public funds are expended properly.