

## **City of Jackson Travel Policy**

### **POLICY STATEMENT**

1. City of Jackson employees may charge and/or request reimbursement for travel-related expenses incurred for City related business activities. Travel rates, per diems, and regulations are based on State of Tennessee Policy 8 allowable Standard Reimbursement Rates (Administration, 2022).

### **PURPOSE**

2. The intent of the policy is to establish guidelines for the process of travel cost coverage related to City business activities. To ensure that the employee will be compensated fairly and appropriately. To ensure that the City only pays out legitimate expenses.

### **RESPONSIBILITY**

3. Department heads are ultimately responsible to ensure the following:
  - a. Funding allotment is available in current budget line item.
  - b. Travel/Training request form is complete with cost estimate and Mayor Signature.
  - c. Estimates are per current State rates.
  - d. Submission of Travel cost, pay requests, invoices, and receipts to Accounting prior to travel.
  - e. Confirm "Employee Payroll Deduction Authorization Form" is attached.

### **Exclusions**

4. If employee combines personal activities with business activity travel, City will only cover business activity portion.
5. Spouse/Companion/Family member are acceptable to travel with employees at their own cost. City will not cover any personnel cost, including meals. Meal receipts should only account for employee portion for reimbursement.

### **Travel Advances**

6. City only approves Travel advance during extreme circumstances.
7. No advance travel for cost below \$100.00.
8. Attach an "Employee Payroll Deduction Authorization Form" to every Travel Advance Request.

### **AIR TRAVEL**

9. Department heads may set their own policy for air travel reservations through designated state travel agency, directly through on-line booking service, or directly with airlines.
10. City will only cover cost of coach class tickets only, advance discounted tickets when available.
11. Ticket purchase is to be conservative, as possible. Lowest cost available should be selected when practical.
12. Airline baggage fee for up to 2 bags will be reimbursed

### **Lodging**

13. Lodging reservations should be made using City of Jackson Travel card.
14. City will reimburse lodging per Reimbursed Rate Schedule. Attach Itemized receipts to Reimbursement request form. If shared room, divide cost unless one person paid full cost
15. Out of state lodging will be reimbursed using the U.S. General Services Administration CONUS (Continental United States) rates provided by the federal government. To view the CONUS rates, access the Department of Finance and Administration web page at <http://www.tennessee.gov/finance/>. Click on Division of Accounts;

then scroll to Policy Development where there is a direct link to the GSA CONUS rates. Use CONUS standard rates for all locations within the continental United States not specifically shown on the CONUS web page as a listed point.

## VEHICLES

16. No receipt required for reasonable taxi fare cost for travel between lodging and meeting place. It is expected that bus, limousine or light rail service will be used when available to and from airports
17. Reimbursement at standard mileage rate per State.
18. Follow instructions provided with vehicle in event of breakdown, emergency repairs, etc.
19. Parking charges reimbursed at standard rate per State. Receipt is required.
20. Use most direct or expeditious route possible.
21. If city vehicle is driven, driver must provide proof of valid driver license. If using personal vehicle, proof of insurance is to be turned in prior to travel advance request submission

## MEALS

22. Maximum per diem rates fixed rates for meals and incident expenses. M&I rate payable to traveler without expense receipt. Covers miscellaneous cost such as baggage handling tips, phone calls to home, etc. Determined by location of traveler's lodging. Available of General Services Administration website. Standard rate of CONUS (may change Oct 1 per year).
23. Standard Reimbursement  
per Diem \$59.00 per day (Breakfast \$13, Lunch \$15, Dinner \$26.00, Incidentals \$5.00(tips etc.)). First & 1st day of Travel \$44.25. May change per State rates.  
Lodging In-State = \$96.00, Out-of-State is per CONUS according to location
24. Department Head and Board members (Council)  
Per Diem same as Standard  
Lodging In-State = \$106.00, Out-of-State is per CONUS according to location
25. Reimbursement for a single meal (or meals) for employees on one-day travel status with no overnight stay is not permitted.
26. If meals are provided as part of training, meal is deducted from per diem for that day.

## Reimbursement

27. Employees should submit claims for reimbursement for travel expenses no later than fourteen (14) days after completion of travel.

## Cancellation

1. If travel is cancelled, it is the employee's responsibility to cancel all reservations and request refunds. Employee is responsible to payback all advance travel. If Employee fails to do such within 14 days of cancellation, or is released from City employment prior to traveling, the outstanding funds will be deducted from Employee paycheck per "Employee Payroll Deduction Authorization Form".

  
Mayor Scott Conger

  
Date

## References

Administration, D. o. (2021, 12). *Policy 8 - Comprehensive Travel Regulations*. Retrieved from [https://www.tn.gov/content/dam/tn/finance/documents/fa\\_policies/policy8.pdf](https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf)

**EMPLOYEE PAYROLL DEDUCTION AUTHORIZATION FORM**  
*For Travel Expenses*

**Employee Name:** \_\_\_\_\_

**Deduction Effective Date:** \_\_\_\_\_  
(date the per diem was received)

**Payroll Deductions:** \$ \_\_\_\_\_  
(amount of the per diem)

I agree that my net pay will be reduced by the amount of my deduction as checked and indicated above in the event of termination of employment or failure to submit a travel claim.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_