

# **PLAINFIELD MUNICIPAL UTILITIES AUTHORITY**

## **BUSINESS TRAVEL AND REIMBURSEMENT GUIDELINES**

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### **Purpose**

This document establishes the guidelines that govern official travel by PMUA Commissioners, Officials and Employees of the Authority, and the payment and reimbursement of expenses incurred while traveling and during the conduct of official PMUA business. This business travel and reimbursement guideline supersedes all previous business travel and reimbursement guidelines.

### **Applicability**

Official business travel is authorized travel for training and/or the conduct of other official PMUA business. It is PMUA policy to pay for ordinary, necessary and reasonable travel expenses, hotel accommodation and per diem (meals & incidental expenses) associated with such travel.

### **Business Travel Limitations and Authorization Requirements**

**Board Members:** Members of the Board of Commissioners shall be limited to attendance at no more than three (3) out of state conferences per year where air travel is required. However the Board may, in its discretion, authorize additional travel when it deems that greater representation is advisable.

**Employees:** Employee travel limitations shall be at the direction and discretion of the Executive Director and as limited by the availability of budgeted funds.

**Business Travel Authorization:** All official business travel by Members of the Board of Commissioners and travel by the Executive Director shall be approved in advance by the Chair of the Board of Commissioners. Travel authorization for all other PMUA employees shall be approved in advance by the Executive Director.

### **Pre-Payment of Business Travel Expenses**

The PMUA shall provide payment advances to the traveler and/or prepayment of anticipated business travel expenses. Travel Advances are payments paid directly to the traveler, including authorized Per Diem amounts, to cover "anticipated" out-of-pocket expenses in advance of travel. Prepaid Expenses shall involve expenses paid by the PMUA on behalf of a traveler for an approved business trip in advance of travel. Prepaid expenditures will be treated as a travel advance to the employee. All travel advances and prepaid expenses must be accounted for by the employee within ten (10) days of the traveler's return by submitting the appropriate expense report and support documentation accounting for use of funds and returning any unused funds.

### **Reimbursement of Business Travel Expenses**

When prepayment of expenses is not made and the individual has outstanding out-of-pocket expenditures eligible for reimbursement from PMUA funds, the employee shall submit the appropriate expense reports and complete documentation within ten (10) days of return for approval for reimbursement.

**Transportation:** All commercial carrier transportation costs which are not prepaid by the PMUA must be approved in advance by the individual authorizing the travel to qualify for reimbursement. Reimbursement for the use of private vehicles shall be approved in advance of travel and will be subject to a standard mileage allowance (including gasoline) based on direct route mileage. Tolls and reasonable parking charges, as set forth in appropriate receipts, will be reimbursed.

**Automobile Rental:** Cost for vehicle rentals is reimbursable, when approved in advance of travel. Reimbursable costs include daily rental fees, mileage fees, gasoline charges and tolls.

**Hotel Accommodations:** All reasonable expenses for required lodging, meeting rooms and other accommodations during the stay and for the conduct of business shall be reimbursable. Reasonableness of accommodations shall be as determined by the individual authorizing the travel.

**Meals & On-site Incidentals:** Reasonable expenses incurred for ordinary and necessary business entertainment, including food, beverages and social or recreational activities and other on-site incidental expenses incurred while traveling pursuant to this policy shall be covered under the established Per Diem payment schedule up to the following maximum:

|                                     |                       |
|-------------------------------------|-----------------------|
| Commissioners & Executive Director: | \$ <u>140</u> per Day |
| Other Executive Officers            | \$ <u>125</u> per Day |
| Superintendents                     | \$ <u>100</u> per Day |
| Managers & Supervisors              | \$ <u>75</u> per Day  |
| Other Employees                     | \$ <u>50</u> per Day  |

**Participation and Registration Fees:** Conference related memberships, registrations and other fees are reimbursable if not prepaid by the PMUA. Reimbursement claims with support documentation shall be submitted for approval with the traveler's expense report.

**Other Miscellaneous Expenses:** Other reasonable on-site business expenses that are also eligible for approval for reimbursement with supporting documentation (e.g. reasonable family and business telecommunications, baggage handling and storage fees, clerical services, laundry expenses necessitated by prolonged travel, certain tips and gratuities).

**Non-reimbursable Expenses:** Those expenses incurred which are non-business related nor required in the ordinary course of business, and which are normally non-reimbursable based on accepted industry practice (e.g. personal expenditures, gifts, non-business related entertainment, loss or damage to personal goods, accident insurance, co-travel expenses with spouses, family members and/or guest, etc).

### **Travel Reporting Requirements:**

All official business travel must be appropriately requested and approved in advance by the by individual authorizing the employee travel.

When travel expenditures (or claims for reimbursement) are made, all employees are required to complete and submit the PMUA Travel Expense Report Voucher accompanied by original receipts and/or other required support documentation for review and approval no later than ten (10) days following the return of the employee.

Other specific written or verbal reports may be required, as requested, by the individual authorizing the employee travel.

