

**RESOLUTION NO. 4293**

**A RESOLUTION REVISING CITY OF MILES CITY PERSONNEL POLICY REGARDING TRAVEL**


*WHEREAS*, the City of Miles City has established certain personnel policies for employees of the City of Miles City, which are set forth in the City of Miles City Personnel Manual;


*AND WHEREAS*, the City Council finds that certain revisions to such policies should be adopted;

**NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:**

1. That the following revised policy, attached hereto as Exhibit "A," is hereby approved and shall replace existing policy in the City's personnel policy manual: Travel
2. Such changes to the policy shall become effective immediately upon the passage of this resolution.

**SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 12<sup>th</sup> DAY OF NOVEMBER, 2019.**

  
John Hollowell, Mayor

ATTEST:  
  
Lorrie Pearce, City Clerk



**CITY OF MILES CITY  
PERSONNEL POLICY**

Section #6

Workplace  
Standards

Effective:

03/24/2015

Last Revised:

11/12/2019

**Travel**

**Resolution # 4293**

**This policy supersedes all previous policies and/or handbooks published by the City of Miles City. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.**

**Introduction**

Traveling is a necessary operation of city government. However, city departments should always remember that travel expense could be a major budget consideration if it is not properly managed. Departments must always be aware of the need for efficiency and economy in travel. The responsibility for adhering to the laws and providing effective managerial control rests with each employee. Unless covered by a separate section of statute, all elected officials, appointed members of boards, commissions, or councils, department directors and all other city employees are subject to this policy. To the extent practical, the City policy mirrors the travel policy in place for employees of the State of Montana.

**Travel Requirements**

When considering travel the following requirements apply:

- A. The Mayor must approve all out-of-state travel in advance.
- B. The employee's immediate supervisor must approve all other travel.
- C. Each department shall hold to the absolute minimum the number of personnel attending a function requiring travel.
- D. Lodging expenses are to be kept as low as possible and every effort will be made to obtain government rates.
- E. Transportation costs will be kept as low as possible and time away from regular work will be minimized as much as possible.
- F. The least expensive class service available for all commercial air travel will be used.
- G. Employees traveling by car will adhere to all applicable traffic laws.
- H. The Department Director or the Mayor will approve all travel plans, in advance.
- I. If an employee travels each day from home to work, that is not considered a travel status for the purposes of this policy.

**Commercial Airline**

- A. Travel by commercial airline is allowed if the cost of such travel is less than by ground transportation and /or if it is a situation where the time away from the worksite for the employee needs to be kept to a minimum.
- B. Department Directors or the Mayor will approve all commercial air travel.

### Use of City-Owned or City-Leased Vehicles

- A. Employees subject to emergency call out because they work in a 24-hour, seven day per week Department will be allowed to take city-owned vehicles home.
- B. City owned vehicles may be available for out-of-town travel and city fuel credit card shall be used for fuel purchases.
- C. The employee who is in charge of the city-owned vehicle is responsible for insuring that proper maintenance is completed on the vehicle.

### Use of Personal Vehicles

- A. Employees will receive a mileage reimbursement for use of a personal vehicle for City business when:
  - 1. No city owned vehicle is available for travel; and,
  - 2. The use of a personal vehicle is considered to be in the best interest of the City.
- B. Exceptions:
  - 1. An employee may opt to use his or her own vehicle when a city-owned vehicle is available but is in that case will receive ~~will receive~~ one-half the current approved state rate, as reimbursement.
  - 2. Department employees who are subject to emergency call out and work in a 24-hour, 7 day per week Department, may opt to use their own vehicle for city work. In this case the employee will receive a monthly stipend based upon an average number of work miles driven per month. That average will be reviewed yearly and will be based upon a log kept for a specified period of time as mutually agreed to by the Mayor and employee. The stipend will be based upon the approved state mileage rate and will not include mileage between the work place and home.
- C. Employees who choose to use a personal vehicle for city business and there is reimbursed mileage, the employee must comply with liability protection provisions of Section 61-6-3, MCA, and must be aware of personal vehicle usage liability.
- D. City mileage rates will be adjusted when the State of Montana changes their mileage rates.

### Private Rental Agency Vehicle Contract

These costs are not allowed by the city unless it is a road emergency, and then reimbursed only following contact and approval by department director.

### Meal Allowances

- A. To be eligible for a meal allowance while traveling on City business, the employee must be in a travel status for more than 3 continuous hours and be at least 15 miles from the work site or home, whichever is closer.
- B. May not request reimbursement for meals included in the cost of a conference/training registration that is paid by the City or for meals provided by the City or another governmental entity.
- C. Meal Allowance Time ranges. In order to claim a meal allowance, the employee must be in a travel status for more than three continuous hours within one of the following time ranges:

<u>Time Range</u>	<u>Meal Allowed</u>
12:01 a.m. to 10:00 a.m.	Morning Meal
10:01 to 3:00 p.m.	Midday Meal
3:01 p.m. to Midnight	Evening Meal

- D. Each time range must be considered separately when applying the more-than-three-continuous-hour rule. More than three continuous hours in any one-time range is at least 181 minutes.
- E. Reimbursement will be at state meal rates as published.

#### **Reimbursement for Receipted Lodging**

- A. The City adopts the state reimbursement for actual out-of-pocket lodging expenses, including room tax, up to the maximum amounts set by this policy, for in-state and out-of-state travel and changes those rates when the state amends their rates.
- B. The following costs are allowed for reimbursement. In order to claim reimbursement, original receipts must be attached from a licensed lodging facility to the City Travel expense voucher. Other receipts, such as credit card receipts, are not acceptable.
- C. If an employee is traveling with their non-city-employed spouse, the lodging rate claimed must reflect only the rate for one person. The single-occupant rate should be noted and marked as such on the receipt.

#### **In-state Travel - Receipted Lodging**

- A. The maximum lodging reimbursement rate for in-state travel is not to exceed standard state lodging rate as published, unless lodging is in of the high cost areas. Current rates are to be obtained at the following website: <https://sfsd.mt.gov/SAB/EmployeeTravel>
- B. Exceptions, when lodging is secured at the convention or training site, the prevailing room rate for that site, will be paid by the city.

#### **Out-of-State Travel Receipted Lodging**

The maximum lodging reimbursement rate for out-of-state travel is not to exceed the standard in-state lodging rate as obtained under the "In-state Travel - Receipted Lodging" section above unless the city is in a high cost area. The out of State high cost areas are available on the federal GSA website. If the city is not listed on this table but the county is, the lodging rate listed applies in the entire county. If neither the city nor the county in which the city is located are listed, then the standard rate should be used for that area. To find the GSA website go to: <https://sfsd.mt.gov/SAB/EmployeeTravel> Click on the "Federal Lodging Rate Guidelines" and select the state you will be visiting.

#### **Reimbursement for Non-Receipted Lodging**

It is the policy of the City of Miles City that it will not reimburse an employee in a non-receipted facility.

Exceptions:

In some instances; lodging is provided at no charge. In these instances, you can claim lodging expenses of \$12.00 per night. Examples include:

- E. Lodging is provided on campus for industry or government seminars;
- F. Lodging is included in the registration fee.
- G. Employee stays with family or friends.

### **Use of City Credit Cards in Travel**

- A. City credit card will be used for lodging purchases only.
- B. City fuel card will be used for fuel when traveling in a City vehicle

### **Travel Advances**

- A. Travel advances are available by completing the Travel Advance Request and detailing the travel plans and costs, with proof of registration attached.
- B. Total costs must be at least \$50.00
- C. The Travel advance form must be received by the City Clerk's office at least ten days before it is needed.

### **Travel Voucher Process After Travel**

- A. A Travel Expense voucher will be completed and signed by the employee after travel ends. The voucher must have the agenda of the conference/training attached if a travel advance was not requested.
- B. The voucher will be reviewed and approved by the Department Director or Mayor.
- C. No more than two vouchers will be processed per month.
- D. Reimbursements due the city will accompany the voucher.