

**TOWN OF WHITE HALL  
RESOLUTION 14-001**

**A RESOLUTION OF THE TOWN OF WHITE HALL, A WEST VIRGINIA  
MUNICIPAL CORPORATION, PROVIDING FOR AND ADOPTING A TRAVEL  
POLICY FOR OFFICIALS, EMPLOYEES, AND NON-EMPLOYEES REPRESENTING  
THE TOWN OF WHITE HALL**

WHEREAS, the Town of White Hall has grown since its incorporation and has several full-time and part-time employees and non-employees who represent the Town of White Hall at various times and for various reasons;

WHEREAS, it is in the public interest, and in the interest of the Town to develop and adopt rules and regulations governing employee relations, benefits, and policies;

WHEREAS, West Virginia Code §8-11-1 authorizes the Town to make and pass all needful ordinances and rules and regulations; and

WHEREAS, Council finds said that is in the best interests of the Town to adopt a travel policy.

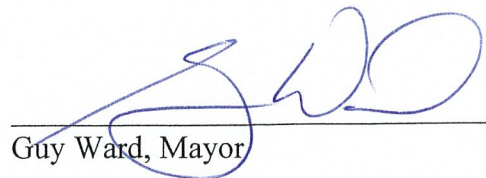
**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF WHITE HALL AS FOLLOWS:**

**SECTION 1.** This TRAVEL POLICY governs all in-state, out of state and international travel (referred to as "travel"), for all officials, employees and non-employees when representing the town of White Hall, WV.

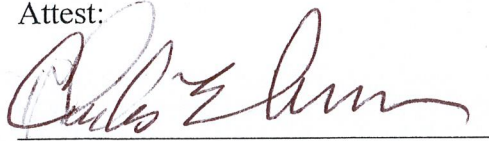
**SECTION 2. AUTHORIZATION:** The Town Council hereby signifies upon passage of this Resolution that it adopts the attached Travel Policy, as it may be amended from time to time by West Virginia Code,

**SECTION 3. EFFECTIVE DATE.** This Resolution shall take effect immediately.

Passed by the Town Council this 24<sup>TH</sup> day of March, 2014.

  
\_\_\_\_\_  
Guy Ward, Mayor

Attest:

  
\_\_\_\_\_  
Recorder

# Travel Policy

This policy is based on the guidelines of the West Virginia State Travel Policy.

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This policy governs all in-state, out of state and international travel (referred to as “travel”), for all officials, employees and non-employees when representing the town of White Hall, WV.

## Section 1. Authority and Responsibilities.

- 1.1 Authority to manage, approve or disapprove travel and travel related expense is delegated to town officials (council members). Reimbursements of \$75 or less incurred as a result of normal employee duties within a one week timeframe may be approved by two of the following positions: Mayor, Treasurer, and/or Recorder.
- 1.2 Travel may only be authorized for official business and only if the town has the financial resources to reimburse the traveler for travel expenses.
- 1.3 The traveler’s expense form shall be audited and signed by two of the following positions: Mayor, Treasurer, and/or Recorder.

## Section 2. Travel Regulations.

- 2.1 Approval to travel shall be secured **in advance** by the employee in accordance with these regulations. Under no circumstances should an employee, nonemployee, or official travel without proper approval by town officials.
- 2.2 Employees are responsible for submitting an Expense Form with all supporting documents within 5 business days.
- 2.3 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant where they differ from those contained in this policy. Additionally, reimbursement of travel expenses for Contractors shall be governed by the established contract of the Contractor, where they differ from those contained in this policy. This policy shall govern, otherwise.
- 2.4 In regards to PCard transactions, employees, nonemployees and officials are responsible for submitting all original, required receipts for travel to the PCard coordinator in accordance with the PCard Program policy.

## Section 3. Transportation.

### 3.1 Air Travel

- 3.1.1 Air Travel must be purchased using the PCard wherever possible. Allowable reimbursement only includes the actual cost for the least expensive logical fare via the most direct route, or reasonable alternative route if it results in a lower fare.
- 3.1.2 In order to receive reimbursement, the traveler must submit the original, detailed invoice from the airline or booking service. Refundable or unused airline tickets shall be returned immediately to the ticket issuer for proper credit or refund.
- 3.1.3 If changes in travel plans are approved by officials, any increase in the cost of airfare will be reimbursable. Increased costs resulting from traveler negligence will be considered a personal expense of the traveler and will not be reimbursed.
- 3.1.4 Deliberately causing increased costs or delays to obtain personal benefits is prohibited. In addition, conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit or personal airline tickets, or any other similar action is prohibited. Any credits, rebates or refunds resulting from these actions must be returned to the Town of White Hall.

### 3.2 Ground Transportation

- 3.2.1 As approved, the traveler may use a town owned, privately owned, or a commercial rental vehicle for ground transportation. It is preferred that a town owned vehicle be used wherever possible.
- 3.2.2 The traveler must possess a valid operator's license if operating a vehicle. The traveler is personally responsible for any fines or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines or penalties shall not be reimbursed.
- 3.2.3 In cases where traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in transit expenses (mileage, hotels, parking, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport.

### 3.3 Privately-Owned Vehicles

- 3.3.1 Reimbursement will be made at the prevailing rate per mile established by the IRS. Miles reimbursed must exclude daily commuting mileage, and are for miles traveled using the shortest practical route to the point of arrival at the traveler's destination. This rate is intended to cover all operating costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc.) and no additional reimbursement will be made.

- 3.3.2 Receipts are not required for mileage reimbursement when using a privately owned vehicle, however, a log or GPS/Map service generated mileage total must be submitted with the expense report to verify mileage.

### **3.4 Commercial Rental Vehicles**

- 3.4.1 A commercial rental vehicle should only be used when a temporary need arises, a town vehicle is unavailable, and the cost will be less than the reimbursement associated with a privately owned vehicle. Only the employee renting the vehicle is allowed to operate the vehicle.
- 3.4.2 The Purchasing Card is the only acceptable method of payment when renting a vehicle. Reimbursement is allowed only with prior appropriate approval.
- 3.4.3 The Purchasing Card provides Collision Damage Insurance at no cost for rentals up to 31 days.
- 3.4.4 The Purchasing Card does not cover the rental of trucks, campers, off road vehicles, trailers, motorized bikes, motorcycles and motorized scooters, antique cars, high value, special interest and exotic cars, or vans that seat more than eight occupants.

No other insurance or insurance like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.

- 3.4.5 Receipts or documentation are required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs, with receipt. Receipts must be attached to expense report. Travelers must return rental cars with full tank of fuel. Refueling costs will not be reimbursed if you are charged refueling charges by the car rental agency.

### **3.5 Rail Service**

- 3.5.1 Travelers are expected to make advanced bookings for rail service and use the least expensive logical fare via the most direct route or other reasonable route that results in a lower fare.
- 3.5.2 Receipts and documentation are required for reimbursement of rail service expenses.

### **3.6 Miscellaneous Ground Transportation**

- 3.6.1 When courtesy transportation is provided by a hotel, motel, or other service facility, the traveler is encouraged to use such service.
- 3.6.2 Travelers may be reimbursed for taxi, bus and other forms of public transportation. Receipts are required for amounts totaling more than \$20 per transaction. All effort should be made to use a PCard for all transactions. In all cases of PCard use, a receipt is required.

## Section 4. Lodging

### 4.1 Reimbursement

- 4.1.1 Travelers are expected to make advanced bookings for lodging and should always use the Purchasing Card to make reservations where possible. Receipts are required for all lodging. A detailed invoice or folio shall be the document utilized for reimbursement and PCard transactions. Allowable reimbursement for lodging shall include the actual expense for overnight accommodations and all applicable taxes and surcharges. Employees are reimbursed for lodging **up to the maximum per diem established by the federal government**. Travelers may request reimbursement above the per diem, not to exceed 300 percent of the maximum per diem allowance. Request for reimbursement above the per diem allowance should be made in advance of travel. Reimbursement above per diem after travel may be granted with approval of officials (council).
- 4.1.2 Travelers shall secure the lowest rate available at a reasonably priced facility. Certain hotels and motels offer special reduced rates to government employees and should be utilized where available.
- 4.1.3 Reimbursement for a single occupancy shall be at the least expensive single room rate available.
- 4.1.4 The location of the lodging facility should be as convenient as possible to the place where business is being transacted. The meal per diem is based on the temporary duty location as designated by gsa.gov (US General Services Administration). If lodging is not available at the temporary duty location, the agency may authorize or approve the maximum per diem rate for the location where lodging is obtained.
- 4.1.5 For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations.
- 4.1.6 If an increase in the lodging charge is incurred, the change is reimbursable if approved by officials to change travel plans, or if extenuating circumstances occur. Charges incurred due to the traveler's failure to notify the facility will be considered the personal expense of the traveler.

## Section 5. Meals.

- 5.1 Meal expense reimbursement is based on the temporary duty location and **is not to exceed the maximum per diem established by the federal government** (gsa.gov [US General Services Administration]). Alcohol and entertainment expenses are specifically excluded. If a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar. Meal reimbursement is allowed when lodging is listed as 'gratis' or "no charge." Travel day per diem is  $\frac{3}{4}$  of the established per diem. This includes the first and last day of travel.



- 5.2 Employees, non-employees, and officials shall only be reimbursed the cost of meals when there is an overnight stay.
- 5.3 When meals are provided for the traveler, the traveler's maximum daily rate shall be reduced by the appropriate amount.
- 5.4 Meal and incidental rates vary by location. Examples of incidentals are reasonable fees and tips given to porters, baggage carriers, bellhops, hotel maids, etc.
- 5.5 Meal expenses for a single day travel are not reimbursable. Single day travel is travel without an overnight stay and will not qualify a traveler as being away from home for purposes of receiving non-taxable meal reimbursement.

## **Section 6. Registration Fees.**

- 6.1 Fees or charges for attendance at conferences, meetings, seminars, or workshops, as well as event related materials, are reimbursable. Reimbursement for registration fees at meetings or conferences is allowable and must be supported by a receipt. Employees should verify acceptable payment methods with the conference prior to attending. Registration fees should be charged to the employee's purchasing card.
- 6.2 Receipts are required for reimbursement.
- 6.3 The traveler will not receive an allowance or reimbursement for lodging or food included in registration fees.
- 6.4 If a cancellation charge is incurred, the charge is only reimbursable if the traveler is directed by officials to change travel plans, or if other extenuating circumstances arise. Charges incurred as a result of the traveler failing to notify the event sponsor will be considered a personal expense.

## **Section 7. Other Expenses.**

- 7.1 Travelers may incur miscellaneous business related expenses for which reimbursement may be made, if appropriate. Receipts are required for any individual expenditure. Some examples include internet connection charges, communication expenses, currency conversion, Guides and interpreters, Tolls, Garage and Parking Fees, Baggage storage, and Laundry and dry cleaning when employees are in travel status for more than seven days.
- 7.2 Non-reimbursable travel related expenses include the cost of passports and personal flight or baggage assistance. Exceptions must be approved by officials.
- 7.3 Employees traveling in other countries should report their expenditures in United States dollars.

## **Section 8. Form of Payment for Travel.**

- 8.1 The Purchasing Card should be used wherever possible. Receipts for all transactions are required.
- 8.2 Personal expenses should not be included in Travel expenses. Items such as Movie rentals or Room service are not approved for reimbursement. Proper documentation should accompany all transactions.
- 8.3 The Purchase Card should not be used to obtain cash, cash credits or cash advances. Any request for cash **must** be made prior to traveling, and approved by officials.

## **Section 9. Reimbursement Form.**

- 9.1 Travelers must use the Town of White Hall, WV Expense Form to reconcile all travel related expenses.

## **Section 10. Exceptions.**

- 10.1 Any exceptions to this policy must be documented in writing and approved by officials.

## **Section 11. Travel Request Form.**

- 11.1 Any employee, nonemployee, or official who wishes to travel, must complete the Town of White Hall, WV Travel request form and submit it for approval by officials (council).

**Town of White Hall, WV Expense Form**

Travel Date	Mileage	Rate	Description of Travel/Town Business		Approval Initials
Per Diem Start Date	Per Diem End Date	Rate per Day	Total Days of Per Diem	Description of Travel/Town Business	Approval Initials
Date of Misc Expense	Amount of Misc Expense to be Reimbursed	Description of Misc Expense			Approval Initials

Total Reimbursement Amount: \_\_\_\_\_

Authorized Approval: \_\_\_\_\_  
 \_\_\_\_\_

I agree that the above reimbursement form truthfully reflects reimbursable expenses I have incurred.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_