

Travel Away from Home Community

Number: F-16

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1.0 POLICY

When it is necessary or desirable for employees to travel to participate in a meeting, conference, workshop, seminar, or otherwise conduct the Town's business, the Town will bear necessary and reasonable expenses relating to these activities.

2.0 PURPOSE

In keeping with the Town's merit principle and the core values of honesty, integrity, respect and stewardship, the Town believes in uniform provisions for the reimbursement of necessary expenses of all town employees who are required to travel within or outside the county boundaries for the purpose of representing the town at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their duties.

3.0 SCOPE

This policy applies to all benefit-eligible employees.

4.0 DEFINITIONS

- 4.1 **Benefit-Eligible** - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.

5.0 ORGANIZATIONAL RULES

- 5.1 Each year as a part of the budget process each department will establish an annual budget for travel and training. It is the responsibility of each Department Head to determine if the travel of any employee is necessary and reasonable.
- 5.2 Travel must be approved in advance. The Finance Department is responsible for development of a policy regarding the availability and payment of funds for the requested travel.
- 5.3 All travel requests shall be accompanied by supporting documentation for the travel, such as an agenda for the meeting/conference, a registration packet, a description of the program, or a combination thereof.
- 5.4 Only town employees may drive or ride in a town owned vehicle unless prior written approval is obtained from the Town Manager. Employees choosing to take a spouse, family members or other guests to seminars, meetings and other approved travel reasons are not eligible to submit the expenses of the additional travel partner for reimbursement.

6.0 PROCEDURES

- 6.1 Department Directors shall be responsible for ensuring compliance with this policy.

- 6.2 Employees who are designated as Non-Exempt under the Fair Labor Standards Act and approved for travel under this policy will record the hours engaged in travel to/from the travel location as hours worked.
- 6.3 Employees attending training, but riding in a vehicle as a passenger while another employee drives the vehicle, will record the time spent as a passenger on their timecard as hours worked.
- 6.3 Even if away from their home community, the employee will not record as 'hours worked' any time spent following the conclusion of the day's training event, such as a social event that may be hosted by a conference. An exception would be if the employee participates in a recognized evening event sponsored by the hosting organization. For example, a dinner meal with a Key Note speaker that is part of a normal conference agenda.

7.0 APPENDIX, APPENDICES

- None