

CITY OF CLOQUET
TRAVEL POLICY - ELECTED OFFICIAL AND EMPLOYEE

Adopted: 10/18/05
Amended: 11/21/06, 01/18/11

Purpose: The City of Cloquet recognizes that its employees and elected officials may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which both out-of-state travel and local travel will be reimbursed by the City.

General Guidelines for Elected Officials:

1. The event, workshop, conference or assignment must be approved, by motion, in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Council will consider the following:
 - Whether the elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a Council member;
 - Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials;
 - Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full Council;
 - Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a “sister-city” relationship;
 - Whether the elected official has been specifically assigned by the Council to testify on behalf of the City at the United States Congress or to otherwise meet with federal officials on behalf of the City;
 - Whether the City has sufficient funding available in the budget to pay the cost of the trip.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. The City may make payments in advance for airfare, lodging and registration if specifically approved by the Council. Otherwise all payments will be made as reimbursements to the elected official.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the City’s policy for out-of-state travel by City employees.

5. No more than two Council members will be allowed to attend the same out-of-state event.

General Travel Guidelines for all City Employees and Elected Officials:

An employee's expenses incurred while conducting City business or attending approved conferences or training are paid by the City. Expenses incurred by a spouse attending a conference or traveling with a Council member or City employee must be paid by the employee.

1. **Meals** - In accordance with the Federal Internal Revenue Code Guidelines for September 1, 2010, the maximum daily meal allowance, including gratuities, is \$46 per day. Employees may spend the daily allowance among the three meals at their discretion. If an employee is traveling for less than a full day, the following maximum meal amounts are allowed:

Breakfast	\$ 9.00
Lunch	\$ 13.00
Dinner	\$ 24.00

These amounts will automatically be adjusted if the maximum daily meal allowances in the IRS Guidelines change. This amount may be adjusted for travel outside of Minnesota or to a "High Cost Area" by the City Administrator. Meals included as part of a conference registration are not reimbursable and when the cost of a meal is included in a registration fee, there will be a reduction of the above amounts from the maximum daily reimbursement.

Liquor is not an allowable expense.

2. **Lodging** - The actual cost for lodging is paid by the City as authorized by the department supervisor or City Council. Room service, personal phone calls, movies, and other extras must be paid for by the employee.
3. **Transportation**
 - **Airline** - Airfare will be reimbursed at the coach rate.
 - **Automobile** - If an employee uses their personal vehicle, they will be reimbursed for the amount allowed by the IRS Guidelines. If two or more members of the Council or employees travel together by car, only the driver will receive the reimbursement. This amount will automatically be adjusted if the IRS Guidelines change. Please contact the Finance Director for the current rate. The City will reimburse for the cost of renting an automobile if necessary to conduct City business with prior approval of the City Council or City Administrator.
 - **Parking** - Fees will be reimbursed for the actual amount.

4. **Reimbursement** - Receipts are required for lodging, airfare, transportation, parking, and meals and should accompany an expense report form. After supervisor approval, the expense report form shall be submitted to the Finance Director for payment. The City will not reimburse any request for recreational expenses such as golf or tennis.
5. **Advance Expense Check** - All City Council members and employees are encouraged to have conference and lodging fees paid in advance by the City. If requested, and authorized by the City Council or Department Supervisor, an advance expense check or cash may be issued for estimated travel expenses.

The advance shall be issued pursuant to Minnesota Statute 471.97.

- Receipts are required for all expenses.
 - A signed reimbursement travel voucher with receipts must be submitted within 30 days of travel.
 - The City shall determine the estimated travel expense amount to be advanced.
 - Any additional reimbursement due to the Council member or employee shall be paid by the City based on the receipts submitted and policies established above.
 - Any refund from the Council member or employee shall be paid to the City within ten (10) days of submission of the reimbursement request. The refund due from the employee shall be based upon the actual receipts submitted.
 - All other provisions of this travel policy apply to determine the expenses eligible for reimbursement.
6. **Exceptions** - The City Council reserves the right to make exceptions to this policy subject to specific situations that may arise