

TRAVEL POLICY FOR TOWN OF WINFALL

It is the policy of the Town of Winfall is to pre-pay or reimburse all legitimate expenses related to officially authorized travel for Town Council, Mayor or Staff and its subordinate advisory or special board members (henceforth "Council Members"). Individuals traveling on official business are expected to exercise care in incurring expenses to minimize the cost to the Town. A Town Council member traveling on official business is expected to exercise the same care in incurring expenses that a practical person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect routes, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Council Members shall be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

Applicability

This policy shall be in effect for any Council Member, Mayor or Staff travel activity reasonably expected to incur cost to the Town regardless of duration, distance, or purpose.

Travel proposal Development

Town Council shall approve as much of its travel as possible during the annual budgeting process to facilitate more predictable spending throughout the year and minimize ad hoc requests and the budget reserve required to support them. Travel proposed during the annual budgeting process shall be accompanied by a description of the event, estimated cost, and justification and be approved in similar fashion to any other budget line item.

The following process applies to trips pre-approved during the annual budgeting process:

1. The Town Member shall develop a travel itinerary and cost estimate based on the Travel Planning and Payment Guidelines section of this policy and provide it to the Clerk for routing through the approval process outlined in Steps 2-6 below.
2. If use of a Town Owned Vehicle (TOV) is chosen as the method of conveyance (based on the criteria in Travel Planning and Payment Guidelines Para. 4 Transportation) the Clerk shall provide a copy of the travel proposal to the Town Manager who shall verify whether a TOV is available for the dates in question.
3. The Town Manager shall provide a vehicle availability memo including the following information to the Clerk within three (3) business days of the request:
 - a. Availability or unavailability of a TOV for the requested dates
 - b. Make/model/license plate number of the TOV if one is available.
 - c. Vehicle Check-In/Check-Out form to be completed at pick-up and drop-off.
4. If the estimated cost of travel is less than or equal to the amount allocated for the trip in the annual budget, no further approvals shall be required. If the estimated cost of travel is more than the amount allocated for the trip in the annual budget, the Council Member shall request

re-approval of the travel at the new estimated cost prior to departing at the next open session of Town Council.

5. If a travel advance is needed, the request must be made to the Finance Department no later than ten (10) days prior to commencement of travel to permit the processing of the request through its routine check issuing procedures. Advances shall only be paid for those items which cannot be pre-paid by the Town before the trip begins.
6. The Town Manager or their designee shall be responsible for arranging payment for all pre-payable items on the travel itinerary approved by Town Council. Members shall not make their own pre-payments.

The following process applies to all trips which were not pre-approved during the annual budgeting process:

1. The Member shall develop a travel proposal containing a description of the event, estimated cost, amount of advance funds requested (if any), mode of transportation, travel itinerary, and justification for the expenditure. Travel shall be planned, and cost estimates generated, based on the Travel Planning and Payment Guidelines section of this policy. This information shall be provided to the Clerk for routing through the approval process outlined in Steps 2-8 below.
2. If use of a Town Owned Vehicle (TOV) is chosen as the method of conveyance (based on the criteria in Travel Planning and Payment Guidelines Para. 4 Transportation) the Clerk shall provide a copy of the travel proposal to the Town Manager who shall verify whether a TOV is available for the dates in question.
3. The Town Manager shall provide a vehicle availability memo including the following information to the Clerk within three (3) business days of the request:
 - a. Availability or unavailability of a TOV for the requested dates
 - b. Make/model/license plate number of the TOV if one is available.
 - c. Vehicle Check-In/Check-Out form to be completed at pick-up and drop-off.
4. The Clerk shall provide the travel proposal to the Finance Director who shall verify whether funds remain in the Travel budget to support the proposed trip.
5. The Finance Director shall provide a funds verification memo including the following information to the Clerk within three (3) business days of the request:
 - a. Original Town Council travel budget for the year
 - b. Actual Town Council travel expenditures to-date
 - c. Anticipated remaining Town Council travel expenditures based on the trips authorized during the annual budget development process.
 - d. Anticipated Town Council travel budget balance at the end of the fiscal year if the request is approved.
6. The travel proposal, TOV memo, and funds verification memo (henceforth Travel Authorization Request) shall be presented to Town Council in an open session for approval prior to departing.
7. If a travel advance is needed, the request must be made to the Finance Department no later than ten (10) days prior to commencement of travel to permit the processing of the request through its routine check issuing procedures. Advances shall only be paid for those items which cannot be pre-paid by the Town before the trip begins.

8. The Town Manager or their designee shall be responsible for arranging payment for all pre-payable items on the travel itinerary developed by the Clerk and Council Member and approved by Town Council. Council Members shall not make their own pre-payments.

Travel Proposal Approval

Travel by the Mayor and Council Members or Staff Personal must be approved by the Town Council. Authorization shall be by majority vote in an open session and all approved travel proposals shall be signed by either the Mayor or Mayor Pro-Tempore with a note indicating the date of approval by Town Council.

(Unforeseen Travel

On occasion it may be necessary for Members to travel on a timeline not compatible with the proposal and approval process outlined above—In these cases, the following process shall apply:

1. The Member shall request use of a Town Owned Vehicle (TOV) from the Town Manager who shall verify whether a TOV is available for the dates in question.
2. If a TOV is not available, the Member shall calculate the estimated cost of using a Personally Owned Vehicle (POV) based on the criteria set forth in the Travel Planning and Payment Guidelines Paragraph 4 Transportation section of this policy.
3. The Member shall estimate all other costs likely to be incurred according to the criteria set forth in the Travel Planning and Payment Guidelines section of this policy.
4. The Member shall provide the information collected in steps 1-3 of this process to the Town Council in written or electronic (e.g., email or text message) form.
5. Each Member shall respond individually to the requesting Council Member, Manager, and Clerk with their approval or disapproval. A simple majority approval from a minimum of three (3) responding Council Members shall constitute approval for the trip.
6. The Member shall present the same information delivered to Town Council via written or electronic form in the next open session for formal retroactive approval.

All post-travel reporting and repayment terms in this policy shall be applicable to both pre-planned and unforeseen travel.

Travel Planning and Payment Guidelines

I) Lodging

The Town shall reimburse the actual cost for nightly lodging expenses when traveling away from Town on official Town business, up to the maximum current lodging per diem rate established by the US General Services Administration (GSA) for the travel location plus applicable taxes. (For example, if a locality's GSA per diem rate is \$100 per night and its tax rate is 10%, the Town shall reimburse up to \$110 per night for lodging.) Exceptions (such as staying on-premises for a conference at a hotel priced

over per diem) shall be approved by Town Council during its travel proposal approval deliberations.

2) Meals

- a) For days where the Member is out of Town the entire day, they shall be paid at the current meals per diem rate established by GSA for the travel location.
- b) For days where the Member has traveled to or from Town the per diem is 75% of the full day per diem rate as established by GSA for the travel location
- c) Members shall not be reimbursed per diem for any meals provided as a part of another expense (e.g., continental breakfast included with a hotel stay or meals provided by a conference host as part of the registration fee). When calculating reimbursement excluded meals shall have their applicable per diem rate (based on breakfast, lunch, or dinner) subtracted from the overall per diem rate established by GSA for the travel location.

3) Incidentals

The Town shall pay the current incidentals per diem rate established by GSA for the travel location for each day of travel. Internet usage, phone usage, any personal items such as tobacco products, alcohol and alcoholic beverages, movies, movies rental, laundry services and reimbursement for property owned by motel/hotel are not reimbursed by the Town. These items are the responsibility of the Council Member.

4) Transportation

Travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the Town. When multiple modes of transportation or vendors are available Council Members shall provide a cost comparison and written justification in their Travel Authorization Request for any variance to the lowest and most reasonable cost requirement.

- a) Airfare — Tickets shall be purchased in advance by the Town Manager or their designee. Members shall fly coach on the lowest cost and most reasonable route that fits their required travel schedule. Reasonableness shall be determined by the Town Council during its travel proposal approval deliberations.
- b) Rental Car — Members shall make use of State term contracts for short term rentals whenever available. Individual Council Members shall be authorized at the standard/mid-size rate. In the event multiple Council Members share a rental they shall be eligible for a larger vehicle rate.
- c) Town Owned Vehicle (TOV) Council Members shall be authorized to operate TOVs in accordance with the Town of Hertford Driving/Vehicle Policy. Excessive "wear

and tear," evidence of smoking in the vehicle, or damage to the vehicle during use by a Council Member may result in suspension of future access to TOVs and other sanctions as determined by Town Council and allowed under law. Council Members are expected to take the same care they would with their own personal vehicle. Reimbursement for operating costs (gas, tolls, parking) is described in subparagraph (e) below.

- d) **Personally Owned Vehicle (PO V) —** Travel by POV shall be paid at the published State of North Carolina rate per mile (generally the most recent Internal Revenue Service (IRS) mileage rate). POV mileage shall be determined at the usually shortest traveled route. Use of POVs shall be approved only when the estimated cost is less than that of a rental car and a TOV is either unavailable or more expensive to operate than the cost of a POV for the planned trip.
 - e) **Fuel/Tolls/Parking —** Members should plan their travel to minimize fuel, toll, and parking expenses as feasible. Fuel should be purchased with a Town fuel card whenever possible. The actual cost of these expenses shall be reimbursed with a receipt and detailed explanation of the business purpose.
 - f) **Other (Public Transit, Taxi, etc.) —** The actual cost of these expenses shall be reimbursed with a receipt and detailed explanation of the business purpose.
- 5) **Other Expenses**
- a) **Officials of the Town shall be reimbursed for the actual cost for special expenses paid by their personal funds for such costs as airline baggage fees, parking fees, tolls, registration fees, tuition fees, special tours, convention banquets or similar events scheduled as a part of a convention or course attended. Reimbursement for these items shall be at actual cost and officials shall furnish with their travel claim an itemized receipt and a copy of the agenda or other proof to show that the special expenses claimed are legitimate. When securing registration to attend training or other meetings, upon approval of Town Council, the Town credit card or payment directly by the Town shall be made in lieu of advancing funds to the employee. All registrations must be handled in the administration office by designated personnel.**
 - b) **When tickets for banquets are purchased, room reserved, or travel provided by the Town, reimbursements shall not be paid for private arrangements unless unavoidable and approved by the Town Council.**

A final travel report must be submitted in writing to the Town Council and Town Manager and presented at the next Town Council open session. -The. Report shall contain a description of the event, synopsis of the event(s) attended, original estimated cost, actual final cost, a list of any follow-up actions, and the expected return on investment (ROI) to the Town.

Appeal

Any employee or official may appeal to the Town Council for final determination of travel authorization, reimbursement, provisions not included in this policy, or for interpretation of any portion of this policy.

Repayment

Members who agree to attend functions requiring the Town to pay advance fees shall be responsible to make every reasonable effort to achieve a full refund of those fees should they be unable to attend. In the event a full refund is not possible, the Town Council shall determine in an open session whether to hold the Council Member responsible to repay all or a portion of the unrefunded amount.

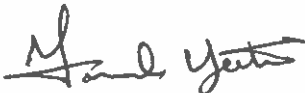
Members must reimburse the Town for any expenses incurred in violation of this policy. The Finance Director shall be responsible to notify the Town Council in writing of any suspected violations of this policy. The Town Council shall review the issue in its next open session and decide whether to hold the Council Member responsible to repay all or a portion of the amount in question.

If any Member owing repayment to the Town (as determined by Town Council) does not repay the Town prior to the next pay day, the repayment amount shall be withheld from the Member's paycheck. If the amount exceeds the Council Member's pay amount for that pay day, subsequent withholdings shall be made until the debt is repaid. Other payment arrangements (e.g., smaller withholdings across a larger number of pay checks) shall be decided by Town Council in an open session.

Monthly Report

A report of travel expenses for the Mayor and Council or Staff personal Members shall be prepared and distributed monthly to each member of the Town Council and made available to Town residents upon request.

Adopted on this 26th day of June, 2023.



Mayor



Clerk

Town of Winfall Travel Expense Report

THIS FORM MUST BE SUBMITTED IN DUPLICATE.

Part 1 - Request for Travel

Date: _____ Name: _____

Destination: _____ Purpose: _____

Depart: _____ Return: _____

Mode of Travel: _____ Advance Pay Requested: Yes ___ No ___

- I HAVE READ AND UNDERSTAND THE TOWN OF WINFALL TRAVEL POLICY. YES ___
- I HEREBY ACKNOWLEDGE THAT I MUST FILE A CLAIM FOR REIMBURSEMENT WITHIN 72 HOURS OF COMPLETION OF THIS TRAVEL. YES ___

Requestor: _____ Approving Authority: _____

Part 2 - Request for Advance Payment

Date	Miles		Registration	Lodging Max. \$100/day	Food Per Diem	Total Advance
	From	To				
Totals:						

- I HEREBY ACKNOWLEDGE THAT ORIGINAL RECEIPTS FOR PER DIEM (MEALS) AND ACCOMMODATIONS SHALL BE REQUIRED UPON COMPLETION OF TRAVEL TO SHOW THAT THESE SERVICES WERE RECEIVED. YES ___
- REIMBURSEMENT TO TOWN IS DUE WHEN CLAIM IS FILED. FORM MUST BE FILED WITHIN 72 HOURS OF TRAVEL.
- IF TRAVEL IS CANCELLED, ALL ADVANCE PAYMENT MONIES SHALL BE RETURNED WITHIN 48 HOURS OR FIRST AVAILABLE WORKDAY.

APPROVED/DISAPPROVED

Requestor: _____ Approving Authority: _____

SEE REVERSE SIDE

Part 3 - Claim for Reimbursement

Date: _____

Date & Time Departed: _____

Date & Time Returned: _____

Advance Received (from Part 2):

\$ _____

Reconciliation:

Travel: _____ Miles @ \$ _____ per mile:

\$ _____

Registration (Receipts Attached):

\$ _____

Per Diem/Food (Receipts Attached):

\$ _____

Lodging (Receipts Attached):

\$ _____

Total:

\$ _____

Due Town of Winfall:

\$ _____

or

Due Requestor:

\$ _____

- ORIGINAL RECEIPTS SHALL BE SUBMITTED FOR ALL PER DIEM AND ACCOMMODATIONS. NO CLAIM FOR PER DIEM OR ACCOMMODATIONS SHALL BE PAID WITHOUT ORIGINAL RECEIPTS. LACK OF ORIGINAL RECEIPTS, IF ADVANCE PAYMENT WAS RECEIVED, SHALL REQUIRE REQUESTOR TO REIMBURSE THE TOWN OF WINFALL THOSE MONIES UPON THE FILING OF THIS CLAIM.
- I HEREBY CERTIFY THAT THESE EXPENSES WERE ACTUALLY INCURRED AND THAT I WILL NOT NOR HAVE NOT RECEIVED REIMBURSEMENT FOR ANY OF THESE EXPENSES BY ANOTHER PARTY OR ORGANIZATION.

Requestor _____

APPROVED/DISAPPROVED

APPROVED/DISAPPROVED

Approving Authority _____

Finance Officer _____