

# Town of Meredith - Administrative Regulation

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Effective Date: January 1, 2008      Regulation No: 29  
Revision Date: January 15, 2008      Supersedes: N/A  
Approved By: Phillip L. Warren, Jr.

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## **SUBJECT: OFFICIAL MEETING & TRAINING EXPENSES**

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### **I. Purpose**

This Administrative Regulation sets forth the policy and procedures for requesting reimbursement or prepayment of expenses for travel and/or attendance at events related to one's official duties as an employee of the Town of Meredith.

This Regulation does not address travel in Town vehicles performed in the normal course of business, nor training programs purchased and delivered to employees at a Town of Meredith site.

### **II. Policy**

All travel must be official in nature. All seminars, meetings, etc. must be related to the performance of the employee's assigned or anticipated duties. Funds must be available in the adopted budget.

**Approvals** – Employees must obtain the required approval prior to registering for, or attending, meetings or trainings in accordance with the following guidelines:

- A. **Department Head & Administrative Services Director** – All reimbursable expenses.
- B. **Town Manager & Administrative Services Director** – All overnight travel; any conference/training fee above \$1,000.
- C. **Administrative Services Director** – Any registrations, lodging requirements, and travel plans should be coordinated via the Administrative Services Department.

Occasionally, emergencies (*e.g.* police investigations) or incidental expenditures (*e.g.* local mileage) may warrant reimbursable expenses without prior approval.

**Travel Expenses for Meetings/Trainings** – Application for travel expenses must be made on a copy of the form that was initially approved. Reimbursement is only for the actual expenses incurred; receipts must be furnished for all claims. Travel expenses may be paid by personal or Town funds. If personal funds are used, no reimbursements will be made without prior approval.

- A. **Registration Fees** – Pre-approved program registration fees may be paid by personal or Town funds. If the registration fees are paid by personal funds, submit a receipt and supporting documentation with the approved Expense Form. If prepayment with Town funds is required for registration (or transportation or lodging), submit supporting documents with the Form two weeks in advance of requiring a check. If the check is not to be mailed to the Payee, indicate so in the Address field of the Pre-Paid Items box on the Form.

- B. **Lodging** – Payment is made for the actual lodging expense incurred, not to include in-room entertainment or other ancillary expenses added to the lodging receipt.
- C. **Sharing a Room** – If two or more employees share a room, one employee shall pay the lodging expenses. If more than one department is represented, and if notified by the appropriate Department Heads, Administrative Services will allocate the charges accordingly.
- D. **Meals** – The Town will not reimburse employees for the purchase of alcoholic beverages. Reimbursement will be made for the actual cost of meals consumed while travelling, including appropriate gratuities. Costs should not exceed the Government Services Administration per diem schedules ([www.gsa.gov](http://www.gsa.gov)), which identify varying rates for different locations in the United States. Actual expenses exceeding per diem rates may be approved on occasion. Refer to the exception guidelines within U.S. Federal Travel Regulation Part 301-11 as necessary.
- E. **Airline Travel** – Travel via airplane shall be made at the lowest possible fare
- F. **Rental Cars & Rental Car Insurance** – Mid-sized (larger if warranted) rental car expenses will be made as necessary with prior approval. The Town's insurance includes liability and collision coverage for rental vehicles. Rent the vehicle in the name of the "Town of Meredith" with you as the driver. Rental company insurance will not be reimbursed.
- G. **Mileage** – When necessary, reimbursement for personal vehicle mileage will be paid in accordance with the current IRS standard mileage guidelines ([www.irs.gov](http://www.irs.gov)). All requests for mileage reimbursement must be accompanied by documentation from Mapquest ([www.mapquest.com](http://www.mapquest.com)) detailing the distance travelled. The employee is responsible for providing the Administrative Services Department with their Certificate of Insurance.
- H. **Highway Tolls** – All tolls incurred during travel must be listed separately in the Other Expenses area of the Expense Form.
- I. **Other Expenses** – These include reasonable business expenses not identified above, including public ground transportation, parking, telephone charges and gratuities, when incurred in connection with Town business while travelling. No reimbursements will be made without prior approval.

**Expense Process** – Employee submits the Expense Form to the Department Head and/or Director of Administrative Services or Town Manager, as applicable, for pre-approval. Employee brings original to Administrative Services Department in order to facilitate processing.

After the travel, employee submits completed Form, with necessary receipts, to the Department Head for final review and signature.

*Note:* If more than one source of funding is used (e.g. grants), all budget activity center accounts must be indicated on the Expense Form.

**Reimbursement Checks** – Department Heads shall review all reimbursement claims for accuracy and approve prior to the final submission to the Administrative Services Department. The Administrative Services Department will make reimbursement payments to the Employee.

**Training Documentation** – It shall be the responsibility of the employee to furnish training and/or certification documentation to his/her Department Head, who shall forward copies to the Town Manager. The copies will be retained in the employee's personnel file.

Phillip L. Warren, Jr.  
Town Manager

Name	Department	Date Submitted	
Purpose of Expense		Estimated Total Cost	
Date & Time of Departure		Date & Time of Return	
Destination			
Mode of Travel (Circle all that apply)      Town Vehicle    Private Auto    Rental Auto Air    Bus    Train    Other			
I request authorization to spend Town funds for the purpose described above.		Signature:	
<b>COST ESTIMATES and/or PRE-PAID ITEMS</b> Supporting Documentation Required			
Registration Fees	Transportation	Lodging	
Payee	Payee	Payee	
Address	Address	Address	
Amount	Amount	Amount	
Date Required	Date Required	Date Required	
<b>EXPENSE PRE-APPROVAL</b> Town Manager: Only if overnight stay, over \$1000, or Dept. Head travel.			
Department Head	Date	Town Manager	Date
<b>EXPENSES</b> Receipts are required for all expenses except mileage. If meals are purchased or other expenses made for other than above-named employee, provide details on a supplemental sheet.			

Meals:	Breakfasts	#	\$	Other Expenses: (Tolls, Gratuities, Phone Calls, Etc.)																	
		_____	_____																		
		=																			
	Lunches	#	\$																		
		_____	_____																		
		=																			
	Dinners	#	\$																		
		_____	_____																		
		=																			
Lodging:		=	\$	<table border="1"> <tr> <th>Description</th> <th>Amount</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>		Description	Amount														
Description	Amount																				
Registration Fees:		=	\$																		
Transportation Ticket:		=	\$																		
Rental Car / Other Ground Transportation:		=	\$																		
Private Auto:		=	\$																		
				<b>Total Expenses</b> = \$ _____  <b>LESS: Pre-Paid Items</b> = \$ _____  <b>Total Due Employee</b> = \$ _____																	
<b>EXPENSE APPROVAL</b>				<b>DISBURSEMENT APPROVAL</b>																	
Department Head		Date		Director of Administrative Services	Date																
				Town Manager	Date																

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