TRAVEL GUIDELINES

A. Submission and Approval Process

All overnight travel must be submitted on a Travel Request Form at least four weeks prior to date of travel, if possible. This request must be accompanied by the conference/seminar/meeting agenda and anticipated lodging information, attached to the electronic form. Once submitted, it will be routed through the appropriate approval chain. Team member will be notified of any changes.

B. Lodging

1. Lodging reservations (if necessary) must be made at hotels approved by conference or meeting organizers, at a single occupancy rate. When possible, conference/meeting rates should be secured. If no lodging is approved by organizers, reservations should be made at the hotels as close to the conference or meeting location as possible, with Department Director approval.
2. Lodging reservations must be made using a City P-card.
3. Any overnight stay within a 60-mile radius of the worksite location or home of record, whichever is closer, must be pre-approved by the City Manager or designee using the Travel Request Form.
4. Lodging after the scheduled completion of the conference will not be approved.

C. Meals

Meals for Overnight Travel

1. When meals are provided at conferences and included in the registration fees, reimbursement or per diem may not be requested for that meal.
   a. A “continental breakfast” is considered a meal.
   b. Conference/Seminar/Meeting agendas, if available, must be submitted with your Travel Request Form.
2. All meals will be paid at the GSA per diem rates as a travel advance, or reimbursement:
b. Daily incidentals are fees or tips given to porters/baggage carriers and are not eligible for reimbursement.
c. Receipts are required for all reimbursements.
d. Utilizing a P-card for meals while traveling will require prior authorization by City Manager or Assistant City Manager.
e. The City Manager or Assistant City Manager may authorize reimbursement or P-Card use for meals in excess of the per diem, and in such instance, official receipts for the meals are required.

Meals for Day Travel
If traveling to a conference, meeting, training or seminar within a 60-mile radius that does not require an overnight stay, you may request per diem or utilize use of your p-card for the midday meal only.

D. Airlines

1. Airline travel (economy-class airfare) must be made using a City P-card.
2. Baggage fees must be included at the time of the reservation, if possible.
3. Baggage limit is (1) checked bag, per team member.

If additional baggage fees are assessed, the team member must submit a receipt for reimbursement, or use a P-card, with justification for the extra fees.

PERSONAL VEHICLE/MILEAGE REIMBURSEMENT

A City vehicle can be made available to you for travel for business purposes. If a team member elects to take their personal vehicle for business travel purposes, their mileage reimbursement will be paid at the discretion of the Department Director and must be approved prior to the travel taking place. Team members who utilize personal vehicles for business purposes are required to have a valid driver’s license and at least the minimum insurance coverage required by law. Compensable time for
travel is determined by the FLSA. A Mileage will be reimbursed at the current allowable IRS rate. Mileage is based on worksite location or home of record to the conference/meeting/seminar, whichever is the shortest distance. Mileage reimbursement must be submitted on the Mileage Reimbursement Form. In the event the team member is traveling outside the New Braunfels City limits they must submit supporting documentation to include MapQuest, Yahoo Maps, and/or Google Maps etc., and attach to the Mileage Reimbursement Form. Any use of a personal vehicle versus airline for out of state travel requires City Manager’s Office approval. If approved, team members will be required to get three airline quotes for out of state travel versus submitting regular mileage reimbursement. The mileage for out of state travel will be reimbursed at the lowest of the three airline quotes.

A. Primary insurance for team members who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability.

B. The expenses related to gasoline consumed by personal vehicles are the responsibility of the team member. The owner/driver of the vehicle is responsible for all parking fines and moving violation ticket.

C. Persons who receive a car allowance are eligible for mileage reimbursement when travel distance to the location is over 30 miles one-way. Team members are not eligible for both a car allowance and assignment of a City vehicle, unless for emergency or special use as approved by the City Manager.