TRAVEL EXPENSE POLICY

Policy Statement

It is the policy of Macomb Township to reimburse employees who attend a pre-approved conference, seminar, or business meeting for business expenses.

Reimbursement shall be made for allowable expenses. In general, allowable expenses are defined as conference or seminar fees, transportation, accommodations, and meals. Any deviations from these allowable expenses require the approval of the Township Board of Trustees.

Expenses

Conference or Seminar Fees: Conference or seminar fees must be pre-approved and included in the departmental budget.

Transportation: The mode of transportation is to be selected with due consideration of costs to the Township and the specifics of the travel.

If a personal vehicle is used for travel, the employee will be reimbursed for mileage based on the Internal Revenue Service (IRS) rate. If an employee chooses and obtains the appropriate approval to drive his/her personal vehicle, mileage reimbursement will be made at the approved IRS declared rate not to exceed the established air fare (coach rate). When two or more persons travel in the same vehicle, mileage reimbursement shall only be paid to one employee. Reimbursable mileage does not include any mileage incurred for personal reasons, i.e., shopping, entertainment, etc.

When traveling by airplane, an employee is to travel in coach class. Reimbursement for air fare will be limited to "coach" rates. Every effort shall be made to secure air reservations at the lowest rate possible. Optional travel insurance is not a reimbursable expense.

If a rental car is required, the type and size of vehicle is to be selected with due consideration of cost to the Township and the specifics of the travel. Employees should accept collision damage waiver and personal accident insurance offered by car rental agencies. The insurance policy provided by the Township covers only excess liability insurance on an employees personal vehicle or a rented vehicle. Before reserving a rental car, consideration should be given to the practicality and relative cost of using alternative transportation, e.g., taxi, hotel shuttle, commuter or bus services.

Hotel: The Township will reimburse employees for the single room rate. If a double room is desired, the employee is responsible for the difference in rates. Every effort should be made to secure a room which offers a discount to government employees. Be sure to include the Macomb Township Tax Exempt number (38-1884898) on registration forms. Detailed receipts for accommodations are required for reimbursement. Laundry, room service, or any other personal service is generally not reimbursable.

Meals: The maximum reimbursement for meals, including tips, is as follows:

Breakfast	$10.00
Lunch	$15.00
Dinner	$20.00

Reimbursement will be made for actual expenses incurred up to the maximum and not on a per diem basis. Reimbursement will not be made for meals which are already provided for in the conference fees. *Alcoholic beverages are not reimbursable expenses.*

Parking: In general, parking fees are reimbursable, however employees should make the most cost conscious decision for the Township based on the availability and cost. (i.e., self parking versus valet parking).

Travel Time: In general, employees will be paid a standard eight (8) hour day while traveling during the work week. There will be no additional compensation for early morning, evening or weekend travel.

Personal Expenses: Money spent on amusement, in room movies, magazines, or other similar personal expenses are not a reimbursable expense.

Telephone Calls: Personal telephone calls are limited to one phone call per day not to exceed $5.00 per day.

Procedure

An employee requesting to attend a conference or seminar must prepare a written request for approval by the Department Head and of the Township Board of Trustees. This request shall include a copy of the description of the conference, seminar, etc. and must include all applicable fees and expenses.

If the request is approved, the employee may proceed to make arrangements and provide copies to the Finance Division.

All check requests for advance payment of fees, lodging, transportation, etc. must be accompanied by; a copy of the Board minutes approving the expense; a copy of the description of the seminar; conference; etc., and any applicable fees/expenses.

To qualify for reimbursement, employees will be required to complete a Macomb Township Expense Report with original, detailed receipts for all expenses. Hotel receipts and other expenses should be taped to an 8 ½" x 11" sheet of paper.

Special Note: Whenever an employee attends a public as a representative of the Township, the employee should conduct himself/herself in a professional manner. In other words, an employee should use the same good judgment that is expected in his/her day-to-day activities on the job. The employee should not accept favors, gratuities or hospitalities (including meals or entertainment) which could, in any way, reflect unfavorably on Macomb Township.

For questions regarding the current IRS rate please contact the Finance Department.

Effective Date:	01/01/09	Policy Number:	04.09.02
Issue Date:	04/01/09	Approval Date:	
Subject:	Travel Expense Policy		
	Approvals: Mark H. Grabow, Township Supervisor John F. Brogowicz, Human Resources Director		