City of Northampton, Massachusetts
Human Resources Department

Effective Date: 10/13/93
Revision Date: 8/13/2018

TRAVEL

POLICY

It is the policy of the City of Northampton to reimburse employees who incur reasonable expenses while on authorized City business. Travel shall be performed by the most economical means. All travel that involves air travel or travel outside of New England must be approved by the Mayor before any expenses are incurred. Any travel arrangements made before this approval is in place shall be the responsibility of the employee.

PROCEDURE:

An employee who travels on City business and incurs expenses must submit a request for reimbursement with all supporting receipts within thirty days of travel. Employees will not be eligible for reimbursement if such receipts are not submitted in a timely manner. Requests must be submitted on the Uniform Travel Reimbursement form and must be authorized by the employee's supervisor. (see attached form)

ELIGIBLE EXPENSES:

Gas/mileage – reimbursement is based on (but may be less than) the current IRS standard deduction rate and is reviewed by the Finance Director annually. If the employee is leaving from home, mileage should be calculated after subtracting normal commuting miles. All requests for mileage reimbursement will be checked by the Auditor's Office against a MapQuest map from the starting point to the destination. If the mileage reimbursement request varies 10% or more from the MapQuest mileage indicated, a detailed explanation must be included in the "Additional comments" section of the reimbursement form, or only the MapQuest miles will be reimbursed.

Tolls, parking & taxis – keep all receipts.

Airline – economy class <u>only</u> is reimbursed, keep receipts.

Car rental – economy car, keep all receipts.

Lodging – single room in a moderate range hotel/motel is reimbursed with receipt. Spouse accommodations/meals are not reimbursed. No incidental room charges will be reimbursed (mini bar consumption, movie, dry cleaning, etc.).

Meals – actual amounts with detailed receipts, no alcoholic beverages - the following maximums are applied:

Breakfast $10.00
Lunch $15.00
Dinner $25.00

Tipping should not exceed 15%

Employees who pay for travel in advance and are then unable to attend the business function will not be reimbursed for forfeited deposits, etc.

Approved:

David Narkewicz
Mayor

Glenda G. Stoddard
Human Resources Director

Revision History: 5/2018, 3/2012, 2/2006, 1/2002

UNIFORM TRAVEL REIMBURSEMENT FORM
Travel between January 1, 2020 and December 31, 2020

Date: _____ Department _____

Employee Name: _____

Purpose of Meeting: _____

Conference Location: _____

Dates Attended: _____

SUMMARY OF EXPENSES:

☐ Round trip from home ☐ Round trip from office

(Please deduct normal round trip commuting miles)

Address of Start Location Address of End Location

_____ _____

_____ _____

Minus normal commute of _____ miles

Eligible Mileage _____ x $ .52 per mile = $ _____

*Tolls, Parking, Ground transportation _____

*Meals(max incl. tip: B-$10, L-$15, D-$25) _____

*Lodging _____

*Air Fare _____

Miscellaneous:_____ _____

_____ _____

*Receipts must be attached.

Trip Total $ _____

Additional comments or instructions:

_____

_____

Employee Signature: _____

Approved:

Department Manager Signature: _____