

ADMINISTRATIVE POLICY NO. 00-01

**CBJ TRAVEL POLICY & PROCEDURE**

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**1. INTRODUCTION TO TRAVEL POLICY AND PROCEDURE**

The purpose of this travel procedure is to provide consistent and equitable guidelines for reimbursement of reasonable and necessary expenses incurred by employees because of travel on city business or to receive training. **Whenever employees are traveling on city business, they should do so at the lowest possible cost.**

**2. TRAVEL DEFINITIONS**

Employee: Throughout these procedures, an employee means a person employed by a city department under the general direction of the Manager.

Travel Status: Employees shall be considered in travel status from the time an authorized trip begins until it ends.

When personal leave is combined with authorized travel, the employee ceases to be on travel status from the hour personal leave begins. No further expenses will be paid except a meal allowance for the day or partial day of return, as indicated in Section 12, below.

Travel Expenses:

- a. Transportation Expenses: Transportation expenses include commercial carrier fares, vehicle mileage allowance, necessary taxi, bus, parking fees and other essential transportation expenses while on official city business. Fines for traffic or parking violations will not be reimbursed.
- b. Subsistence Expenses: Subsistence expenses include charges for meals and lodging expenses incurred while traveling on official city business.
- c. Other Expenses: Other expenses include charges for business telephone calls, faxes, emergency purchases of supplies and other charges necessary for the completion of the official business function.

**3. TRAVEL AUTHORIZATIONS**

- a. All official travel must be authorized by the employee's department director and the Manager's Office before making travel commitments. Travel requests should be submitted at minimum four weeks in advance of the departure date. If a request is received with less than a four-week lead time, the employee cannot be guaranteed a travel advance and in this case, the general rule is payment will be made upon completion of the travel reconciliation. Travel advance requests submitted with a shorter than required processing period must be accompanied by a written explanation from the department director. This explanation should indicate why the time deadline could not be met.
- b. The majority of travel and training requests should fall within the departmental training budget plan as approved for the current fiscal year. A copy of the relevant portion of the department's training plan must be attached for the travel being requested. **Do not**

include your entire department training plan, only that portion which applies to the request being processed. If the request deviates from the original plan, a revised travel and training plan must be submitted with the training request.

#### **4. TRAVEL ADVANCES**

Employee travel advances can be provided if the employee's travel request is submitted and approved within the time frame noted in Section 3, Travel Authorizations. Advance for travel expenses may include estimates for airline tickets, lodging, meal allowances, registration and rental cars. Employees have the option to purchase their airline tickets and/or registration directly or they may opt to have the CBJ purchase these travel items. When calculating travel costs and advances, employees are expected to provide exact or very close estimates to avoid excessive adjustments at the conclusion of their travel. Travel estimated for such items as lodging should be inclusive of all taxes. Advances are not provided for taxi, shuttle or other incidental travel costs.

#### **5. TRAVEL FOR EMPLOYEE CONVENIENCE**

Any deviation in travel for the convenience of an employee must be approved in advance by the department director. If an employee travels on official business by an indirect route for their own convenience, any additional expense will be borne by the employee. Reimbursement for expenses will be based only on such charges as would have been incurred in traveling the most economical route. Any additional time away from duty that may be required for such indirect travel will be charged to personal leave or leave without pay.

When there is an interruption of travel for the personal convenience of the employee, the reimbursement expenses allowed may not exceed that which would have been incurred by uninterrupted travel.

#### **6. AIRFARE**

When traveling on city business, employees must obtain the lowest economy class airfare available and travel by the most economical route.

#### **7. PRIVATELY OWNED AUTOS**

When the use of an employee's own automobile for travel outside Juneau is authorized, the employee will be reimbursed at the rate of thirty-five cents per mile and the cost of transporting the automobile on the ferry. When a privately owned automobile is used for the convenience of an employee, (e.g. the employee prefers to drive the employee's own car to Anchorage) reimbursement for transportation expenses will be mileage or the lowest available fare by a common carrier, whichever is less. Any additional time away from duty that may be required for such travel will be charged to personal leave or leave without pay.

#### **8. PRIVATELY OWNED AIRPLANES**

When the use of an employee's own airplane for travel outside Juneau is authorized, the reimbursement for expenses will be based on the lesser of actual out-of-pocket costs or the charges that would have been incurred in traveling the most economical route by common carrier. Receipts must be submitted if claiming out-of-pocket costs.

**9. TAXI/SHUTTLE**

Travelers will be expected to utilize the lowest cost ground transportation, which may include the services of airport shuttles, limousines, buses and taxis. Reimbursement for these items will be made at the conclusion of travel. For these costs to qualify for reimbursement, receipts must be submitted with the travel reconciliation.

**10. RENTAL VEHICLES**

- a. Use of rental vehicles should be limited to instances where it is strictly necessary for the conduct of city business or where it can be demonstrated that use of a rental car is a more economical alternative to the use of other modes of ground transportation. It is generally not acceptable to rent a vehicle when attending a conference or training event in one location.
- b. When it is necessary to rent a vehicle, the employee must utilize the least expensive vendor and vehicle in the location where the vehicle is required. Government rates are usually available. The need for a rental vehicle must be clearly set forth in the travel request. City insurance coverage applies to rentals and **additional vendor insurance coverage should not be selected by the traveler**. Rental vehicles may be driven while the employee is on travel status only.

**11. LODGING ALLOWANCES**

While traveling on official business that requires overnight lodging, employees are allowed reimbursement for actual room expense at a commercial establishment. Employees are expected to choose the lowest cost hotel within reasonable distance of the training or meeting site. When making reservations, employees should request the government rate. If lodging costs exceed \$80.00 per day including tax, three rate quotes must be submitted for approval.

**12. MEAL ALLOWANCES**

A meal allowance of \$35.00 per day will be paid while the employee is on travel status. To compute meal allowances for partial days on travel status, the following amounts are in effect:

Breakfast	\$ 7.00	midnight to 10:00 a.m.
Lunch	\$10.00	10:00 a.m. to 3:00 p.m.
Dinner	<u>\$18.00</u>	3:00 p.m. to midnight
Total	\$35.00	

Receipts for meals are **not** required but a reconciliation to the actual meal allowance you qualify for must be completed.

**13. TRAVEL ON A DAY OFF AND OVERNIGHT TRAVEL, Pay for Hourly Employees**

The federal Fair Labor Standards Act (FLSA) governs how employees who are paid an hourly wage will be compensated for hours when on travel status. **The supervisor must calculate and take into consideration any overtime liability when authorizing travel plans.** For example, when determining whether it is less costly to CBJ for an hourly employee to stay over an additional night in order to obtain supersaver airfare, the department director must also include in the calculation employee wages.

An employee is paid while on travel status under the following circumstances:

- a. If an employee is required to travel during their normal work hours even on their regularly scheduled day off (e.g., Saturday, Sunday, holiday), the employee will be paid for those hours spent as a passenger on a public conveyance. This applies whether or not the employee was working while traveling.

Example: If an employee's normal work hours are between 8:00 a.m. and 4:30 p.m. Monday through Friday, and travel occurs between 8:00 a.m. and 4:30 p.m. on a Saturday or Sunday, the travel time is compensated at the employee's regular rate of pay.

- b. If an employee's travel on a public conveyance occurs *outside* of regular work hours, and the employee did not work while being transported, then the time is not compensated. Employees are to refrain from working during travel time which is outside their regular work hours unless overtime has been approved in advance.
- c. If an employee's travel requires that the employee be the pilot or driver, then the employee will be paid for the travel time as if working. This applies whether or not the time falls within normal work hours.
- d. Ground travel to and from the airport is not compensated time, since the FLSA considers that to be similar to travel time to and from work.
- e. Work weeks run from midnight Sunday to midnight Sunday.
- f. Overtime accrues after the person has worked more than 8 hours in a day or 40 hours in a workweek.
- g. If the travel includes a time change, the analysis is performed in actual hours, so irrespective of what time it is at the traveler's ultimate destination, the time is counted by first converting it to Alaska Standard Time.
- h. If the employee takes any type of leave during the work week in which travel occurs, the number of hours attributed to the work week are reduced accordingly. For example, Employee X worked Monday through Thursday, 8:00 a.m. to 4:30 p.m., but took 7.5 hours personal leave on Friday, then spent 7.5 hours on a plane Saturday during the employee's regular work hours and took Sunday off. In this case, no overtime liability will accrue because the employee didn't actually WORK 40 hours before the travel started. The employee would receive straight time pay for the 7.5 hours spent in travel status during regular work hours on Saturday.
- i. **Where possible, the employee's work schedule should be adjusted to accommodate the additional time worked without creating overtime liability.** For example, if the employee normally works Monday through Friday from 8:00 a.m. to 4:30 p.m., but is expected to travel during normal work hours on Saturday, the supervisor should adjust his work schedule to begin on Tuesday through Saturday. (Remember to give the advanced notice of the change in work schedule required by the relevant collective bargaining agreement or Personnel Rules.)

#### 14. COMPLETION OF TRAVEL

Within five working days of the date when a final travel cost can be determined, the employee must submit their completed travel reconciliation report. It is the department director's responsibility to ensure all department employees traveling on City business complete the travel

reconciliation report. The completed report shall then be forwarded to the Finance Department, Purchasing Division. Each travel advance must be reconciled within the five working days of the completion of the travel or justification beyond that provided. **If the department fails to provide the appropriate reconciliation within the time allowed, no further department travel will be approved until prior travel reconciliation is completed.**

## 15. GENERAL PROVISIONS

1. **Scope:** This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska
2. **Authority to promulgate policy:** The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
3. **Effective Date:** This policy will take effect on January 28, 2000.

Dated at Juneau, Alaska, this \_\_\_\_\_ day of January, 2000

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David R. Palmer  
City and Borough Manager