



## CITY OF ROUND ROCK Travel Policies and Procedures

Author(s)	City of Round Rock Finance Department
Effective Date	June 28, 2023
Approved By	Laurie Hadley, City Manager
Signature	<i>Laurie Hadley</i>

### Change Control

Revision Date	Summary of Changes
11/13/19	Lodging - Airbnb and Vacation Rental by Owner approval by CM or ACM before booking
6/28/23	Director Travel language clarified related to mileage, per diem, and out of state travel.

### Purpose

The purpose of these guidelines is to provide guidance to travelers, travel coordinators and approvers regarding the City's travel procedures and to define the responsibility and accountability for expenses incurred during travel. The ability to travel on City business is a privilege and should be treated that way.

### Application

The procedures and directions explained in this manual are applicable to all individuals including City Council Members, board members, commission members, and any other individuals who are authorized to travel on official City business or to promote the interests of the City.



# **CITY OF ROUND ROCK**

---

## **Travel Procedures Manual (updated June 2023)**

The purpose of this manual is to set forth the City of Round Rock Travel Procedures



# Travel Procedures Manual

## TABLE OF CONTENTS

---

<b>PART I - GUIDELINES .....</b>	<b>2</b>
General.....	2
Purpose .....	2
Scope .....	2
Authorization.....	2
Accident/Incident Reporting .....	2
Advancements/Reimbursements .....	2
Expenses Not Covered/Reimbursed .....	2
Enforcement .....	2
<b>PART II – TRAVEL PAYMENT METHODS .....</b>	<b>3</b>
Procurement Card .....	3
Reimbursement .....	3
Requirements for Each Method.....	3
<b>PART III - TRAVEL.....</b>	<b>3</b>
Types of Travel .....	3
Meals.....	3
Lodging.....	4
Transportation .....	4
Air Travel.....	4
Automobile Rentals .....	4
City Owned Vehicles.....	5
Privately Owned Vehicles (POV) .....	5
<b>PART IV – TRAVEL RESPONSIBILITIES .....</b>	<b>6</b>
Travel Coordinator .....	6
Traveler .....	6
Travel’s Approver.....	7
<b>PART V – TRAVEL FORMS .....</b>	<b>7</b>
<b>PART VI – DIRECTOR TRAVEL.....</b>	<b>8</b>



# Travel Procedures Manual

## PART I - GUIDELINES

---

### General

---

The intent of this manual is to establish travel standards and procedures concerning authorized travel expenses for travel conducted on behalf of and for the benefit of the City of Round Rock.

### Purpose

---

The purpose of these guidelines is to provide guidance to travelers, travel coordinators and approvers regarding the City's travel procedures and to define the responsibility and accountability for expenses incurred during travel. The ability to travel on City business is a privilege and should be treated that way. ***As always, employees should be good stewards of the citizens' money and show fiscal responsibility. Please remember we are proudly accountable to the citizens of Round Rock.***

### Scope

---

The procedures and directions explained in this manual are applicable to all individuals including City Council Members, board members, commission members, and any other individuals who are authorized to travel on official City business or to promote the interests of the City.

### Authorization

---

All travel and travel related expenses of City employees shall be paid only upon authorization and approval of the Department Director or designated approver. All requests must be adequately funded and approved in advance by the Department Director or designee. The Department Director can authorize deviations from this policy due to a business need or personal safety of the traveler. The exception should be noted on the Travel Reimbursement Request Form at the time of reimbursement. ***Any travel outside the state of Texas must have City Manager approval prior to travel setup.***

### Accident/Incident Reporting

---

Travelers involved in an accident, incident or experience unusual events while traveling on City business shall immediately report the event to their immediate supervisor and the City's Risk Manager.

### Advancements/Reimbursements

---

Travel Advances and reimbursements will be made in accordance with appropriate Internal Revenue Services (IRS) and General Services Administration (GSA) publications.

### Expenses Not Covered/Reimbursed

---

**Expenses which are not covered or reimbursed, include, but are not limited to, the following:** alcoholic beverages, club/health club cover charges, entertainment, internet charges/telephone calls (unless business related), laundry/dry cleaning charges, pay-per view movies, personal items, snacks, theater tickets and traffic citations.

**Travel expenses for any non-employee:** A member of a traveler's family may accompany a City employee while on travel status, however, the employee will pay all expenses incurred by the spouse and/or family members.

**Expenses due to vacations or personal trips:** Personal travel expenses in conjunction with City travel are not reimbursable or covered. The City will only reimburse for the days in which City business is conducted.

### Enforcement

---

Any misuse of the privilege of travel could result in disciplinary action up to and including termination.



# Travel Procedures Manual

## PART II – TRAVEL PAYMENT METHODS

---

### Procurement Card

---

Travelers may use their City of Round Rock issued ProCard for all travel expenses excluding meals. (Examples: To pay for airport parking or fuel for the rental car.) All itemized receipts for travel related expenses must be submitted to your Travel Coordinator for processing the Travel Closeout Form. Itemized receipts are also required for monthly ProCard expense reports. Per diem should be requested in advance.

The City Manager, Assistant City Managers, Directors and Assistant Directors are permitted to use their City of Round Rock issued ProCard for meals. At their discretion, they can also pay for the meals of other City of Round Rock travelers in their party, if per diem has not been issued. The current GSA per diem guidelines will be followed. Itemized receipts will be required.

### Reimbursement

---

Travelers may pay for travel related expenses out of their own pocket and request reimbursement after the trip. Per diem should still be requested in advance. If the traveler does not request per diem in advance, per diem will be reimbursed using M&IE rates for the locality of their lodging.

### Requirements for Each Method

---

- All travel requires advance authorization.
- Any out of state travel requires City Manager approval prior to making travel arrangements.
- Itemized receipts for all travel related expenses, excluding per diem, are required.

## PART III - TRAVEL

---

### Types of Travel

---

**Local Business Travel** does not allow for lodging or per diem. A City vehicle or a Privately-Owned Vehicle (POV) can be used for local travel.

**Out of Town/Overnight Travel** will allow for lodging, per diem and other authorized travel expenses. (Out of Town refers to outside the Austin metropolitan area)

**Out of Country Travel** is reserved for special circumstances.

### Meals

---

Meals will be advanced and reimbursed using the meals and incidental expenses (M&IE) rates for the locality of that day's lodging. Receipts are not required when using these rates.

<http://www.gsa.gov/portal/category/21287>

Meal reimbursements/per diem amounts will be paid at the GSA M&IE rate for each travel day. The first and last travel days should be 75% of the full daily rate. Meals included with the registration should be deducted from the daily per diem rate. If there are exceptions to this, a note must be included on the forms and approved by the Director. See the travel forms for the proper calculation.

Traveler may request direct deposit for per diem by submitting a completed Employee Direct Deposit Authorization Agreement to Accounts Payable.



# Travel Procedures Manual

Travelers must reimburse the City for any per diem advances not used when travel is cancelled or if they return early for any reason.

## Lodging

---

Lodging is authorized for business travel away from home and is based on the actual costs including hotel occupancy tax. Reasonable efforts should be made to avoid additional lodging on the last day of the conference.

- Travelers are not expected to obtain or accept lodging that is below acceptable standards.
- If there is a host hotel for a conference, training or other authorized activity, that hotel may be used even if the rate is not the lowest rate available in the area.
- Travel Coordinator will contact the Hotel for making the reservations. The Hotel's Credit Card Authorization Form may be requested if the lodging charges are to be charged on the Travel Coordinators' City ProCard.
- It is recommended that you book your lodging at least thirty (30) days in advance.
- If it is not possible to make travel arrangements ahead of time, the actual cost of the lodging (including state and local taxes) may be reimbursed by the City, however, itemized receipts are required for reimbursement.
- Other types of lodging such as Airbnb or Vacation Rentals by Owner (VRBO) may be considered with prior approval from City Manager or Assistant City Manager. Approval must be obtained prior to booking and applies to in-state and out of state travel.

## Transportation

---

The best value to the City should be considered when deciding on mode of Transportation.

### Air Travel

---

Air travel is generally more economical in time and cost than other modes of transportation.

- Some conferences and other activities recommend a specific airline and give a reference number to use for obtaining booking. This pricing is not always the most economical, be sure to check other pricing.
- The City will not pay for early boarding. Overweight checked bag charges will not be paid by the City unless it is necessary for the training.
- Ground Transportation: if a free shuttle is offered between hotel, airport, and conference location, a rental car should not be used.

### Automobile Rentals

---

Automobile rentals can be the most expensive mode of transportation for local travel either at home or at a travel destination. Before requesting a rental car, the traveler should consider other modes including; taxis, shuttles, buses, carpooling, trolley, ride sharing, or any other reasonable mode of transportation. If a car rental is required and approved, the most economical automobile available that meets the traveler's needs should be selected.



## Travel Procedures Manual

- 1<sup>st</sup> Option for Car Rental – TX State Contract (Direct Billing to the City)  
www.enterprise.com  
Enterprise Rent A Car: (800) 736-8222  
Company Code: TXM2462
- 2<sup>nd</sup> Option for Car Rental –  
AVIS Rent A Car: (800) 331-1551  
Company Code: T5G60K
- Reimbursements for automobile expenses are allowed. Itemized receipts are required.
- ProCards can be used to pay for fuel for rental cars only.
- Do not elect the refuel option from the rental car company. This is a costlier method and will not provide the best value to the City.
- Authorized travelers are covered under the City's insurance plan. Any and all additional insurance offered by the rental agency shall be **declined**. If a traveler feels that the additional insurance coverage is needed, it may be purchased at the traveler's expense and is not reimbursable.

### City Owned Vehicles

---

City owned vehicles may be used for local travel.

- Employees who travel in a City owned vehicle should use the fuel card issued when purchasing fuel. When traveling out of town in a City owned vehicle, employees will be reimbursed for the documented actual expenses related to the safe operation of the vehicle not covered by the fuel card.
- Reimbursements can be requested for parking fees, ferry fees, toll fees and bridge-road-tunnel fees if a ProCard is not used. Itemized receipts are required.

### Privately Owned Vehicles (POV)

---

Privately owned vehicles may be used for official travel if:

- This mode of travel is determined to be the best use of the traveler's time and the best value to the City.
- The traveler has insurance consistent with State of Texas requirements. The City will not be responsible for costs incurred in the event of an accident associated with the travel event.

Reimbursable fees for POVs include:

- Mileage for POVs used instead of a City owned vehicle
- Reimbursements can be requested for parking fees, ferry fees, toll fees and bridge-road-tunnel fees if a ProCard is not used. Itemized receipts are required.

Privately Owned Vehicle Mileage Reimbursement:

- Mileage is reimbursed by using the **shortest distance** between the point of origin and the point of destination. The point of origin will either be the City office or the employee's residence,



# Travel Procedures Manual

whichever results in the least amount of mileage.

- Print off driving directions from MapQuest or Google Maps for the mileage reference.
- Mileage rates are based on the current IRS rules administrated by the General Services Administration (GSA).
- Current mileage rates may be obtained from the Finance Travel page on Employee Net or directly on the GSA site: <http://www.gsa.gov/portal/content/100715>.
- When two or more travelers travel in one POV, only one traveler will receive mileage reimbursement.

## **PART IV – TRAVEL RESPONSIBILITIES**

---

### Travel Coordinator

The Travel Coordinator is responsible for:

- Registering travelers for conferences or training and making reservations for transportation and lodging.
- Requesting per diem for all travelers.
- Completing the appropriate forms and coordinating signatures
  - Travel Authorization and Per Diem Request Form
  - Out of State Travel Request Form (if applicable)
  - Travel Closeout and Reimbursement Request Form
- Determine with the traveler how lodging will be paid, by ProCard or personal card.
- Process transactions on the monthly ProCard statement as instructed by the Purchasing Department.

After travel is complete, the Travel Coordinator will:

- Collect itemized receipts from the traveler.
- Complete the Travel Closeout and Reimbursement Request Form and coordinate appropriate signatures.
- Submit PDF packet to \_TravelTeam only if there is reimbursement or money owed.
- Upload all completed PDF packets to Office 365 within 10 business days of return regardless of whether reimbursement is being requested.

### Traveler

- Travelers should not make their own arrangements. Travel Coordinators are responsible for all travel arrangements.
- Comply with established criteria and instructions in the Travel Procedures Manual.
- Use reasonable judgment in the selection of transportation and lodging.
- Complete and furnish any required documentation to support travel.





## Travel Procedures Manual

- Select the conference, training or other event. Obtain a copy of the event agenda or schedule of events.
- Acquire initial approval to attend the event from the employee's supervisor before consulting the Department Travel Coordinator.
- Determine how many days you will be traveling. **The City will only reimburse for the days in which City business is conducted.**
- Determine if transportation will be required once you are at the event location.
- Determine if overnight lodging will be required.
- Present the material to your department Travel Coordinator so they can come up with an initial estimate and complete the Travel Authorization and Per Diem Request Form.
- Make sure the Travel Coordinator is aware of any special needs prior to the reservations being made, or if there is a specific reason for not accepting the means of transportation or lodging that provides the best value to the City.
- When traveling:
  - Make sure to take a photo ID and your City of Round Rock ID with you.
  - Retain all itemized receipts and submit to Travel Coordinator upon return to work.

### Traveler's Approver

---

The primary responsibility of authorizing travel and enforcing the travel policies and procedures rests within the department of the traveler. The traveler's Department Director or designee is responsible for:

- Authorizing travel or designating an employee to approve travel.
- Obtaining City Manager or Assistant City Manager approval for all out of state travel prior to making travel arrangements.
- Verifying all requests for travel are for official City business relating to the duties and responsibilities of the traveler.
- Confirming funds are available for the requested travel.
- Designating the Travel Coordinator duties to an employee.

### PART V – TRAVEL FORMS

---

Your complete PDF packet should include the following forms:

- Travel Packet Checklist
- Per Diem Calculator (per the Travel Information tab)
- Out of State Travel Request Form
- Travel Authorization and Per Diem Request Form
- Travel Closeout and Reimbursement Request Form



# Travel Procedures Manual

## PART VI – DIRECTOR TRAVEL

---

Director travel will be documented as follows in relation to what needs to be submitted to the City Manager's Office and Finance.

**Directors are not eligible for mileage reimbursement.** Assistant Directors follow Part III of the Travel Procedures Manual.

Directors and Assistant Directors are to utilize their City issued ProCard for travel, parking, lodging, meals, etc. and are therefore not eligible for per diem.

- **Submission to the City Manager:**
  - In-State Travel
    - No documentation required
  - Out of State Travel
    - Submit Out of State Travel Request Form with documentation to the City Manager's office prior to travel setup
    - Travel Authorization Form is required to be submitted to City Manager's office prior to travel setup
- **Submission to Finance:**
  - In-State Travel
    - Submit Travel Authorization and Per Diem Request Form with detailed estimates prior to travel departure to \_TravelTeam; **no CM signature required**
    - Upload completed PDF packets as noted in Part V of this manual to Office 365 within 10 business days of return
  - Out of State Travel
    - Submit **approved** Out of State Travel Form with documentation prior to travel departure to \_TravelTeam; should also include the Travel Authorization and Per Diem Request Form for tracking purposes
    - For Closeout: Submit signature page only of Travel Closeout and Reimbursement Request Form to Finance office for final cost review
    - Upload approved and completed PDF packets as noted in Part V of this manual to Office 365 within 10 business days of return