

## TRAVEL AND TRAINING REGULATIONS

### City of Rapid City, South Dakota

The following regulations will explain travel reimbursement for expenses incurred by all City employees, including those in departments governed by executive boards, elected and appointed officials while away from their home station. All travel will be by the most economical method while considering time away from regular duties. Attempt to obtain reduced rate airline fares when possible. City policy requires advance approval of travel for any one occurrence, as follows:

#### City Departments Travel and Training

- a) Mayor or applicable Board's (Airport, Civic Center or Library) approval for international travel, with the exception of Canada.
- b) Mayor or applicable Board's approval on a per person basis for travel in excess of the amount found in RCMC 3.040.030.

#### City Council Members Travel and Training

The Council's approved Travel and Training budget will be allocated equally among each of the council members. Any travel requested outside of the council member's budget allocation must be approved by council leadership in advance and the additional funding must be relinquished by another council member. Council member travel shall be coordinated so that no more than four (4) members are traveling at any given time. Travel and training expenditures may exceed a Department's budgeted Travel and Training line item as long as the expenditure does not cause the overall organizational code's budget to be exceeded.

The Mayor should report to City Council leadership any travel which requires the Mayor to be out of town for more than 24 hours

- I. Claim requirements. All estimated travel expenses must be submitted to the City Finance Office. Receipts are required for lodging, registration, rented cars, taxis and other expenses charged. Personal entertainment and personal telephone calls are not reimbursable. Lodging may be charged for the employee only. Registration receipts must be detailed and, if meals and/or lodging are included in the registration fee, such meals or lodging must be deducted from the subsistence allowance (Section III) for the specific meals provided. A copy of the program must accompany the travel request.

If travel was by airline, bus, train or other commercial carrier, an invoice for the ticket must accompany the purchase order. If employee chooses on their own to use personal airline miles/points for the purchase of an airline ticket, he/she will not be reimbursed for the value of said ticket. When weather or plane conditions cause interrupted flight, any expenses absorbed by the airline will not be paid by the City.

Per SDCL 9-23-1, itemized receipts are required for all employee reimbursement requests for travel expenses not directly billed to the City or charged on a City credit card and not covered by the per diem rates set forth in this policy. Affidavits of expenses WILL NOT be accepted as this is not authorized by State statute.

II. Mileage.

- a. Privately-Owned Automobiles. Mileage shall be reimbursed to an employee per South Dakota Administrative Rule 5:01:02:01 (<https://sdlegislature.gov/Rules/DisplayRule.aspx?Rule=05:01:02:01>) based on the standard map mileage for the route normally traveled. If map mileage is not available, odometer readings are to be used. No mileage will be paid for in town travel.
- b. Personal or Hired Planes. Travel by privately owned or rented airplanes may be authorized only by the City Council or appropriate Board and reimbursement may not exceed that of a commercial airline ticket to the nearest regional airport.

If an employee extends his travel for personal reasons or detours from the direct route for his own convenience, he/she shall be paid expenses he/she would have incurred by traveling the normally traveled route. i.e. If an employee chooses to take a detour to Gregory for personal reasons on his way to Sioux Falls, he/she will only be reimbursed for those expenses if he/she had driven directly to Sioux Falls.

III. Subsistence Expense.

All travel expenses incurred by the employee will be reimbursed to the employee upon his/her return. However, should the employee be required to be away from his/her duty station for ten (10) or more consecutive working days, he/she may request an advance for meal per diems only.

- a. Time Schedule. (If by commercial carrier, time of arrival at terminal.)

<u>Meals Allowable</u>	<u>When Leaving Station Of Duty Before</u>	<u>When Returning to Station Of Duty After</u>
Breakfast	Prior to typically scheduled shift start	After typically scheduled shift start
Lunch	11:31 a.m.	12:59 p.m.
Dinner	5:31 p.m.	6:29 p.m.

Lodging: A single occupancy room will be reserved unless some other arrangement is requested by the traveler.

- b. Distance and Duration. In addition to the time schedule listed above, distance must be a minimum of a 200 mile radius or duration must be a minimum of five (5) hours absent from your duty station.
- c. In-State Travel. Lodging shall be actual cost plus tax per 24-hour period of continuous travel if paid by the employee. However the employee must make every attempt to have the hotel directly bill the City, in which case the City will pay actual cost, tax exempt.

Allowance for meals, including applicable taxes and tips, will be based on the "In State" rates for the state of South Dakota, which can be found at <https://sdlegislature.gov/Rules/DisplayRule.aspx?Rule=05:01:02:14>. The Mayor or applicable Board may authorize exceeding this maximum prior to traveling - meal receipts must then accompany the travel voucher, however, at no time shall an employee be reimbursed for alcohol purchases. A meal allowance may not be claimed unless the traveler ate at his own expense. All meal reimbursements in which an overnight stay is not required is a taxable reimbursement per the IRS and shall be reimbursed through payroll.

d. Out of State Travel.

Lodging shall be actual plus tax per 24-hour period of continuous travel.

Allowance for meals, including applicable taxes and tips, will be based on the "Out of State" rates for the state of South Dakota, which can be found at <https://sdlegislature.gov/Rules/DisplayRule.aspx?Rule=05:01:02:11>. The Mayor or applicable Board may authorize exceeding this maximum prior to traveling - meal receipts must then accompany the travel voucher. however, at no time shall an employee be reimbursed for alcohol purchases. A meal allowance may not be claimed unless the traveler ate at his own expense. All meal reimbursements in which an overnight stay is not required is a taxable reimbursement per the IRS and shall be reimbursed through payroll.

e. Out of Country Travel.

Lodging shall be actual plus tax (in US dollars) per 24-hour period of continuous travel.

Allowance for meals, including applicable taxes and tips, will be based on the "Out of Country" rates for the state of South Dakota, which can be found at <https://sdlegislature.gov/Rules/DisplayRule.aspx?Rule=05:01:02:10.01>. The Mayor or applicable Board may authorize exceeding this maximum prior to traveling - meal receipts must then accompany the travel voucher, however, at no time shall an employee be reimbursed for alcohol purchases. A meal allowance may not be claimed unless the traveler ate at his own expense. Any charges to a credit card and subsequently reimbursed by the City must be accompanied by a copy of the credit card statement to determine the appropriate conversion rate.

IV. Interview and Moving Expenses. In no event shall the combined cost of interview and moving expenses exceed one month's salary for the position, without the prior written approval of the Mayor or applicable Board.

Interview expenses will be allowable to the prospective employee at the discretion of the Department Director. Request for reimbursement of interview expenses must be submitted to the Rapid City Finance Office along with the required documentation within 60 days of the interview date for interview expenses.

If offering moving expenses as an incentive to employment, the offer, including the maximum reimbursement authorized, must be included in the offer letter and signed by the Department Director. Moving expenses will be allowable at the discretion of the Department Director and will be limited to the cost of the mover, including packing and packing materials,; plus fuel, meals and lodging expenses for the employee and his family on the date of the move; all of which must be verified by original receipt. Moving expenses do not include temporary housing once the employee arrives in Rapid City, whether hotel room or rental property.

Request for reimbursement of moving expenses must be submitted to the Rapid City Finance Office along with the required documentation within one year from the employee's start date. Employee must remain employed with the City of Rapid City for a minimum of one-year after receiving the moving expenses benefit. If employee fails to do so, employee must reimburse the City in full for said benefit either as a deduction from his/her final paycheck or, if that is not sufficient, by issuing a personal check to the City.

If, due to exigent circumstances, the employee is not able to complete the move to Rapid City in its entirety within one year of his start date, the Mayor or applicable Board may authorize the maximum payment allowed under the agreement/offer letter. All moving expenses are taxable under IRS regulations and, therefore, will be reimbursed through the payroll process, after being audited by the Finance Office.

V. Travel by Non-City Employees.

- a. Persons who are not City employees, but who travel on request and behalf of the City, shall be reimbursed for expenses in a manner consistent of those travel expenses incurred by a City employee.
- b. When requesting reimbursement of travel expenses for a non-City employee, the same procedure required for a City employee must be used.

VI. Travel by Spouses/Significant Others. Spouses/significant others may accompany employees and/or city officials to City approved conferences, functions and gatherings at their own expense. Spouses/significant others may travel as a passenger in a City vehicle for these purposes.

VII. Expenses for Functions. The City will reimburse eligible expenses incurred by employees who attend in-city functions if the function is related to the employee's job or if the employee is directed to attend by his supervisor. Such functions would include meetings of boards or committees, special banquets, panels, educational or professional seminars, or public meetings. The City may reimburse eligible expenses for non-City employees attending a function related to city business. Advance approval and receipts are required.

Individual departments may also incur expenses for functions such as grand openings, ribbon cuttings, etc in which the general public has been invited.

- VIII. Retreats/Staff Meetings. The City will reimburse eligible expenses incurred for retreats/staff meetings if such are approved in advance by the Department Director for amounts up to \$1,500 and any amount \$1,500 and above by the Mayor or applicable Board. All such expenses must be verified by original detailed receipts, and the use of City facilities is encouraged to avoid the cost of rental of conference space and related expenses. The City will not reimburse for non-city employees unless they are used as a facilitator for the retreat/staff meeting.
- IX. Emergency Provisions. Department Directors or their designee may authorize necessary food purchases for emergency operations. Should these provisions be purchased in advance and stored, consideration should be given to shelf-life, accountability and security of the items.
- X. Personal Use of City-Owned Vehicle. City employees are hereby prohibited from using city-owned vehicles for personal use or for commuting purposes except as specifically required and authorized by their department director or Mayor. Non-city employees are not permitted to ride in City-owned vehicles except under circumstances involving the advancement of City business, for clearly incidental use for those employees who are assigned a vehicle for commuting, or for the citizen ride-along program.

Examples of prohibited personal use include, but are not limited to:

- a. Travel to any place other than directly between home and work except as specifically required and authorized for the performance of City duties. Examples of prohibited travel include travel to a bank, shopping, personal business, entertainment, restaurants (except as specifically authorized for breaks and meals while on duty in the field), etc.
- b. Transportation of any person(s) except other City employees or other persons specifically authorized for purposes of advancing City business. (Picking up children at day care or school, or picking up a spouse on the way home from work in a City-owned vehicle are examples of prohibited activities.)

City employees assigned standby duty by their department will be permitted to use a City-owned vehicle during the scheduled standby period only for purposes of commuting directly between home and work for scheduled work hours and for responding to standby calls.

City employees in positions designated “on mandatory call” will be allowed to take the assigned vehicle where he/she may go during the time frame “on mandatory call” and, in such circumstances, provisions of Section X, paragraph one shall not apply. All City-owned vehicles, with the exception of undercover police vehicles, shall have official City license plates issued by the State of South Dakota.

City employees who fail to comply with any of these restrictions or requirements when using a City-owned vehicle may no longer be permitted to use a City-owned vehicle and/or may be subject to disciplinary action, including termination.

- XI. Appeal Procedure. Any employee feeling aggrieved regarding any travel expense which may have been disallowed, shall have a right to follow the grievance procedure already established in the applicable union contract or Non-union Employee Information Guide.