

TOWN OF HOLLISTON FINANCIAL PROCEDURES

Out of State Travel Policy and Procedures

Purpose

To establish a work-related travel policy for all out of state travel.

Policy

Any employee who is traveling to work-related conferences, training, meetings etc. will adhere to the following procedures and receive approval from the Town Administrator or designee and/or elected board prior to *making travel arrangements* or traveling.

The Town will reimburse officials and employees for reasonable travel costs incurred in the carrying out of official duties and attendance at conferences, training, meetings etc. Expenditures are to be planned so that costs do not exceed budgetary limitations.

Procedure

The following is the procedure employees traveling must follow in order to travel and/or receive reimbursement.

1. Employees must complete and submit the attached travel approval form prior to *making travel arrangements* or traveling. Department Head must approve all travel reimbursements in advance for all employees. Additionally, employee conferences and meetings for which the total costs are estimated to exceed \$100 per person must also be approved by the Town Administrator or designee or elected board.
2. Employees must complete and submit the attached travel approval form prior to *making travel arrangements* or traveling and submitting requests for travel reimbursements.
3. An original conference brochure or other documentation detailing dates, times, and locations must be attached to the request for approval.
4. Employees must complete and submit the original previously approved travel form within 30 days upon return as outlined in the Purchasing/Reimbursement Procedures.
5. Reimbursements will only be made for invoices and receipts consistent with the approved dates and locations.
6. The following is the allowable, maximum per diem for meals.

Breakfast:	\$15.00
Lunch:	\$25.00
Dinner:	\$50.00 (only if an overnight stay is approved)
7. Expenses paid directly to the vendor prior to the travel must not be duplicated on expense reimbursements: i.e., employees must not submit meal reimbursements if the pre-paid conference included meals.

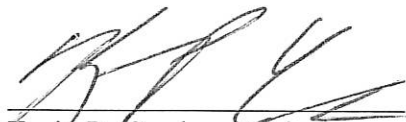
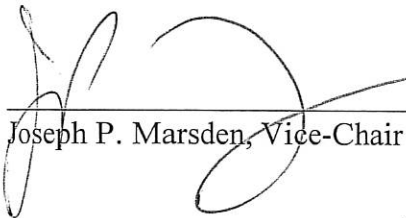
Town of Holliston
Financial Procedures
Travel Policy and Procedures
Page 2

8. The Town will reimburse the following types of travel:
 - a. Air Fare: Coach Class/Lowest Class only (Employees may fly first-class, but will only be reimbursed for coach class/lowest class fare). A statement from the airline certifying the rate of a coach fare must be submitted. The Town will not reimburse for early check-in.
 - b. Train: Sleeper travel only where overnight travel is required
 - c. Bus: Coach Class/Lowest Class only
9. Reimbursement for overnight stay will be approved as follows:
 - a. Conferences that are two or more days in length: The Department Head and the Town Administrator or designee or elected board, as required by policy, will determine if the location requires overnight stay.
 - b. Conferences one day in length or more and a distance of 120 miles or greater: The Town Administrator or designee will determine the number of nights that will be reimbursed.
10. Mileage reimbursement for the use of your personal vehicle on authorized official business will be paid in accordance with the Purchasing/Reimbursement Procedures.
11. Actual costs for toll receipts, detailed meal slips, taxi cabs, rental cars, parking garages, shuttle buses, etc. are reimbursed with **original** receipts. If you do not have original detailed receipts you will not be reimbursed.
12. The Town does not reimburse expenses for alcoholic beverages. M.G.L. Ch 44§58 strictly prohibits a city or town from paying a bill incurred by any official thereof for wines, liquors or cigars.
13. The employee must pay all costs for spouse and children; i.e., the Town of Holliston pays the single hotel/motel rate and the employee pays the additional costs above the single rate. Additional hotel/motel charges other than room occupancy must be independently approved.
14. Reimbursement will be made for original receipts and only up to the amount pre-approved. If reimbursement is requested for an amount greater than the pre-approved amount, additional authorization to pay is required by the Town Administrator or designee or elected board and may be denied.
15. Reimbursement will be made only to the employee incurring the original costs.
16. No monies or gratuities should be taken or accepted for presenting at a conference unless the employee is taking vacation, personal or compensatory time off.
17. International travel allowed only with prior approval of Board of Selectmen for all employees.

Town of Holliston
Financial Procedures
Travel Policy and Procedures
Page 3

18. If this policy conflicts with any contractual obligation of the Town, then the terms of the Contract will supercede.

Holliston Board of Selectmen


Kevin P. Conley, Chair
Joseph P. Marsden, Vice-Chair
Mark Ahronian, Clerk

Revision date: 10.23.17

Originally approved on 4/19/17

TOWN OF HOLLISTON

CONFERENCE AND MEETING COST APPROVAL AND REIMBURSEMENT FORM

Date submitted: _____

Approval is requested for conference/meeting costs for Town of Holliston as related work as follows:

Employee Name: _____
Department: _____
Title/Position: _____
Purpose: _____
Destination: _____

Conference Dates: Beginning _____ Ending _____

Departure Date _____ Return Date _____

Estimated Expense: (attach conference brochure or meeting notice)

Mileage (_____ miles)	\$ _____
Transportation (air, bus, taxi, car rental, tolls and parking)	\$ _____
Accommodations (hotel/motel)	\$ _____
Registration Fees	\$ _____
Meals	\$ _____
Other	\$ _____

Total estimated conference and meeting cost	\$ _____
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Comments:

Employee's Signature

The above conference and meeting plan has been evaluated and approved.

Maximum reimbursement allowed\$ _____ Account Number _____

Department Head*

Town Administrator or designee**

* approval required for all employee conference and meeting costs

** approval required for all Department Head costs and all employee costs > \$100

TO BE SUBMITTED AFTER RETURNING FROM TRAVEL (DUE 30 DAYS AFTER RETURN).
ORIGINAL ITEMIZED VENDOR RECEIPTS AND/OR COPY OF CANCELLED CHECK MUST BE
ATTACHED.

Actual Expenses:

Mileage (_____ miles)	\$ _____
Transportation (air, bus, taxi, car rental, tolls and parking)	\$ _____
Accommodations (hotel/motel)	\$ _____
Registration Fees	\$ _____
Meals	\$ _____
Other	\$ _____

Total actual conference and meeting cost	\$ _____
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Employee's Signature

Date Submitted

Original pre-approved reimbursement form submitted to Accounting along with original receipts.