



5 – 19 BUSINESS EXPENSE REIMBURSEMENT

POLICY – 4/17/2023

Purpose: To establish guidelines for the payment or reimbursement of expenses for employee travel for official Village Business. Official travel includes but is not limited to meetings, conferences, trade shows, or training seminars that benefit the operations and expertise of those employees in service to the community.

5 – 19 a. POLICY

Employees will be reimbursed for reasonable expenses incurred in the course of business travel. These expenses must be approved in advance by the employee's department supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, and car mileage (tracked by odometer reading for fuel and consumables) for personal vehicles

Generally, travel that requires overnight lodging will be paid in advance by Village credit card in with Purchase Requisition (PR) authorization by the department supervisor, and/or Fiscal Officer, and/or Village Administrator based on the total cost of the expense per established Accounts Payable (AP) and PR policies.

The Village shall pay expenses for all approved training programs fees or class materials directly to the program.

5 – 19 b. EXPENSE REIMBURSEMENT

All travel expense personally incurred by the employee should be submitted on the required ***“expense report form.”*** The form is submitted after-travel to the employee's department supervisor along with documenting receipts in a timely manner. Expenses for missing receipts will not be reimbursed.

Note that every effort must be made to avoid paying any taxes to a vendor as the Village is a tax-exempt entity. Most taxes will not be reimbursed if incurred. Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their supervisor in advance if they have any questions about whether an expense will be reimbursed.

5 – 19 c. TRAVEL PER DIEM

In lieu of reimbursement of actual expense in 5 – 19b., the department supervisor may choose to pay the employee a daily per diem for training/meetings outside 45 miles from the Village of Golf Manor, or from the residence of the employee. The per diem shall be advanced per day to be used by the employee for meals, parking, associated taxes, mileage (if a Village vehicle is not used) and other expenses required by the employee.

Travel Days will be paid depending on the following schedule/percentages:

- i. 8 am is Breakfast (25% of per diem)
- ii. 12 pm is lunch (25% of per diem)
- iii. 5 pm is Dinner (50% of per diem)

Examples :

- a. You leave home to head for training at 11 am; you would qualify for lunch and dinner (or 75% of your per diem for that travel day)
- b. You are done with training and are to arrive home at 1pm; you would qualify for breakfast and lunch (or 50% of your per diem for that travel day).

5 – 19 c.1 PER DIEM EXCEPTIONS

- a. Per diem will be reduced when meals are provided as part of training costs/fees.
- b. Advanced courses (non-basic or special basic training), i.e. specifically at OPOTA, are approved for per diem at a reduced rate of \$20.00 per day.
- c. If an employee chooses not to stay at provided lodging (i.e. OPOTA/OSP campus), they are responsible for their own lodging costs and OPOTA approval, as lodging on campus is provided as part of the cost of the class.
- d. If you spend more than the approved per diem, is it done so at the employee's own cost and will not be reimbursed by the Village.

5– 19 c.2 PROCESSING

A purchase request (PR) form detailing the planned trip per diem expense must be submitted in advance to the department supervisor with Fiscal Officer, and/or Village Administrator approval based on the total cost of the trip per established AP and PR policies.

The per diem and mileage rate will be calculated by the Fiscal Officer annually using guidelines provided by the Federal Government GSA.

5 – 19 d. FUEL CARD

Corporate fuel cards are assigned to specific Village vehicles and are prohibited from being used to fuel any vehicle or piece of equipment that is not Village-owned. Any reimbursement for travel fuel for a personal vehicle is to be submitted on the expense reimbursement form.

This policy will be considered retroactive to 1/1/2023