

TOWN OF CANANDAIGUA
TRAVEL AND CONFERENCE POLICY
Adopted: November 20, 2017

I. PURPOSE

Policy. It is Town of Canandaigua's policy to reimburse employees for certain expenses incurred by the employee in the pursuit of Town business. The intent of this reimbursement is to cover those expenses incurred by an employee over the normal expenses the employee would incur. All expenses must be ordinary, reasonable, necessary, and have a valid business purpose. This policy covers items normally encountered as business or travel expense. The Town expects its employees to use good judgment.

II. GENERAL

- A. All staff, elected and appointed officials, (i.e. employees) are authorized to travel on official business provided the department head (chair in the case of appointed boards) has authorized the anticipated expense.
- B. Travel expenses, while conducting official business of the Town of Canandaigua, are reimbursable provided the expense is authorized and is compliant with the adopted Town of Canandaigua budget.
- C. Travel expenses will be covered for employees only. Expenses for spouses and Non-Town of Canandaigua employees will not be paid or reimbursed.
- D. U.S. General Services Administration should be consulted to determine if travel expenses are reasonable.

III. MEAL EXPENSES

- A.
 - 1) A per diem allowance for meals will be used in accordance with the Domestic Per Diem Rates as established from time to time by the U.S. General Services Administration.
 - 2) The per diem rate includes three combined meals: breakfast, lunch, dinner.
 - 3) Meals on days not involving an overnight stay must be supported by individual receipts and actual costs will be reimbursed up to the individual meal allowance.

IV. LODGING EXPENSES

- A. Lodging expense will be reimbursed when necessary, in support of professional development and official town business.
- B. The lodging rate associated with the conference (Conference Rate), will be reimbursed to the employee if not paid ahead of time by the Town. If no conference rate exists, the Town of Canandaigua will pay for single accommodations for one employee.
- C. All other Town of Canandaigua business travel will be reimbursable based on rates established by the United State General Services Administration (GSA).

V. TRAVEL

If available, Town vehicles should always be considered when the use of an automobile is required. Gasoline and other necessary expenses incurred while a Town vehicle is being used for business purposes will be reimbursed. Emergency expenses, if justified, will be reimbursed. Every effort shall be made so that more than one employee can ride in the same car when traveling to the same place. Parking fees, garage storage, thruway and other tolls, tax fares, etc., will be reimbursed, provided these expenses are substantiated by receipts.

- A. Because a rental car is generally the most expensive mode of transportation it should be used only when other suitable and less expensive means are not practical or available. Rental vehicles are not to be used unless the cost is less than that of other available transportation such as taxi or airport limousine. If car rental is necessary, to reduce cost, employees should share rental cars, use compacts, and utilize discounts. Do not take collision insurance or personal injury insurance options if rental is utilized.
- B. Reimbursement for private vehicles will be at standard mileage rates as published by the Internal Revenue Service. Applications for mileage reimbursement must be supported by detailed mileage records. Acceptable forms include MapQuest or Google maps detail.