



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): TRAVEL POLICY

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

TRAVEL POLICY

A. Approval Process.

All overnight travel must be submitted on a ***Travel Advance Request Form*** at least four weeks prior to date of travel, if possible. This request must be accompanied by the conference/seminar/meeting agenda and anticipated lodging information. This form will be routed as follows:

- a. Submit form to Department Director for approval.
- b. Submit form to Finance Department for review. If information is missing or clarification needed, Finance and HR will work with the Department Head or designee.
- c. Form will require final approval by the City Manager or designee.
- d. Form will be sent back to Finance for processing.

Employee will be notified of any changes.

B. Lodging

1. After travel request is approved, lodging reservations (if necessary) must be made at hotels approved by conference or meeting organizers, at a single occupancy rate. When possible, conference/meeting rates should be secured. If no lodging is approved by organizers, reservations should be made at the hotels as close to the conference or meeting location as possible, with Department Head approval.
2. Employees should reference the following link: <https://www.gsa.gov/travel-resources> for determining location specific lodging rates.
3. Lodging reservations must be made using a City P-card.
4. Any overnight stay within a 60-mile radius of the worksite location or home of record, whichever is closer, must be pre-approved by the City Manager or designee.

C. Meals

Meals for Overnight Travel



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1. If travel begins prior to 8AM, breakfast, lunch, and dinner will be paid.
2. If travel begins between 10 AM and 2 PM, lunch and dinner will be paid.
3. If travel begins after 6PM, dinner will be paid.
4. If travel concludes after 8 AM, breakfast paid.
5. If travel concludes after 2 PM, breakfast and lunch will be paid.
6. If travel concludes after 6 PM, breakfast, lunch, and dinner will be paid.
7. When meals are provided at conferences and included in the registration fees, reimbursement or per diem may not be requested for that meal.
 - a. A “continental breakfast” is considered a meal.
 - b. Conference/Seminar/Meeting agendas, if available, must be submitted with your **Travel Advance Request Form**.
8. All meals will be paid at the GSA per diem rates as a travel advance, or reimbursement:
 - a. Rates are available at <https://www.gsa.gov/travel-resources>.
 - b. Daily incidentals are fees or tips given to porters/baggage carriers and are not eligible for reimbursement.
 - c. Receipts are required for all reimbursements.
 - d. Utilizing a P-card for meals while traveling will require prior authorization by City Manager or Assistant City Manager.
 - e. The City Manager or Assistant City Manager may authorize reimbursement or P-Card use for meals in excess of the per diem, and in such instance, official receipts for the meals are required.

Meals for Day Travel

1. If traveling to a conference, meeting, training or seminar within a 60-mile radius that does not require an overnight stay, you will receive the per diem rate for the midday meal only. Rates are available at <https://www.gsa.gov/travel-resources>.

D. Airlines

1. Airline travel (economy-class airfare) must be made using a City P-card.
2. Baggage fees must be included at the time of the reservation, if possible.
3. Baggage limit is (1) checked bag, per employee.



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- a. If additional baggage fees are assessed, the employee must submit a receipt for reimbursement, or use a P-card, with justification for the extra fees.

PERSONAL VEHICLE/MILEAGE REIMBURSEMENT

Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Mileage will be reimbursed at the current allowable IRS rate. Mileage is based on worksite location or home of record to the conference/meeting/seminar, whichever is the shortest distance. Mileage reimbursement must be submitted on the **In-Town Mileage Reimbursement Form** in the event the employee is traveling within New Braunfels city limits. In the event the employee is traveling outside the New Braunfels City limits please submit the **In-Town Mileage Reimbursement Form** and supporting documentation to include MapQuest, Yahoo Maps, and/or Google Maps etc., and submit to the Finance Department.

- A. Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability.
- B. The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation ticket.
- C. Persons who receive a car allowance are eligible for mileage reimbursement when travel distance to the location is over 30 miles one-way. Employees are not eligible for both a car allowance and assignment of a City vehicle, unless for emergency or special use as approved by the City Manager.