

**ADMINISTRATIVE ORDER NO. 78**

Pursuant to the authority granted to the City Administrator in Section 2-300, BMCC the following policy is hereby established as the City of Billings ***Travel Policy***.

**CITY OF BILLINGS  
TRAVEL POLICY**

This policy is to be used by City employees and elected officials who travel on City business. All City employees are required to follow these procedures for any travel.

The City Administrator has final approval and responsibility for travel. Department Heads are responsible for carrying out the policy and seeing that their employees follow correct procedure.

The Finance Division is responsible for determining that:

1. The travel policy is being followed
  2. Proper accounts are being charged, and
  3. There are budgeted funds available.
- A. All travel, including the means of transportation to and from a destination, must be approved by the appropriate Department Head or designee before any trip is made. The use of training or conference requisition is required for all travel (except within the City of Billings) and will be submitted to the Finance Division and the City Administrator for approval.
1. A written travel or conference requisition form, when required, should be submitted at least six (6) weeks prior to the travel. Any purchase order(s) relating to the travel will be submitted three (3) to four (4) weeks prior to the travel.
  2. Cash advances are discouraged, but can be requested by employees who have received their Department Head or designee's approval to do so.
- B. All travel outside the Continental limits of the United States and Canada must be reviewed and approved by the City Council.
- C. All transportation shall be by the most economical means -- taking into consideration the direct cost of the carrier, the cost of the employee's time away from the office, and expenses incurred for additional nights lodging and meals. All commercial air travel shall be by the least expensive service available. An employee may be asked for documentation justifying the means of transportation and/or cost savings.
- D. If travel by automobile is decided to be appropriate in terms of cost and time, the employee will use a City-owned vehicle. Exceptions (including the use of a private vehicle) need the approval of the City Administrator, unless stated in Labor Contract Agreements. Departments who do not have a vehicle for such travel may contact the Motor Pool for assistance. When private vehicles are used, reimbursement will be limited to tourist class airfare or the allowable mileage rate, whichever is less. The allowable mileage rate shall be established annually based upon the mileage rate currently allowed by the IRS. Employees who receive a vehicle

allowance are eligible for reimbursement for gasoline purchases for travel exceeding 100 miles round trip. Reimbursement for mileage will be from the employee's work place to the travel destination and returning to their work place.

- E. When practical, employees will carpool when attending the same conference or training. An employee may take their own car but will not be reimbursed for mileage, or upon agreement split the reimbursement with the other drivers.
- F. All things being equal, employees shall stay at the hotel/motel with the most reasonable rate.
- G. Explanation for the necessity of a rental car will be included on the travel requisition form and subject to approval by the City Administrator.
- H. A completed travel expense report showing expenses for reimbursement, and a detailed meeting/conference agenda, must be filed with the Finance Division within ten (10) days upon the return from the trip.
- I. Travel expenses which require reimbursement shall be supported by vendor receipts. No reimbursements will be made without vendor receipts or documentation, except for certain instances where receipts are not customarily provided. Money spent for entertainment or personal items will not be reimbursed.

Per diem allowance for meals is the only allowable method for reimbursement.

**MEALS PER DIEM WITHIN THE STATES OF MONTANA, WYOMING, NORTH DAKOTA AND IDAHO - NO RECEIPTS NEEDED:**

<b>Breakfast</b>	<b>\$ 6.00</b>
<b>Lunch</b>	<b>\$ 7.50</b>
<b>Dinner</b>	<b><u>\$16.50</u></b>
	<b>\$30.00</b>

**MEALS PER DIEM FOR TRAVEL OUTSIDE THE STATE OF MONTANA, EXCEPT FOR WYOMING, NORTH DAKOTA AND IDAHO - NO RECEIPTS NEEDED:**

<b>Breakfast</b>	<b>\$ 10.00</b>
<b>Lunch</b>	<b>\$ 12.00</b>
<b>Dinner</b>	<b><u>\$ 22.00</u></b>
	<b>\$44.00</b>

The employee is unable to claim a meal if it is included in the registration cost of the training/conference. Exceptions include continental breakfasts, additional costs for banquets, and when the employee attends a training session or required business meeting during a scheduled meal.

If travel or attendance occurs during the following time slots, per diem payment may be made for the indicated meals.

<b>12:00 a.m. to 11:00 a.m.</b>	<b>-</b>	<b>Breakfast</b>
<b>11:01 a.m. to 5:00 p.m.</b>	<b>-</b>	<b>Lunch</b>
<b>5:01 p.m. to 11:59 p.m.</b>	<b>-</b>	<b>Dinner</b>

- J. All personal trips made together with official trips must be approved by the City Administrator and appropriate Department Head before the trip is made and must cause no additional expense to the City.
- K. Telephone cards will be purchased by each department to be used for employees' phone calls. It is the department's responsibility to distribute and monitor the usage of the cards. No reimbursement will be made for phone calls except for hotel telephone access charges. When traveling outside of Montana with a City cell phone, employees must contact IT's administrative secretary at least two (2) days prior to the trip to change their calling plan.
- L. Employees may be asked for additional information or documentation before reimbursement.
- M. The City Administrator may approve exceptions to this policy.

Dated this 18<sup>th</sup> day of December, 2003.

  
Kristoff T. Bauer      City Administrator