



TOWN OF GREENWICH

Office of the First Selectman
Town Hall
101 Field Point Road
Greenwich, CT 06830

TOWN TRAVEL & REIMBURSEMENT POLICY

PURPOSE

The purpose of this policy is to establish guidelines and to standardize the reimbursement of expenses relating to approved work-related travel, and other business activities.

SCOPE

This policy applies to all Town departments, excluding the Board of Education.

POLICY

It is the policy of the Town of Greenwich to reimburse employees for reasonable expenses which they incur as a result of attending conferences, meetings, or while performing official duties on behalf of the Town. Employees will be reimbursed for reasonable and justifiable expenses after submission of the appropriate documentation. As all Town business is conducted with taxpayer funds, it is expected that all Town employees will exercise good judgement when seeking reimbursement and will make every reasonable effort to reduce costs.

1.0 TRAVEL

Eligibility for Reimbursement

All conferences and other business travel must be directly related to the employee's position, employee development, or possibility of advancement within their department. Consideration should be given to the costs (monetary and personnel time) of the event or training and how those factors compare to the level of benefit they will provide. If feasible, it is the Town's preference to have the Town, rather than the employee, pay directly for approved expenses (i.e. requesting an invoice for a conference registration).

Approval for Eligible Travel

All travel must be approved by the employee's immediate supervisor prior to registration or attendance. If the trip involves an overnight stay, requires travel in excess of 100 miles from Town Hall, or if the employee will incur an expense eligible for reimbursement of any kind, a request for approval must be submitted in writing to the employee's immediate supervisor. Requests for approval must be acknowledged in writing.

Transportation

Employees should use the most cost effective and practical mode of transportation for official travel. Air travel may be considered for trips over 200 miles one way from Greenwich and will be reimbursed at coach/economy flight pricing. Flight arrangements should be made as far in advance as possible to take advantage of discounts. In determining the lowest and most practical fare, the traveler should not only consider non-stop flights, but also flights with one connection. Travelers should purchase non-refundable tickets unless another option is more cost effective.

Vehicle Use & Mileage

When using a vehicle for travel or while performing official duties, an available Town car should always be the first option, unless specified otherwise in an agreement with the Town. Town vehicle use must adhere to the *Human Resources Policy Manual, Section 8.4 and Section 8.21*. If using a personal vehicle for official business, mileage will be reimbursed based on the shortest route. When calculating a route for same day travel, the depart/return point should be either the Greenwich Town Hall or the employee's primary residence, selecting whichever distance is shorter.

During multi-day travel, an employee should use public transportation in lieu of personal or private vehicles, except in special circumstances. Rental vehicles may be used when no other practical option is available for transport. The most practical and low cost transport option should be utilized.

Lodging

If an employee is required to lodge while traveling, reimbursement should cover only the employee's cost of lodging and should not extend to any family members or other travel companions. Hotel reimbursement will be for no more than the night before through the last night of the event. Hotel accommodations should be both reasonable and practical. When booking an accommodation, where available, employee should take advantage of special event lodging rate unless another option is more cost effective.

Meals

Unless specified in a collective bargaining agreement, employees may claim meal expenses through the actual cost of their meals for breakfast, lunch, and dinner (substantiated with original receipts), not to exceed the amount set forth on October 1st in the [Meals and Incidentals Breakdown, Fairfield County, Per Diem Rates](#) of the US General Services Administration. Employees are not entitled to a meal reimbursement if a conference or event provides a meal, or where meals are provided complimentary as part of hotel accommodations. Any meal expense in excess of the limits stated in this policy will be borne by the employee.

Employees who are required to travel for Town business without an overnight stay, may be eligible for a lunch meal reimbursement if the employee is away from his or her home and official duty station for more than ten hours and the reimbursement requests are occasional and non-routine, unless specified otherwise in a collective bargaining agreement.

2.0 Additional Guidelines for Expenses During Official Duties

Regarding reimbursable expenses, all employees should understand the following guidelines:

- All such reimbursements require approval of the Department Head or designee.
- *After-Hours Work:* While fulfilling job-related responsibilities, an employee may be required to work late or outside of "normal hours." These occurrences are not eligible for meal reimbursement.
- *Working Lunches:* Lunch during the regular work day is not a reimbursable expense. However, there may be times that a Department/Division Head determines that a working lunch, within reason, is beneficial or in the department's interest to accomplish mission-related responsibilities and objectives. This expense may be reimbursed, with the required documentation.
- Employees who violate travel and reimbursement policies will be held directly responsible for their actions.

This policy is meant to cover the most common types of expenses related to employee travel. The First Selectman or designee may approve other reimbursements not explicitly covered by this policy if it is in the best interest of the Town to do so.

Process for Reimbursement

All reimbursable expenses should be processed and paid in accordance with the *Human Resources Policy Manual, Section 6.5.C*, unless specified otherwise. Employees are encouraged to retain copies of records and receipts in the event that an audit of financial activity is conducted or additional information is requested. In addition, reimbursement request must be submitted within 45 days after event. Request for reimbursement after 45 of the event may be rejected for payment. Employees should not submit expense reimbursements to circumvent procurement policies and procedures.

RELATED POLICIES

Human Resources Policy Manual, Section 6.5.C: Expense Reimbursements

Human Resources Policy Manual, Section 8.4: Automobile Allowance Policy and Procedure

Human Resources Policy Manual, Section 8.21: Vehicle Use Policy and Procedure