

TITLE II ADMINISTRATIVE REGULATIONS

CHAPTER 5 BUSINESS TRAVEL POLICY

5.01 Purpose

It is the policy of the Town of Flower Mound to provide necessary funding for approved conventions, educational meetings, business trips, and other business-related activities. This policy is established to provide guidelines for payment of or reimbursement for travel expenses and consistent procedures for travel authorization, documentation, and accounting.

5.02 Applicability

This policy applies to all regular employees of the Town of Flower Mound. Any questions regarding procedures should be directed to the Financial Services Department Accounting Services Division.

5.03 General

- A. Decisions regarding employee training should be made during the annual budget process. Department/Division Heads may substitute a conference or education meeting for another that was originally planned and budgeted, or substitute a person attending, provided the total dollars budgeted are not exceeded.
- B. Employees are expected to exercise good judgment and use the most economical means when incurring travel expenses.
- C. There is no objection to a spouse and/or other family members accompanying an employee on an official out-of-town trip, provided that their presence does not detract from the performance of duty. Expenses attributable to the family, such as conference registration for spouses or special event charges, will not be reimbursable or paid by the Town.
- D. In situations where extraordinary travel expenses are expected to be incurred, or where this regulation does not cover the situation, or would create a significant hardship if strictly applied, the Town Manager may authorize exceptions.
- E. Any request for out-of-state travel will only be considered if such travel is in the best interest of the Town.

5.04 Approval of Travel

Prior to making any travel arrangements, an employee shall verify availability of funds and have approval by the employee's Department/Division Head. If an employee is requesting a Travel Advance, see Section 5.07 for instructions.

5.05 Allowable Expenses

The Town will pay all reasonable expenses for employee travel, food, lodging, conference registration, tips, parking, taxis, and other associated necessities, provided that the employee submits appropriate documentation. All expenses must be accompanied by itemized receipts (except per diem and mileage costs).

A. Transportation: Employees may use the mode of transportation he or she prefers and should be reimbursed on the basis outlined in subsections 1-6 below. Ordinarily, when traveling other than by car, round trip tickets should be purchased for travel, but going by one mode and returning by another is allowed if schedules so dictate or if there is not a disadvantage to the Town. When making travel arrangements, employees will secure the lowest rates available (e.g., contracted travel arrangements with convention/seminar hosts, or other.) The Travel Estimate worksheet (Attachment B) is provided to help calculate the least expensive travel method, demonstrate the need for a rental vehicle or justification why other transportation methods were not utilized.

1. Air Travel. Reimbursements shall be limited to Economy Class utilizing the most direct route where such services are available. Business Class Airfare may be paid or reimbursed only if a lower airfare is not available and approval is obtained by Department/Division Head. Early check-in fees or seat upgrades fees are not reimbursable by the Town without prior approval Department/Division Head. When carry-on luggage is not sufficient for a business trip, Baggage Fee reimbursement will be limited to one bag per traveler.

Employees who extend their travel to qualify for reduced airfares will be reimbursed for additional meals, lodging, rental cars, parking, etc., if two conditions are met:

- a. The combined cost of the additional expenses and discount airfare is less than the non-discounted airfare and related costs; and
- b. It is in the Town's best interest to allow the employee to be absent the additional time.

2. Town Vehicle. Town vehicles may be used to travel to destinations of up to 250 miles radius from Flower Mound on Town business. Special approval for longer trips may be granted by the Town Manager if there are two employees traveling together or if there is some other justification. Gasoline and similar expenses will be reimbursed by the Town with valid itemized receipts.
3. Personal Vehicle. Employees who do not have access to Town vehicles will be reimbursed for mileage at the current Internal Revenue Service (IRS) allowed rate, which is updated every January. When an employee chooses to drive his car on a trip longer than 250 miles, reimbursement shall be limited to the combined cost of airfare, taxi and related expenses or the mileage rate per mile, whichever is lower. The Travel Estimate Worksheet and proper documentation must be submitted to verify calculations.

For employees receiving a car allowance or have a Town issued vehicle, but traveling by personal vehicle, the mileage reimbursement will only be paid when travel is greater than 50 miles (one way) from their office.

The Town does not provide insurance coverage for any employee who uses his personal vehicle for business purposes. It is the employee's responsibility to protect against damage to his vehicle and legal liability in such form and amount as the employee deems adequate.

4. Rail travel. Reimbursement shall be limited to coach fares.
5. Car Rental. Rental cars should not be used except when taxis are inconvenient due to distance or number of necessary local trips to be taken. In the event an employee should rent a car, the Town will reimburse the fee for the appropriate vehicle given the number of passengers or equipment. If a vehicle larger than an economy type is needed, justification must be provided. An employee should decline the liability/collision damage waiver offered on the rental contract, as this coverage is already provided by the Town.
6. Other. Travel to and from airports should be by bus or hotel shuttle where such services are in operation, and by taxi as a last resort.

- B. Lodging. The Town will pay accommodations through the duration of the event, plus the day prior and/or after, if required, to meet arrival/departure times or restrictions. If an employee chooses to arrive earlier or stay later, additional lodging and other expenses related to such choice will be at the employee's personal expense. Reservations should be made at the single

room rate (unless double is the same rate or lower), taking advantage of government, seminar, or other group discounts whenever possible.

- C. Meals. The Town will pay all reasonable meal costs when directly related to overnight travel for Town business. Per diem will be paid at the current rate listed on the US General Services Administration (GSA) website (www.gsa.gov) for the destination city. If the destination city is not listed, the closest city rate will apply. See Attachment A for instructions on how to use the GSA website.

First and last day of travel will be calculated at 75% of the per diem rate listed on the GSA website.

It is recommended that meals not be charged on the Town Credit Card; however, in the event that meals are charged those expenses should be processed for payment using credit card payment procedures. The meals must still be listed on the Travel Expense Form as a prepaid expense for the exact charge. If the cost of the meal is less than the per diem, the cost of the meal should be used in the actual amount column. Employees are responsible for meal expenses exceeding the per diem amount. Itemized receipts are required to be submitted with Travel Expense form, if paid by Town credit card.

Meals, which are paid for in advance (e.g., as part of registration, ticketed separately as a conference event or provided by conference), may not be considered as part of the per diem reimbursement. Exceptions will be considered with proper justification. Adjustments to per diem must be approved by the Town Manager. No per diem shall be claimed if meals are paid by others. If the employee chooses not to eat the conference provided meal for dietary, health or religious reasons, the employee will receive the per diem, as long as, the employee provides an itemized receipt for that meal.

If an employee pays for the meals for a non-Town employee, an itemized receipt should be submitted with details indicating the name of the person, organization, and business purpose.

- D. Conferences and Seminars: All conference and seminar registration fees will be paid in full using a Town Procurement Card (p-card) or through the Accounts Payable process with the approval of the Department/Division Head. Use of a personal credit card should be avoided, however, if an employee pays for a registration directly, see Section 5.08 on the reimbursement procedures.

- E. Miscellaneous Expenses.

- 1. Airport Parking. Itemized receipts shall be submitted for airport parking at D/FW Airport or Love Field Airport. Long-term, remote, or express parking

should be used whenever possible. If an employee chooses a more expensive parking location, the employee will only be reimbursed up to the cost of the long-term, remote or express parking. If parking is charged on the Town p-card, the employee will be responsible for the difference, if applicable.

2. Personal Phone Calls. Additional charges above normal plan costs will be reimbursed up to \$10. An itemized receipt must be attached.
3. Business Phone Calls. All business phone calls will be reimbursed. An itemized receipt must be attached.

F. Non-Allowable Expense. Expenses for the following shall not be paid by the Town:

1. In-hotel pay television or videos.
2. Health clubs or spas.
3. Alcoholic Beverages
4. Food or drink refreshments in excess of per diem.
5. Entertainment unrelated to Town business (e.g. attending a play or movie with friends).
6. Calls to 900 numbers.
7. Dry cleaning or laundry.

5.06 Spouse/Family Travel

When accompanied by a family member, an employee shall pay all incremental costs related to having the member along on the trip. Examples of incremental costs include the difference in lodging costs between single and double occupancy, and all meal, and incidental costs of the family member. Spouses may accompany a Town employee on official business with such expenses reimbursed by the Town only when the spouse has specific duties to perform for the benefit of the Town and such expenses are approved in advance by the Town Manager. Cost of spouse travel must be clearly identified on the Travel Advance or Expense form and be approved by the Town Manager.

5.07 Travel Advances

Advances are intended to cover the cost of meals, taxis, and similar incidental out-of-pocket expenses, generally NOT airfare, lodging, or conference fees, which should be paid directly to the travel agency, hotel, or conference sponsor by the Town. Tolls will be reimbursed at the completion of travel, an itemized receipt or toll billing statement is required. See Section 5.08 for reimbursement procedures.

Complete the Travel Advance form with the conference itinerary, GSA per diem information, electronic map illustrating mileage from office to destination, and any additional documentation need. This form must be completed, approved and submitted to

Accounts Payable no more than 10 business days before travel. Regular Accounts Payable procedures and deadlines apply.

5.08 Travel Expenses

All employees who use Town funds for authorized trips must submit a completed Travel Expense form, conference itinerary and all required receipts, whether paid by Town or employee, within five (5) business days of the return of the trip.

Actual expensed should be listed and totaled in the Actual Amount column, any amount paid by the Town should be listed in the Paid by Town column, and any amount advanced to the traveler should be listed in Advance Traveler column of the Travel Expense form. The form will calculate the differences.

An amount due to the employee will arise if the employee receives an advance less than the amount he or she paid for trip costs, or if the employee did not to request an advance. Upon approval by the employee's Department/Division Head, and review by the Financial Services Department / Accounting Services Division, a check will be written to the employee in accordance with the accounts payable processing schedule.

An amount due the Town will arise if the employee receives an advance greater than the amount he or she paid for trip costs. The employee should submit the Travel Expense form and any monies owed the Town to his Department/Division Head for approval. The Department/Division Head will then submit the Travel Expense form to Financial Services / Accounting Services for processing. It is recommended that the employee reimburse the Town by check as his proof of payment.

5.09 Local Expenses

- A. Mileage. Mileage reimbursement is available for local events directly related to Town business, from Town Hall or normal workstation to the event and back. For those employees receiving car allowances, mileage will be reimbursed from outside the Dallas, Tarrant, Denton, and Collin County area and back to that area. Mileage will be reimbursed using the current IRS mileage rate, which is updated annually in January. For day conferences, an itinerary and an electronic map must be attached to the mileage reimbursement request.
- B. Meals. Lunch expenses incurred while attending local seminars or events will be reimbursed by the Town provided the lunch is an integral part of the seminar or event and is billed accordingly. Meals will not be reimbursed

for trips/training that do not include an overnight stay unless the purpose of the meal is a meeting with non-Town personnel.

Other food expenses for working lunches, work place meetings, or other business purposes is reimbursable provided that documentation of the expense, list of attendees, and business purpose is submitted and the expense has been approved by the Department/Division Head. These types of expenses can also be submitted to Financial Services/ Accounting Services by receipt or check requisition.

Dinner expenses incurred while attending local seminars or events will be reimbursed by the Town in full providing the dinner is an integral part of the event and ticketed as such.

- C. Miscellaneous. The Town will reimburse the employee for expenses incurred for parking, tolls, and calls to his or her Town office while on local Town business.
- D. Obtaining Reimbursement for all local expense except mileage. An employee shall submit a completed Travel Expense form as outlined in Section 5.08 above.

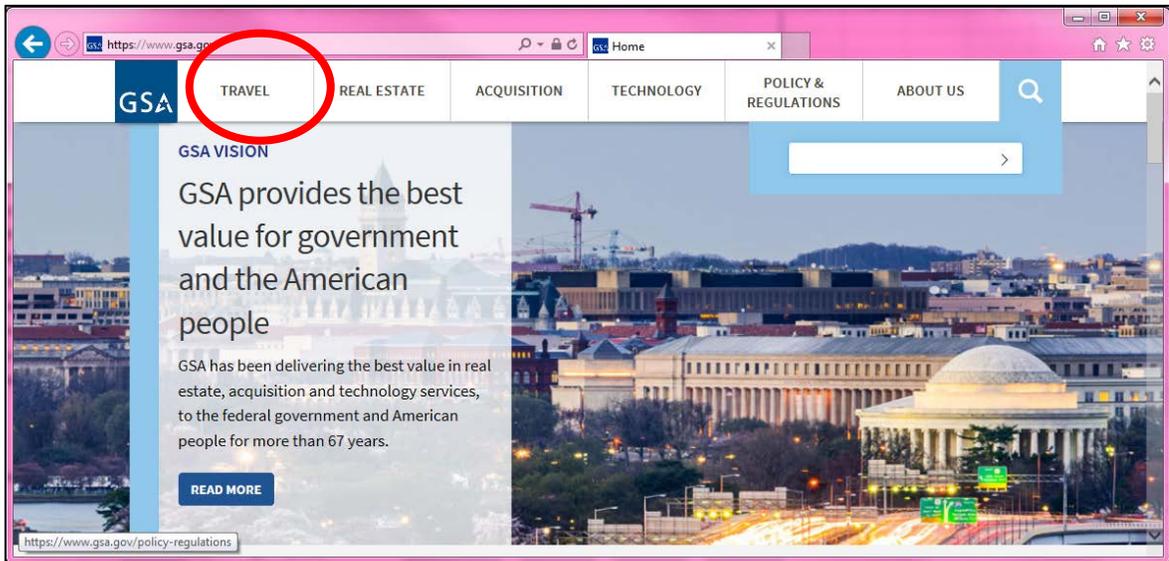
Reimbursement through petty cash will be allowed for miscellaneous day travel expenses (i.e. parking, gas) other than meal and mileage reimbursements, as long as, these are the only travel expenses incurred.

The Town of Flower Mound's Business Travel Policy is hereby approved this 18th day of October, 2019.

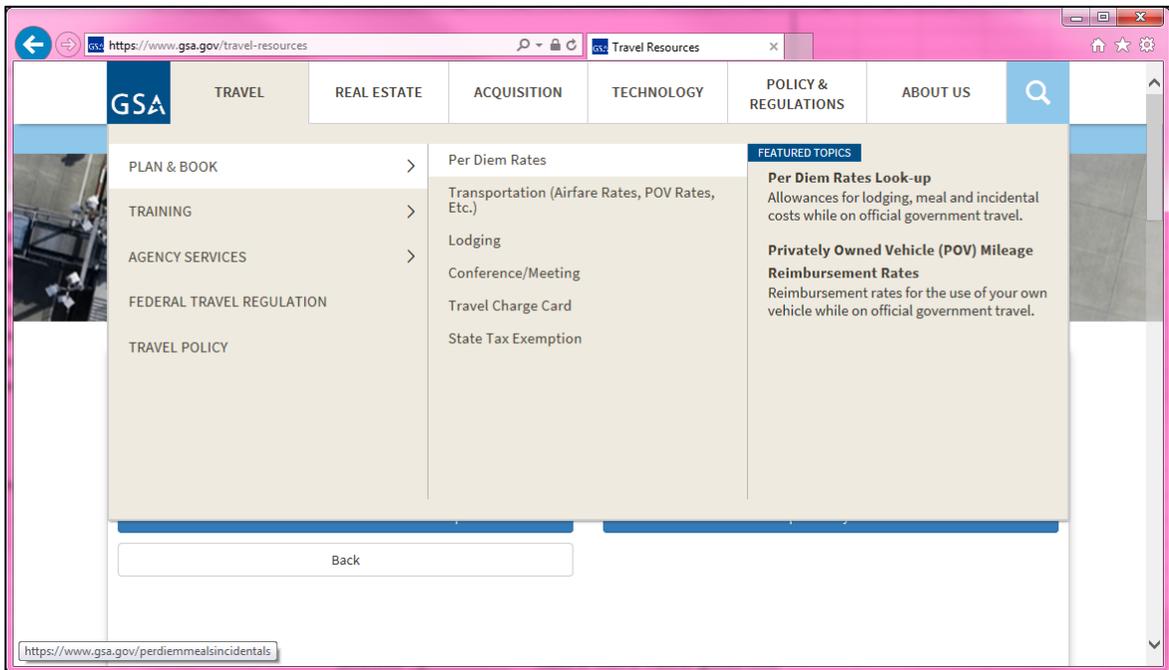
Signed (original in HR Master File)
Jimmy Stathatos, Town Manager

ATTACHMENT A HOW TO USE THE GSA WEBSITE

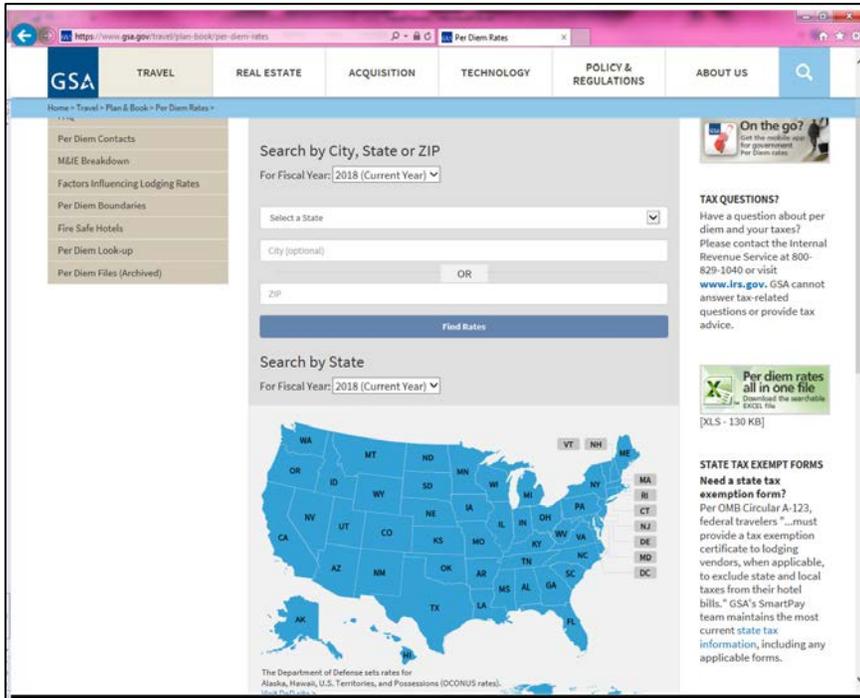
Go to www.GSA.gov



Go to Travel/Plan & Book/Per Diem Rates



Either Enter the City and State Traveling to
or click on the State



Print the Per Diem results for backup
documentation

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/actions Per Diem Rates Look-Up

Home > Travel > Plan & Book > Per Diem Rates > Per Diem Look-Up >

FY 2018 Per Diem Rates for Texas

(October 2017 - September 2018).

Cities not appearing below may be located within a county for which rates are listed.
To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

October 2017 - September 2018 You searched for: Texas Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017			2018			M&IE (5)
		Oct	Nov	Dec	Jan	Feb	Mar	
Standard Rate	Applies for all locations without specified rates / STANDARD RATE	\$93	\$93	\$93	\$93	\$93	\$93	\$51
Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	\$163	\$163	\$163	\$163	\$163	\$163	\$59
Austin	Travis	\$146	\$146	\$146	\$165	\$165	\$146	\$59
Big Spring	Howard	\$97	\$93	\$93	\$93	\$93	\$97	\$54
College Station	Brazos	\$107	\$107	\$107	\$107	\$107	\$107	\$59
Corpus Christi	Nueces	\$101	\$101	\$101	\$101	\$101	\$101	\$59
Dallas	Dallas	\$142	\$142	\$142	\$155	\$155	\$155	\$64
El Paso	El Paso	\$98	\$98	\$98	\$98	\$98	\$98	\$59
Galveston	Galveston	\$99	\$99	\$99	\$99	\$99	\$99	\$64
Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	\$121	\$121	\$121	\$121	\$137	\$137	\$59
Midland	Midland	\$105	\$105	\$105	\$105	\$105	\$105	\$64

Scroll to the bottom of the results page and click on Meals & Incidental Expense Breakdown (M&IE)

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/actions Per Diem Rates Look-Up

Home > Travel > Plan & Book > Per Diem Rates > Per Diem Look-Up >

- Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
- Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
- When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part (s) of such activities may be located outside the defined per diem locality.
- Meals and Incidental Expenses, see Breakdown of M&IE Expenses for important information on first and last days of travel.

ADDITIONAL PER DIEM TOPICS

- Meals & Incidental Expenses Breakdown (M&IE)
- FAQs
- Factors Influencing Lodging Rates
- Per Diem Highlights
- Fire Safe Hotels
- Have a Per Diem Question?
- Downloadable Per Diem Files

CONTACTS

Additional Contacts for

- Travel Management Policy

NEED MORE INFORMATION?

- Rates for Alaska, Hawaii, U.S. Territories and Possessions (set by DoD)
- Rates in Foreign Countries (Set by State Dept.)
- Federal Travel Regulations (FTR)

RELATED TOPICS

- Travel Resources
- E-Gov Travel
- FedRooms
- POV Mileage Reimbursement Rates

Last Reviewed 2017-10-02

Print the breakdown for backup documentation. This will be used to determine the actual rate for breakfast,
(Revised 10/018/2019) 5 - 10

lunch and dinner.

Meals and Incidental Expenses (M&IE) Breakdown

Choose one of the headings below to get meals and incidental expense rates (M&IE) for federal travelers.

- Find total M&IE for travel in the continental U.S.
- Find M&IE breakdown by meal for travel in the continental U.S.

M&IE Breakdown

M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses	First & Last Day of Travel (3)
\$51	\$11	\$12	\$23	\$5	\$38.25
\$54	\$12	\$13	\$24	\$5	\$40.50
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$15	\$16	\$28	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50

1. This table lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.
 2. The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a per diem allowance), you will need to deduct those meals from this amount.

[RATE THIS PAGE](#)

**ATTACHMENT B
TRAVEL ESTIMATE WORKSHEET**

This is a sample form. The most current form is located on the Intranet under Documents and Forms/Accounting Services.

This form can be used to determine the most economical means for travel.



Travel Estimate Worksheet

Traveler Name: _____

Department Date/Time: _____

Return Date & Time: _____

This worksheet must be signed, approved and submitted with the Travel Advance or Expense Form, if personal car is driven more than 250 miles.

STEP 1: Flying versus driving Personal Vehicle for travel to destination.

	AIRLINE		PERSONAL VEHICLE
Airline		-	
Mileage to Airport _____ miles @ 0.545	-		_____ miles @ 0.545 -
Airport parking	-		
Shuttle/Rental Car	-		
Other (explain) _____	-		
	TOTAL	\$ -	TOTAL \$ -

STEP 2: Rental vehicle versus Other Transportation at destination.

	RENTAL VEHICLE		OTHER TRANSPORTATION
Rental Vehicle Costs	-		Hotel Shuttle -
			Airport Shuttle -
			Public Transportation -
			Taxi -
			Uber -
	TOTAL	\$ -	TOTAL \$ -

The lesser of the airline versus personal vehicle will determine the maximum amount to be reimbursed. If airline is the most cost effective, then the lesser of the rental vehicle versus other transportation will determine the maximum additional travel costs to be reimbursed.

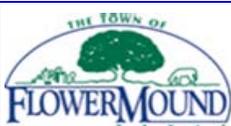
A brief explanation of any extenuating circumstances must be provided below:

Employee Signature: _____ Date: _____

Department/Division Head Signature: _____ Date: _____

ATTACHMENT C TRAVEL ADVANCE FORM

This is a sample form. The most current form is located on the Intranet under Documents and Forms/Accounting Services.



TRAVEL ADVANCE

This form must be completed in order to receive a travel advance. The travel estimate worksheet (if applicable), conference itinerary, GSA per diem information and all other necessary backup documentation must be attached. Failure to attach backup documentation could delay the processing of the request.

Traveler Name: _____ Department Date/Time: _____

Vendor # _____ Return Date & Time: _____

Account Code: _____ Date Advance Needed _____

Purpose of Trip & Destination (City & State): _____

ESTIMATED TRIP COSTS

Complete Prior to Travel & turn into Accounts Payable no more than 10 business days prior to departure.

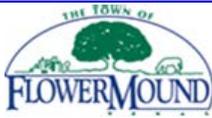
	Estimated Costs	Paid by Town (Check)	Paid by Town PCARD	Advance Traveler
Registration	-	_____	_____	N/A
Lodging	-	_____	_____	N/A
Airfare (Attached Travel Estimate)	-	_____	_____	N/A
Auto Rental (Attach Travel Estimate)	-	_____	_____	N/A
Taxi/Uber/Shuttle/Other (Attached Travel Estimate)	-	_____	_____	_____
Parking (Either Hotel or Airport - Attach Travel Estimate if Airport)	-	_____	_____	_____
Personal Vehicle _____ miles @ \$0.545	-	_____	_____	_____
Miscellaneous: (Detail below)	-	_____	_____	N/A
	-	_____	_____	N/A
	-	_____	_____	N/A
Per Diem Meals				
Travel Days _____ days @ \$0.000 *	-	_____	_____	_____
Breakfast _____ days @ \$0.000	-	_____	_____	_____
Lunch _____ days @ \$0.000	-	_____	_____	_____
Dinner _____ days @ \$0.000	-	_____	_____	_____
Incidentals _____ days @ \$0.000	-	_____	_____	_____
Total Estimated Travel Costs	\$ -	\$ -	\$ -	\$ -

APPROVALS	Traveler (Town Official or Employee)	Mayor, Town Manager, Department or Division Head	Finance
Signature	_____	_____	_____
Date	_____	_____	_____

*NOTE: Travel days are calculated at 75% of the per diem rate. Enter the amount from the GSA website.

ATTACHMENT D TRAVEL EXPENSE FORM

This is a sample form. The most current form is located on the Intranet under Documents and Forms/Accounting Services.



TRAVEL EXPENSE

This form must be completed in order to receive a travel reimbursement. The travel estimate worksheet (if applicable), conference itinerary, GSA per diem information and all other necessary backup documentation must be attached. Failure to attach backup documentation could delay the processing of the request.

Traveler Name: _____ Department Date/Time: _____

Vendor # _____ Return Date & Time: _____

Account Code: _____

Purpose of Trip & Destination (City & State): _____

ACTUAL TRIP COSTS

Completed after Travel within 5 business days of returning

	Actual Costs	Paid by Town	Advance Traveler	Difference
Registration	-	_____	_____	_____
Lodging	-	_____	_____	_____
Airfare (Attached Travel Estimate)	-	_____	_____	_____
Auto Rental (Attach Travel Estimate)	-	_____	_____	_____
Taxi/Uber/Shuttle/Other (Attached Travel Estimate)	-	_____	_____	_____
Parking (Either Hotel or Airport - Attach Travel Estimate if Airport)	-	_____	_____	_____
Personal Vehicle _____ miles @ \$0.545	-	_____	_____	_____
Miscellaneous: (Detail below)	-	_____	_____	_____
	-	_____	_____	_____
	-	_____	_____	_____
Per Diem Meals				
Travel Days _____ days @ \$0.000 *	-	_____	_____	_____
Breakfast _____ days @ \$0.000	-	_____	_____	_____
Lunch _____ days @ \$0.000	-	_____	_____	_____
Dinner _____ days @ \$0.000	-	_____	_____	_____
Incidentals _____ days @ \$0.000	-	_____	_____	_____
Total Travel Costs	\$ -	\$ -	\$ -	\$ -
Total Paid by Town	\$ -	\$ -	\$ -	\$ -
Total Advanced to Traveler	\$ -	\$ -	\$ -	\$ -
Difference	\$ -	Owed to Town or Traveler (please circle one)		

APPROVALS	Traveler (Town Official or Employee)	Mayor, Town Manager, Department or Division Head	Finance
	Signature		
	Date		

*NOTE: Travel days are calculated at 75% of the per diem rate. Enter the amount from the GSA website.