

POLICY

FY 04-05: 01A, as amended

To: All Department Heads

cc: Selectboard Members
Town Auditor

From: Sanford I. Miller, Town Manager

Re: Travel, Conference and Meal Guidelines and Reimbursement for Town Staff:
Memorandum FY 04-05: 01A

Date: November 29, 2005

EFFECTIVE DATE - Immediately, except as noted herein

PURPOSE: These guidelines are intended to clarify and standardize, to the extent practical, the Town of Milton's policy for payment of travel, conference and meal costs and reimbursement for Town Staff when they have made an outlay of personal funds.

PROCEDURE: The Staff Member completes a Purchase Order or Reimbursement Form or both, as appropriate, for the conference, seminar, travel, meal and related costs to the Town Manager for his/her action. The ability of the Town of Milton to provide a pay for or reimburse expenses is limited to the department travel and conference budgets. Requests for budget adjustments or amendments are welcome, but shall be made prior to a commitment to expend Town funds. The following guidelines are established.

Travel: The method of travel should be chosen by considering cost to the Town and convenience to the Town Staff. If a personal vehicle is used, the Town will pay for mileage based on the IRS mileage rate in effect on the November 15th prior to the start of the fiscal year. This provision takes effect July 1, 2006. If a Town vehicle is available, its use is strongly encouraged.

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Lodging: As with the method of travel, the choice of overnight lodging should be reasonable and convenient. For example, the Town does not expect to pay for the Ritz-Carlton, but neither does the Town expect Staff to choose truck-stop type lodging (unless they really want to). Of course, it is understood accommodations may be limited at some destinations. Distance to an event is a consideration in determining when payment overnight lodging will be approved. Generally, if travel time from a Staff person's home to the site of a workshop or conference is more than one hour, lodging will be approved. Based on the role of the Town Staff in the event, there may be exceptions to this rule.

If you have questions about the choice of accommodations or whether or not it is appropriate to stay overnight, approval of the Town Manager should be sought, *in advance*.

Meals: No daily meal allowance has been established. Therefore, the Town will pay for up to three meals per day while traveling. As Staff is expected to attend the event, every effort should be made to take advantage of meals which are included in the cost of the event. If a meal is included in the event cost and the Staff member wishes to dine elsewhere, the cost is the responsibility of the Staff member.

NOTE: Be advised, questions may arise about a single large meal bill in a given day, whereas no questions might be asked about bills for breakfast, lunch and dinner in a given day which equal to the one large bill. The bottom line is to use good sense and not be extravagant. Staff should attempt to put themselves in the mindset of those who might require an explanation (such as a SLB member, Finance Staff or Town Manager). A rule of thumb to follow: If you don't want to be asked about it, but want to do it anyway, do it on your own dime and your own time.

Ground Transportation: The Town will pay for taxi or shuttle transportation to and from an airport, bus terminal, etc. Under appropriate circumstances a car rental may be approved. However, Staff should use good judgment in choosing a modest priced rental car or transportation method (e.g. the choice of a shuttle or taxi instead of a limousine and a small or mid-sized car instead of a luxury vehicle).

Parking: The Town will pay the cost of parking a personal vehicle or a rented vehicle (if the rental is approved). The Town will not pay for valet parking.

Phone Calls to Home and Office: The Town encourages the use of calling cards and cell phones as these may be more economic than using direct dial services from a hotel or pay phone. The Town will reimburse the cost of a brief call home, but not more than once daily. The Town will provide reimbursement if calls to the office need to be made or if the Staff person is calling a supervisor.

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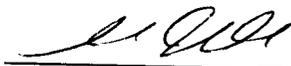
Items Not Eligible for Reimbursement:

1. The Town will not pay for alcoholic beverages or tobacco products.
2. The Town will not pay for souvenirs.
3. The Town will not pay for entertainment expenses of employees.
4. The Town will not reimburse for sales tax except as part of a meal, room or airfare bill.
5. The Town will reimburse a normal tip on a meal bill or for a taxi ride. The Town will not pay tips for valets, doormen or bellmen.
6. The Town will not normally pay the cost of laundering or dry cleaning.
7. Incidental costs at hotels, such as extra charges for room service, movies, game rental or fitness club costs will not be reimbursed by the Town.
8. If Staff chooses to travel with one or more family members, the Town will pay costs for the Staff person only. Incremental costs due to extra room guests or extra luggage will not be reimbursed by the Town.
9. If Staff plans an extended stay at a conference destination or one near the conference (i.e., before or after the conference dates), the Town will not pay for additional room lodging beyond conference days. Further, the Town will pay for travel fares associated with round trip fares from the approved place of departure to the conference destination.

Making Payment, Receipts and Requesting Reimbursement: It is Staff's choice to use a personal credit card or cash. Staff may also request Purchase Orders. However, please note the Town may be slow to process Purchase Orders which allow for payment in advance; and, Milton does offer cash advances for travel. Always obtain receipts (including, but not limited to, meals, taxis, hotels and airfares). Failure to have receipts will make it difficult to be reimbursed by the Town. Use standard Town of Milton Reimbursement Forms, which are available in the Finance Department.

Exceptions to Guidelines: The above guidelines are intended to be applicable in most instances. However, it is expressly understood circumstances shall arise which make it difficult, impractical or unwise to adhere strictly to these guidelines. Therefore, in such circumstances, the Town Manager may authorize exceptions to the guidelines in the best interest of the Town of Milton and the employee making the request.

Dated this 9th of December, 2005, by



Sanford I. Miller, Town Manager

Filed with the Town Clerk's Office:

12-09-05
Loretta R. Demino
Asst. Clerk