



# ADMINISTRATIVE REGULATION (AR)

Travel (Revised from City AR 00058)

FESSAM #4B.2

Effective: July 1, 2016

**I. SCOPE:** This Administrative Regulation applies to all Loveland Fire Rescue Authority LFRA employees including Regular, Temporary, Seasonal and Reserves/Volunteers.

**II. PURPOSE:** This Administrative Regulation ensures that all LFRA departments and employees are complying with proper procedures, policies, and regulations that apply to all business travel.

## III. DEFINITIONS:

- **One-day travel** refers to travel for business reasons that is less than 75 miles one way where an employee returns home the same day. Travel that occurs for more than one day but which is less than 75 miles one way where an employee returns home each night is also considered one-day travel.
- **Multiple-day travel** refers to travel for business reasons that includes at least one overnight stay.
- **FLSA** refers to Fair Labor Standards Act.
- **Non-exempt** refers to employees in positions that are classified as having the ability to receive overtime per FLSA.
- **Exempt** refers to employees in positions that are classified as exempt from overtime per FLSA.

## IV. POLICY: BUSINESS TRAVEL

### ONE-DAY TRAVEL

#### Meal Per Diem:

A \$15 per diem per day will be permitted for meals and miscellaneous expenses for a one-day travel on Authority business, which will carry over the lunch hour when lunch is not provided.

#### Transportation:

Employees are expected to use an Authority Vehicle for one-day travel. If circumstance do not allow the use of an Authority Vehicle, the employee's supervisor must approve the use of the employee's personal vehicle prior to travel. If a personal vehicle is used, mileage expense will be reimbursed by the Authority, based on IRS mileage rates. Mileage should be calculated from your place of work to the final destination, or from the employee's home to the final destination, whichever is less.

#### Parking and Tolls:

If parking costs are incurred, costs will be reimbursed. A parking receipt must be submitted with the reimbursement request. If tolls are paid by cash, a receipt is



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required; if tolls are paid by Express Pass, the employee must obtain a record of the toll from their account.

## Registration:

Employees are expected to use their Authority Purchasing Card to pay for registration fees. If the employee doesn't have an Authority Purchasing Card, arrangements to pay in advance should be made with the Administration Division. If this is not possible, the Supervisor must approve payment with the employee's personal funds.

## Reimbursement:

Upon completion of one-day travel, the employee may submit a Petty Cash Reimbursement Form to recover: Meal Per Diem, Mileage (if applicable), Parking Costs, Tolls, etc. In order to be reimbursed for such costs, receipts must be attached to your reimbursement form. A MapQuest or other mapping application showing the total mileage, to and from your destination, is required.

## MULTIPLE DAY TRAVEL

From time to time, Authority employees may need to travel out of state, or within state but for multiple days. This Administrative Regulation defines work time while traveling, authorization requirements (including monetary advances), designates authorized expenses (meals, reservations for airline or other modes of travel, lodging, ground transportation, car rentals, use of personal vehicles, combining personal and business travel, vendor or other-entity paid travel, and travel cancellation), identifies reconciliation procedures after travel is complete, and designates unauthorized expenses for Authority travel.

### **Work Time while Traveling**

Non-Exempt Employees: Based on the Fair Labor Standards Act (FLSA), travel during the employee's normal work schedule, regardless of the day of the week, is considered Work Time. If such travel occurs outside of the employee's normal work schedule, and if no work is being performed while traveling, the time is not considered to be Work Time. If an employee works while traveling, all time spent working while traveling must be paid.

If a non-exempt employee believes there are unique circumstances that warrant different terms for compensation for travel time, they may consult with their Supervisor, Division Chief or his/her designee, or HR Representative.

Exempt Employees: Employees who are exempt from the FLSA are not compensated for additional time. However, Division Chief or his/her designee have discretion to provide a reasonable amount of time off when travel time results in excessive hours worked in a pay period.



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## Authorization for Travel, Conference and Training

A Travel Request Form must be completed and submitted to request an advance of anticipated expenses. All travel must be completed, approved and authorized by the employee's supervisor and the Fire Chief or his/her designee.

Upon receiving approval from the Supervisor and the Fire Chief or his/her designee, the employee may use their Purchasing Card to pay for registration, airfare, and lodging.

Travel advances, such as meal per diem, mileage, and any other approved advances, will be processed one to two weeks prior to travel, depending on the departure date.

## Meals

Meals while traveling will be paid by the Authority, using a paid in advance Per Diem process. Meals required during travel will be identified and included on the Travel Request Form; the Travel Contact in Accounting will apply the appropriate Per Diem amounts, and a check will be issued to the employee approximately 10-14 days prior to travel.

If meals are included in the training, registration, or event itinerary, those meals will not be included in the advance. The Authority's Purchasing Card is not to be used for meals while traveling when a per diem has been provided. The amount of any tip is included in the per diem.

Meal Per Diem will be allowed when:

- overnight stay is required;
- travel begins before 5 a.m.;
- travel extends beyond 8 p.m.

## Airline Reservations

The Authority is committed to seeking the lowest cost available airfares. If the employee chooses to upgrade to First Class, Business Class, Economy Plus, etc., it will be the employee's responsibility to properly document the difference between the upgraded fare and the lowest cost available airfare. The employee will be required to pay the difference (either by charging the difference to a personal credit card, through direct reimbursement to the Authority, or reducing the per diem on the reconciliation form).

Trends in the airline industry are for increases in fees for add-on items. Employees (and their supervisors) are expected to exercise sound judgment. If such add-on fees are appropriate, then they may be paid using Authority funds. However, employees need to



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be diligent; if a stated airfare is higher, but the carrier does not charge add-on fees, the total may be less expensive than an alternative with a lower stated fare but additional add-on fees.

Most airlines charge a substantial fee for changing a reservation after purchase. If a change is made after the ticket has been purchased, a complete report documenting the reason for the change, the additional cost incurred by the Authority, and the disposition of the change (for instance, if the airline issued a credit to the employee to be used for future Authority travel) must be reviewed and approved by the employee's supervisor and the Division Chief or his/her designee; the report will then be given to the Travel Contact in Finance to be attached to the Travel Request Form.

### Lodging

The Authority is committed to seeking the lowest cost lodging appropriate and available for business travel. Generally, when traveling to attend a conference, seminar, or other training opportunity, the sponsors/organizers will have designated hotels that have negotiated lower rates for attendees; the employee should take advantage of these hotels. If unavailable, the employee must actively shop for the best available lodging value (while recognizing the need for acceptable standards of safety, cleanliness, and comfort). Many hotels offer discounted rates for corporate and/or governmental employees traveling on business; the employee must inquire about such discounts.

If the employee chooses to upgrade lodging, it will be the responsibility of the employee to document the cost difference between the lowest cost option and the upgraded room. The employee will be required to pay the difference (either by charging the difference to a personal credit card, or through direct reimbursement to the Authority on the reconciliation form),

If the hotel charges for internet connectivity, and if the employee is required to connect to the internet for business reasons, the charge may be included on the Authority P-Card. The Authority will not bear costs for room service, in-room movies, personal telephone calls, weight room fees, or other miscellaneous personal charges.

Reasonable gratuities for baggage handling services will be reimbursed if they are reported on the reconciliation section of the Travel Request Form.

### Ground Transportation

The Authority recommends the use of airport shuttle services as the most cost-effective mode of travel to Denver International Airport. This charge, including a reasonable gratuity, may be put on the Purchasing Card, or paid out of pocket and reimbursed.



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If the use of an airport shuttle service isn't practical or feasible (for instance, if travel to or from the airport will occur after operating hours for the shuttle service), the employee may choose to drive. Reimbursable costs include mileage (round trip), tolls, and parking at the airport long-term lots. Fees for offsite long term parking lots may be reimbursed, if they are equal or lower in cost, or if there is a compelling reason to use them.

If the employee chooses to have a friend or a spouse drive them to the airport, the employee will only be reimbursed/advanced for the total mileage the employee would have incurred had they driven themselves to and from the airport.

Upon arriving at the destination airport, the employee must select the most economical and practical ground transportation alternative to travel to the hotel. Options generally include taxi, shuttle service, hotel courtesy van, or public transportation (bus, train, subway). The employee is expected to research travel options in advance, and select the best alternative. Hotel courtesy vans are generally free of charge; however, they aren't always available. Shuttle services are economical; however, they generally need to be arranged in advance. Taxi service is direct and readily available without advance reservation; however, taxi service is likely to be the most expensive option. Bus, train, and subway are low cost; however, these options may not provide direct transport to the hotel, and some employees may have safety concerns. Please take care to select the best option for travel.

Reasonable gratuities will be reimbursed if they are reported on the reconciliation section of the Travel Request Form.

### Car Rentals

The Authority is committed to seeking the lowest cost rental vehicle possible. The standard for vehicle size is sub-compact, compact, or mid-size, depending on circumstances.

Prior to bearing the cost of a rented vehicle, the employee must document the reason(s) why other lower-cost ground transportation options are not feasible or cost-effective. The decision to rent a car must be approved by the supervisor and the Fire Chief or his/her designee. If the rental is not been approved prior to travel, the employee will be required to reimburse the Authority for all fees associated with the car rental.

It is not necessary to purchase insurance coverage on a rental car; the Authority's insurance will provide coverage if there is an accident.

Allow time when returning the vehicle to fill up the gas tank (the employee may use their Purchasing Card). Decline any "prepaid gasoline policies" offered by the rental company.



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## Driving vs. Flying

An employee may use a personal vehicle instead of air travel if there is a sound business reason for doing so and if approved by the employee's supervisor and the Fire Chief or his/her designee. Reimbursement for miles traveled will be at the IRS mileage rate. All travel-related expenses will be paid by the Authority, and proper work time will be credited.

If there is not a sound business reason, the employee may still choose to drive; however, not all travel expenses will be paid by the Authority, and work time will be adjusted as necessary. The maximum amount of travel expense that will be reimbursed is the lesser of actual mileage or the cost of the lowest airfare available. The Authority will not pay for additional lodging or meal costs incurred if the employee chooses to drive; advances and costs will be based on what it would cost if the employee had flown. The employee will be required to use vacation, floating holiday, comp time, or leave without pay to cover missed hours worked due to extended travel time.

If an employee drives and he/she is in an accident, the employee's personal auto insurance will be in effect; the Authority will not provide vehicle coverage. If the employee is injured, and the accident occurs while the employee is deemed to be on Work Time, Worker's Compensation coverage and benefits may be in effect.

## Combining Business and Personal Travel

The Authority will pay for business travel expenses only. The employee is responsible for obtaining approval for time off, and making any additional travel arrangements regarding extension of travel time prior to, or after completion of, the event. If a spouse, family member, or friend accompanies the employee, additional expenses will be borne entirely by the employee or the third party. No additional lodging costs or meals incurred due to personal travel extension and/or other parties will be reimbursed.

Spouse/family/non-employee charges may not be put on the Authority P-Card, even if it is the intention of the employee to reimburse such charges.

## Vendor or Other-Entity Paid Travel

If an employee is required to travel to a vendor's facility, the Authority will pay for such travel. Due to significant issues of perceived or actual conflict of interest, and potential violations of LFRA gift policy (which prohibits gifts greater than \$50 cash or cash value), no vendor-paid travel will be authorized unless approved in advance by the Fire Chief.

If an employee is invited to be a trainer, instructor or speaker at an approved and appropriate conference or seminar, the sponsor or organizer of the event may pay registration and travel expenses. If the employee's supervisor and the Fire Chief or his/her designee approve such participation and outside-entity payment, a travel



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request form must be submitted to the Travel Contact, even though the Authority may actually not be expending monies for the trip. (This is necessary for liability purposes and wage compensation and is applicable only to instructor assignments during work time, not to off duty assignments, where the employee assumes personal liability.)

## Travel Cancellation

Please notify your supervisor and the Travel Contact immediately if travel plans must be changed or cancelled. The "actual expense" Reconciliation Section of the Travel Request Form should still be submitted to Accounting as a final reconciliation, with any notes as to reason for cancellation, dates reservations were cancelled, money being refunded, etc. Trips must be carefully planned; prepaid travel should only be cancelled in the event of unforeseen circumstances/emergencies.

## Reconciliation

Within two weeks of return from travel, the employee will be expected to submit the Actual Expense Reconciliation section of the travel form. Copies of all receipts charged to the Authority purchasing card must be attached, as well as original receipts for monies advanced (other than Meal Per Diem) and for eligible out-of-pocket expenses. If actual expenses exceed original travel advance estimates by a substantial amount, or include items not originally entered on the Travel Request Form, the Division Manager or his/her designee's approval of the actual expenses is required.

Please note: Reimbursable expenses are not to be reimbursed through Petty Cash.

If, upon submittal of the travel reconciliation, an employee owes money to the Authority, the employee must attach a check to the travel reconciliation form and submit the form to Accounting. If an employee fails to reimburse the Authority any monies owing within two weeks of return from travel, the matter may be turned over to the Fire Chief or his/her designee.

## Travel Expenses Not Allowed

- Meals, lodging, airfare or other expenses for spouses, family members, or other non-LFRA employees;
- Liquor, movies (including in-room movies), weight room fees, or entertainment;
- Sporting events;
- Laundry, dry-cleaning, or shoe shines/shoe repairs;
- Other personal expenses not directly related to Authority business.



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## Authority Board of Directors Travel

All LFRA Board of Directors shall abide by the same guidelines established in this travel policy.

### Basis For Mandate:

- Internal governance

## V. OTHER RELATED REGULATIONS & PROCEDURES:

- Business Meals

## VI. LFRA FIRE CHIEF SIGNATURE:

A handwritten signature in black ink, appearing to read "Mark Miller".

Mark Miller, Fire Chief