

**RESOLUTION NUMBER 052223-3**

**A RESOLUTION ADOPTING A TRAVEL POLICY IN THE CITY OF ABILENE, KANSAS.**

**WHEREAS**, the City's current Purchasing Policy adopted by Resolution 052311-1 and as amended by Resolution 082718-1 does not adequately address specific processes and current best practices.

**WHEREAS**, the City recognizes the value of adopting a Travel Policy separate from the Purchasing Policy to establish and provide procedures and guidelines for City employees who travel on behalf of and for the benefit of the City.

**WHEREAS**, the purpose of the City's Travel Policy is to establish comprehensive protocols, ensure administrative efficiencies, enforce emergency protocols and improve the accountability of City employees.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Abilene, Kansas:

**SECTION ONE. Adoption.** The City of Abilene's Travel Policy shall be hereby adopted as provided in **Exhibit A**.

**SECTION TWO. Implementation.** The City Manager is hereby authorized to implement the City's Travel Policy.

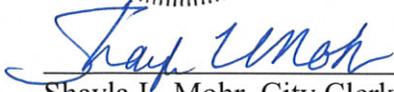
**SECTION THREE. Repeal.** Adoption of this Resolution supersedes and repeals all previous Resolutions and policies in conflict with this Resolution by the City of Abilene, Kansas.

**SECTION FOUR. Effective Date.** This resolution shall be in full force and effect as of May 22, 2023.

Adopted by the Governing Body of the City of Abilene, Kansas, and signed by the Mayor this 22<sup>nd</sup> day of May 2023.



  
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Trevor D. Witt, Mayor

  
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Shayla L. Mohr, City Clerk

**City of Abilene,  
Kansas**

**Travel Policy**

**May 22, 2023**

**Resolution No. 052223-3**

## **TRAVEL POLICY**

### **SECTION ONE: INTRODUCTION**

The purpose of the Travel Policy is to provide procedures and guidelines for City employees who travel on behalf of and for the benefit of the City. This policy is not intended to cover routine local travel within the City limits or within the scope of your daily duties.

### **SECTION TWO: OBJECTIVES**

- To establish comprehensive protocols governing expenses incurred during travel by City employees;
- To ensure efficiency and time and cost savings in City employees' travel activities providing budgetary control and financial oversight of employee travel;
- To enforce safety and security by mitigating risks with prevention methods and emergency protocols; and
- To instruct City employees on how to conduct themselves as representatives of the City and community of Abilene while traveling.

### **SECTION THREE: AUTHORIZATION TO TRAVEL**

Prior to making any travel arrangements, employees must complete a Travel Authorization Form requesting approval for the employee to travel outside the scope of routine local travel. Department Directors must approve any member of their department's travel. The City Manager must approve any travel by a Department Director. It shall be the responsibility of the Department Director to ensure funds are available before authorizing a travel request. Upon reservation and registration at hotels and conferences, confirmation numbers and phone numbers should be added to the authorization in case of cancellations or emergencies.

### **SECTION FOUR: REIMBURSABLE TRAVEL EXPENSES**

Travel payments and expenses are for business-related activities only, such as events, meetings and training. Any use of City funds for the purpose of travel shall strictly adhere to the guidelines set forth within the Purchasing Policy. Employees are required and expected to secure the most economical means of travel, balancing cost, travel time and work requirements.

#### **SECTION 4-1: TRANSPORTATION**

All travel with a City vehicle beyond Dickinson County must be pre-approved by the Department Director or City Manager. When possible, it is the intent of the City to require a City vehicle to be used for all travel. The City Manager or Department Director may grant exceptions for cause. If a personal vehicle is used for approved travel, the City will reimburse for mileage at the current IRS rate. Mileage will be calculated using the default address-to-address route suggested by Google Maps at [www.google.com](http://www.google.com). Additional transportation expenses, including but not limited to airfare, rental cars, taxis, and mass transit when necessary, are reimbursable upon prior approval by the Department Director or City Manager. Mileage and expenses are payable upon return and by submitting a claim to the Finance Director. The claim must include the addresses used to calculate miles, the reason for the trip, the dates of travel, receipts, if applicable, and verification of prior authorization. Employees are responsible for all fines related to parking or traffic citations issued while traveling on City business.

#### **SECTION 4-2: MEALS AND LODGING**

Meals will be reimbursable for non-overnight travel if the employee is outside Dickinson County during the employee's normal working hours. All travel requiring an overnight stay must be approved by the Department Director or City Manager. All approved conferences, training, and lodging expenses are to be pre-paid by the City when possible. For travel overnight and non-overnight as defined, expenses incurred for transportation, lodging and meals not otherwise

included as part of the conference or training may be expensed on the employee's City purchase card. Service tips beyond the standard and alcohol purchases are prohibited and not approved for reimbursement. Employees may also use personal means to pay for lodging, travel or meals and request reimbursement with a receipt upon return. Entertainment and any other auxiliary services are not reimbursable or approved purchases.

**SECTION 4-3: CONFERENCE FEES AND BUSINESS-RELATED EXPENSES**

Every effort should be made to take advantage of early registration or group rate discounts for conference and registration fees. Business-related expenses incurred while on City travel are approved for reimbursement at the discretion of the Department Director.

**SECTION FIVE: EMERGENCY PROTOCOL**

In case of trip cancellations, all pre-booked reservations and registrations should be canceled, if possible, within the allowed cancellation period. If the employee is unable to make cancellation arrangements, it will be the responsibility of the Department Director or Human Resource Director to notify and cancel the reservations and registrations. The employee is responsible for always carrying the City of Abilene-issued ID badge. The employee is responsible for reporting accidents or injuries in accordance with the Employee Policy and Guidelines.

Employees found in violation of any part of the Travel Policy may be subject to discipline pursuant to the City's Personnel Policy.