City of Centennial

CITY OF CENTENNIAL, COLORADO
13133 East Arapahoe Road, Centennial, Colorado 80112

ADMINISTRATIVE DIRECTIVE
No. 2013-FI-AD-01

TRAVEL DIRECTIVE

I. AUTHORITY:

Article 2 of Chapter 2 of the City's Municipal Code provides the City Manager with the authority to carry out the administrative affairs of the City, including promulgating administrative policies consistent with federal, state and local laws.

II. PURPOSE OF DIRECTIVE:

The purpose of this Directive is to provide direction to employees for travel on official City business.

III. SCOPE:

This Directive applies to all employees of the City of Centennial. City Council is excluded from this Directive, unless otherwise provided by City Council Policy or law.

IV. DIRECTIVE:

A. Eligibility

1. City employees are eligible to travel to conduct official City business, including trainings, conferences, and meetings. All travel shall reflect positively on the City.

2. Employees are expected to use good judgment when making travel arrangements, selecting the most reasonable, inexpensive arrangements.

B. Authorization

1. Employees shall receive the appropriate authorization from their supervisor before obligating the City to any expenses related to conferences, meetings, trainings, or travel arrangements.

2. Authorization for travel is subject to available travel funds in the annual budget.

3. Travel arrangements shall be made in accordance with the City's purchasing policy and procedures.

4. Every effort should be made to fulfill all travel plans. If travel plans are interrupted or changed, the department director and the City Manager's designee will

determine the appropriate course of action.

C. Meal and Incidental Expense Per Diem

1. The City will provide a per diem for meals and incidental expenses for all full days of travel based upon the General Services Administration (GSA) Meal and Incidental Expenses per diem for the location of the travel (www.gsa.gov).

2. Per diems will be reduced based upon meals provided by the conference, training, meeting, or hotel. The City will prorate meal per diems for the first and last days of travel, as provided by the GSA guidelines.

3. Meals purchased during a conference, workshop, or training within a 50 mile radius of the Centennial Civic Center will not be reimbursed by the City.

D. Business Expenses and Reimbursements

1. Reasonable business-related expenses incurred during travel are eligible for reimbursement with itemized receipts. Eligible expenses may also be purchased using a City credit card or Purchasing Card. As defined in the City's purchasing policy, alcoholic beverages are not eligible for reimbursement and cannot be purchased with City funds.

2. The City shall not pay for any non-business related expenses, such as golf, tours, or other extracurricular activities at conferences and meetings.

3. Any upgrades, expenses incurred for family members to travel, and extended personal travel shall be paid separately by the employee.

4. Mileage for travel in a personal vehicle will be reimbursed at the IRS reimbursement rate at the time of the travel, except as defined in the City's Vehicle Allowance Directive. For trainings and meetings that do not require overnight travel, mileage reimbursements will be reduced by the employee's regular/normal daily commute mileage if the employee travels directly to/from the meeting and home, except as defined in the City's Vehicle Allowance Directive.

V. EXCEPTIONS

The City Manager may authorize exceptions to this Directive.

VI. EFFECTIVE DATE:

This Directive shall be effective upon the signature of the City Manager.

VII. APPROVAL:

John Danielson, City Manager

1.14.13
Date