

Village of Roscommon Travel Policy

Section 1. A Village employee must seek permission of the Village Manger for any business-related trip or conference. The Village Manager must be granted approval by the Village Council for any business-related trip or conference. The Village Council must approve which council members attend conferences.

Section 2. The Village of Roscommon shall reimburse employees and Council members for reasonable expenses incurred as a result of a Village approved business trip including lodging, meals, mileage and other related expenses while on official business. Additional costs incurred for family member or guests shall not be reimbursed by the Village unless authorized by the Council in advance.

Lodging costs for out of town conferences shall be reimbursed at the most economical single person rate available. It is encouraged, where feasible, that travelers share the same room.

Meal cost shall not be extravagant, but appropriate to the nature of the trip. Alcoholic beverages are not reimbursable. Meals shall be reimbursed to a maximum of \$10.00 for breakfast, \$15.00 for lunch and \$20.00 for dinner, **including** gratuities.

Mileage for use of personal vehicle for Village business will be reimbursed at the then current IRS allowable reimbursement rate. Traffic and/or parking fines will not be reimbursed. No employee shall be reimbursed for travel from his/her home to place of regular employment. Costs for side trips unrelated to Village business shall not be reimbursed. Ridesharing is encouraged where appropriate.

Reimbursement of expenses of a personal nature, such as, but not limited to personal phone calls, movies, snacks, room service, valet service and laundry service, shall not be reimbursed from public funds. Elective activities include golfing, tours and similar functions are not reimbursable.

All reimbursable travel expenses shall be submitted to the Village Clerk for Council approval. Receipts and a mileage request are required for all expenses.

Adopted by the Village of Roscommon Council
Date: 8/11/08