

TRAVEL REIMBURSEMENT

PURPOSE

To mitigate opportunities for fraud, waste and abuse, the Town must properly monitor and control travel costs. This policy establishes rules governing reimbursements to Town officials and employees for necessary travel expenses incurred in performing official duties.

APPLICABILITY AND SCOPE

Applies to:	<ul style="list-style-type: none">▪ All Town employees and elected or appointed officials (all referred to here as “employees”)
Scope:	<ul style="list-style-type: none">▪ Guidelines for determining reasonable travel-related expenses▪ Procedures, forms and documentation required for reimbursement

POLICY

The Town will reimburse employees and officials (all referred to here as “employees”) for reasonable expenses incurred for travel on the Town’s behalf as authorized by their Department Heads, the Board of Selectmen, or the Town Administrator. Travel shall be restricted to necessary activities that provide a public benefit, such as training, professional conferences, and other municipal-related activities. All travel on Town business shall be planned for using the most economical mode and class of transportation reasonably available and the most direct and time-efficient route. Officials and employees will travel using government and group rates when available. The Town will not reimburse or pay sales tax but will, however, pay meals and room excise taxes.

When this travel policy is not followed, there is no guarantee that all expenditures will be reimbursed. Employees should determine estimates for their travel costs, discuss any extraordinary travel circumstances and expenses with their Department Heads, and obtain their authorizations in advance of travel.

A. Unauthorized Expenses

The following expenditures will not be reimbursed:

- Alcoholic beverages and tobacco
- Costs associated with any political or charitable event
- Expenses incurred by or on behalf of any person who is not a Town employee who accompanies the employee on official business
- Expenses incurred for the sole benefit of the traveler, such as valet service, entertainment, laundry services, etc.
- Theft, loss, or damage to personal property while on Town business.
- Non-mileage-related personal automobile expenses, including repairs, insurance, gasoline, and traffic citations.
- Excess tipping (>20%) or cash tips for various services.

The Town Accountant may refuse to approve for payment any claim deemed to be fraudulent, unlawful, or excessive. In that instance, the Town Accountant will file a written statement of the

reason for refusal with the Treasurer and forward copies to the Town Administrator and the originating department head. Resolution of all disputes shall reside with the Town Administrator.

B. Travel Expense Categories

Transportation

- Employees authorized to travel using their personal vehicle will be reimbursed at the mileage reimbursement rate established yearly by the Internal Revenue Service (IRS) or, for union employees, the rate established in their particular contractual agreement.
- Mileage will be calculated starting from the employee's office location or residence to the destination point, whichever distance is shorter.
- Employees must present receipts to be reimbursed for parking, tolls, airfares, taxi fares, and, when using a Town-owned vehicle, fuel charges.

Lodging

- If travel requires an employee to be away from home for more than 24 hours, he or she will be reimbursed for lodging expenses not greater than the U.S. General Services Administration's "Lodging" per diem rate as defined for the geographic location. Lodging linked to or sponsored by a preplanned conference or event that exceeds the General Services Administration's per diem rate will only be approved with the explicit written consent of the Town Administrator.
- The Town will reimburse for only one night preceding any conference.

Meals

- If travel requires an employee to be away from home for more than 24 hours, he or she will be reimbursed for reasonable charges for meal expenses.
- Meal costs, including tips and taxes, incurred during the course of approved travel will be reimbursed only upon presentation of itemized receipts. If the receipt is for multiple employees, they should be listed on the back of the receipt.
- Meals included in registration costs cannot be claimed for reimbursement or advance.
- Under no circumstance will the total meals reimbursement exceed the U.S. General Services Administration's "Meals & Incidentals" per diem rate as defined for the geographic location.

Registrations

- Whenever possible, registration fees for any conference, training, or workshop should be paid in advance through the Town's accounts payable warrant process. To pay advance registrations timely, the registration bill must be received by the Town Accountant no later than two full weeks prior to the registration deadline.
- If registration is not paid in advance, the employee must pay out-of-pocket and then submit for reimbursement.

Incidentals

- Incidentals must be paid by the traveler and submitted for reimbursement when finalizing the Travel Expense Reimbursement Sheet. Receipts are required for all miscellaneous, unanticipated expenses.

C. Reimbursement Submission

Every claim for reimbursement must be documented using a Travel Reimbursement Form signed by the employee and his or her department head. Required information includes (as applicable): travel or purchase date(s), purpose, amount(s), and total business-related mileage. Except for mileage, the employee must attach to the form a receipt or other valid proof of payment for each reimbursement claim.

Employees should submit for reimbursement as soon as the travel concludes, and at maximum, no later than 30 days after the expenses being incurred. If an employee does not submit the Travel Reimbursement Form with the related receipts or other documentation within that time, he or she may be personally responsible for the expenses.

D. Violations

Employees who violate this policy will be held directly responsible for their actions. Consequences may include revocation of travel privileges, reparatory payments, suspension, or termination. Improper documentation of otherwise valid travel expenditures creates the appearance of fraud, waste, or abuse and may result in similar consequences. Moreover, misrepresenting expenses and intentionally submitting false claims are fraudulent and could result in criminal penalties.

E. Audit

All expenses are subject to verification that they comply with this policy and to audit by the Town's independent auditor.

REFERENCES

[M.G.L. c. 41, § 52](#)

[M.G.L. c. 44, § 58](#)

[M.G.L. c. 64H § 6\(d\)](#)

IRS webpage, [Standard Mileage Rates](#)

U.S General Services Administration [Per Diem Rates](#)

EFFECTIVE DATE

This policy was adopted on [December, 19th 2022], [updated March, 26th 2024]



TOWN OF EDGARTOWN
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EDGARTOWN, MASSACHUSETTS 02539-5158

TELEPHONE
(508) 627-6180

TRAVEL VOUCHER
REQUEST FOR REIMBURSEMENT

Date: _____

Department: _____

1. Date(s) of Travel: _____

2. Reason for Travel: _____

3. Destination:

a. From: _____ to: _____
b. From: _____ to: _____
c. From: _____ to: _____

4. Odometer Start: _____

5. Odometer End: _____

6. Total Miles: _____

7. Amount Due: _____

Reimbursement per mile: \$0.655
(as of 1/1/2023)

[GSA Per Diem Rates](#)

8: Other Expenses:

Room (tax included)	
Meals (tax included)	
Steamship	
Other (Specify)	

**PLEASE BE SURE ALL
OF YOUR ORIGINAL
RECEIPTS ARE
ATTACHED**

Total Due: _____

NAME: _____

VENDOR NUMBER: _____

ADDRESS: _____

EMPLOYEE
SIGNATURE: _____

DEPT HEAD
SIGNATURE: _____