

City Utilities of Springfield, Missouri
Contractor Travel Reimbursement Guidelines (Rev 10-2019)

1. Expenses reimbursed. Travel expenses for Contractor and/or contractor's employees or agents shall be provided only in accordance with this policy. For purposes of this guideline "Traveler" means the Contractor, its employees or agents assigned to work pursuant to a written agreement with City Utilities.
2. Excess Costs. Travelers will not be reimbursed for excess costs caused by:
 - a. An indirect route as a matter of personal preference; or
 - b. Premature departure for personal reasons from a temporary location; or
 - c. Extending a stay for personal reasons.
3. Applicability. To be entitled to a reimbursement for travel expenses, Travelers must be on a temporary assignment that is at least 50 miles in distance from Contractor office, the Traveler's official work station, or Traveler's residence (whichever is closest to the temporary assignment). The cost of travel for spouses, other family members, and friends is not reimbursable under any circumstances.
4. Travel Authorization. In all cases, travel must be necessary and allowable under the contract to be reimbursed. A management official of the Contractor shall authorize all travel and travel vouchers reflecting travel expenditures.
5. Air Travel. Air travel shall only be reimbursed at the rate for coach/economy class for the flight. Travel should be planned as far in advance as possible to take advantage of discounted fares; especially if reasonable certainty exists that the event will take place. If more than one air carrier offers service, travel should be on the carrier that offers the lowest price. If a restricted fare is booked and the Contractor's employee requires a change, a reasonable exchange fee may be claimed.
6. Rental Cars. Reimbursement for a rental car shall not exceed the rental cost for a mid-size vehicle. The Contractor should have a policy that requires employees to compare the cost of car rental with other forms of transportation and to choose the cheaper mode of transportation. The use of rental cars, even if authorized, must be justified in writing by the traveler upon request by City Utilities. Claims for rental car gasoline must be supported by original receipts.
7. Lodging. The Contractor should make use of government rates whenever possible; otherwise, corporate rates or other discounts should be obtained. Lodging reimbursement will be limited to the GSA lodging rate for the location in question: <http://www.gsa.gov/portal/category/21287>. If a temporary assignment concludes during the workday and is located within 100 miles of the Traveler's official work station or residence, the Traveler shall not be authorized for reimbursement for overnight lodging.

8. Subsistence. Travelers on overnight travel status shall be reimbursed on a per diem basis for food at the GSA rate for the location in question the website for which may be found at the following address: <http://www.gsa.gov/portal/category/21287>.
9. Special meal allowance for travel of less than 24 hours when there is no lodging. Employees in non-overnight travel status, who are away from their residence at least 11 consecutive hours excluding meal time, in travel status at least 3 hours beyond their regularly scheduled workday, the meal is eaten at the work site or a restaurant near the work station, and the meal is specifically authorized, should be reimbursed on an actual expense basis with the meal cost limited to a \$10.00 charge (receipt required) or up to \$6.00 without a receipt.
10. Use of personal owned vehicle. A Traveler may be reimbursed for use of his/her personal vehicle while on Contractor related business at the maximum reimbursement rate will be the rate stipulated by the IRS, the website for which may be found at the following address: <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>. If a Traveler chooses to use his/her own vehicle in lieu of air travel, the maximum reimbursement will be the lesser of the cost of air travel or mileage reimbursement and the per diem difference
11. Taxicabs or Transportation Network Companies (TNC). The use of taxicabs or TNCs such as Uber or Lyft are permitted while Travelers are on official travel. Taxi or TNC hire is appropriate when:
 - a. public transportation, airport limousine service, and/or hotel courtesy transportation is not available or when time or other factors make it impractical to use available public conveyances;
 - b. traveling between transportation terminals and the residence, hotel, or office while in an official travel status; or
 - c. for travel from the Traveler's residence to the official station to depart on an assignment requiring at least one night's lodging, and from the official station to the residence on the day the employee returns from the trip.
 - d. Taxi or TNC fares for trips used to obtain meals will not be reimbursed.
 - e. Reimbursement for taxicab or TNC fares (plus the customary 15% tip) will be made only if an appropriate receipt is submitted with the voucher.
12. Non-Reimbursable Expenses. Examples of expenses that will not be reimbursed include the following:
 - a. alcoholic beverages, entertainment;
 - b. laundry, dry cleaning and pressing of clothing (unless the traveler was held over on the assignment past the original estimate of time for the assignment);
 - c. travel insurance;
 - d. parking fines;
 - e. charges incurred because of indirect travel for personal reasons;
 - f. gratuities and tips paid to porters, waiters, bellboys, and hotel maids inside the lodging facility; and:
 - g. any charges, fees, or other associated costs related to the making of reservations

or other accommodations for travel.

13. Receipts. Valid original itemized receipts are required for all expenditures regardless of cost. If a receipt is not normally provided for the expense (metro, bus token, etc.), the certification signed by the traveler on the voucher will justify the expense. Receipts submitted with the voucher should indicate the name of the payee, date, amount, and the service rendered.