



TOWN OF HOMER
TRAVEL

&

EXPENSE
REIMBURSEMENTS

*Council Members: Linda Hardaway - District I • Johnny West - District II • Keldron Johnson - District III
• Brandon Rich - District IV - Patricia Jenkins - District V*

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TOWN OF HOMER

DR. XANTHE SEALS
MAYOR

400 East Main, Homer, LA 71040
(318) 927-3555, Fax (318) 927-3399
www.townofhomer.com

**TOWN OF HOMER
TRAVEL AND EXPENSE REIMBURSEMENT
POLICY**

In general, travel should be conducted in the most economical means to accomplish the business of the municipality. Travel should be reasonable and done only when necessary and when such travel benefits the entity. Employees officials who do not comply with this policy may be subject to delay or withholding of reimbursement and or disciplinary action.

1. Authorization

Business travel, including travel for training purposes, must be approved in advance by the mayor and be in writing. All travel expenditures should be in accordance with the approved budget.

2. Advances

An advance of funds for travel must be reasonable, be approved by the mayor, and be documented on both the *Travel Advance Request Form* and the *Travel Expense Form*. The traveler must sign the forms which also gives authorization to deduct the amount advanced from his/her paycheck if required documentation is not submitted to the municipality within 30 days of return.

The mayor must approve, in writing, any travel and related costs (e.g., airfare, lodging, and registration) paid direct by the municipality.

3. Claims for Expense Reimbursement

- All claims for reimbursement of business travel expenses must be submitted on the *Travel Expense Form* and be reduced for any monies advanced to the traveler. The form must be completed and signed (in ink) by the traveler and be approved (in writing) by the immediate supervisor and the mayor.
- The traveler must attach to the form the copies of the detailed/itemized receipts supporting all expenditures, documentation of the business purpose, and a copy of the *Travel Advance Request Form* if applicable. The traveler must also document on the form the (1) time and date of departure; (2) time and date of return; (3) destination; (4) travel related costs paid direct by the municipality; and (5) travel costs paid out-of-pocket.

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- Any person who submits a claim and who willfully makes a claim which he/she does not believe to be true and correct that is fraudulent or is false shall be guilty of official misconduct. Whoever receives an allowance or reimbursement by means of a false claim is subject to severe disciplinary action as well as being liable within the provisions of state law.

4. Transportation Guidelines

- Airfare - The reason for using other than the lowest priced airfares must be documented on the expense report. Commercial air travel will be reimbursed at the coach/economy class rates unless such rates are not available. The difference between coach/economy class rates and first class or business class rate will be paid by the traveler. If space is not available in less than first or business class air accommodations in time to carry out the purpose of the travel, the traveler will secure certification from the airline indicating this fact. The certification must be attached to the employee expense report.
- Municipality Owned Vehicle - Vehicles owned by the municipality may be used for business travel only. **Personal use of a municipality owned vehicle is strictly prohibited.** Any fuel purchases made on municipality credit cards must be signed for by the traveler making the purchase and the vehicle for which the purchase was made must be noted on the receipt. Receipts are to be turned in promptly to the clerk.
- Personally Owned Vehicle - If a personal vehicle is used for business purposes, the employee must document the business purpose and submit a copy of the accurate mileage that will be traveled for business provided by Map Quest. Claims for advance mileage reimbursement will be paid in accordance with the mileage allowance authorized in the State of Louisiana's Travel Guide in effect on the dates of travel.
- Rental Vehicle - Rental vehicles must be approved in advance and only upon showing that the rental is the only or most economical means by which the purpose of the business trip can be accomplished. Only the cost of a compact model is reimbursable unless 1) non-availability is documented; 2) the vehicle will be used to transport more than two persons; or 3) the cost of a larger vehicle is no more than the rental rate for a compact. **Detailed receipts and documentation of the business purpose are also required for reimbursement.**
- Taxis, etc. - Receipts are required for the reimbursement of the actual cost of public ground transportation used in connection with approved business travel.

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5. Business Meals and Lodging Allowances

- Business Meal Allowance (includes the tax and tip) - Business meals during travel will be reimbursed in accordance with the meal allowances authorized in the State of Louisiana's Travel Guide (in effect at the date of travel) for that location. Meal receipts are not required but the dates and meals claimed (breakfast, lunch, and dinner), including the business purpose for the meals must be documented on the *Travel Expense Form*.
- Lodging Allowance - Lodging incurred on business travel will be reimbursed in accordance with the lodging rate authorized in the State of Louisiana's Travel Guide (in effect at the date of travel) for that location, plus tax and any mandatory surcharge. Detailed receipts are required for reimbursement. The mayor's approval must be provided to allow lodging expenses to be direct billed to the municipality.
 - Conference Lodging - The mayor has the authority to approve the actual cost of conference lodging, for a single occupancy standard room, when the traveler is staying at the designated conference hotel. The mayor's approval must be provided to allow lodging expenses to be direct billed to the municipality. Detailed lodging receipts are required to be obtained by the traveler and submitted to the clerk upon return. No reimbursements are allowed for the costs of attending functions unrelated to the conference (i.e. tours, golf tournaments, etc.).

6. Registration Costs

- Costs are reimbursed in full with a copy of the registration form/receipt and with evidence that payment was made.
- The mayor's approval must be provided to allow the cost of registration to be direct billed to the municipality. A copy of the registration form/receipt is required.

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<http://www.la.la.gov/localGovernment/bestpractices>

12/31/10

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Danny 'Roy' Lewis, Mayor

Board of Selectmen
Linda Hardaway-1
Johnny West-2
Keldron Johnston-District 3
Brandon Rich -District 4
Patricia Jenkins-5

Town Clerk, *Shenika Wright*
Town Attorney, *Lori Graham*

TRAVEL/EXPENSE FORM

NAME:
DATE :
POSITION:
REASON FOR TRAVEL:
LOCATION:

REGISTRATION EXPENSE

Full Conference Registration Fee.;...=\$___ (Paid by Check No. ___ ≥ (Paid by Town Card)

TRANSPORTATION EXPENSES:

Private Vehicle: (\$.56 mile): NA
Total Mileage TO: _ @ \$.56 per mile=\$___
Total Mileage FROM: _ @ \$.56 per mile=""\$___
Total Mileage Reimbursement: \$ _

MEAL EXPENSES:

\$56.00/Day X ___ Days
Total Meal Expense: _ \$ _

LODGING EXPENSES:

Name of Hotel:
Confirmation #:
Total Lodging Expense: \$ ___ (Credit Card Authorization & Tax Exempt Form Needed)

Total Expenses Payable to Employee: 1	Registration	
Employee Signature:	Mileage	
Approved By:	Meals	
Date:	Lodging	

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