



Legislation Text

File #: 141666, **Version:** 1

141666
SUBSTITUTE 1

THE CHAIR

A substitute ordinance relating to authorized travel regulations and procedures.

350-181-1-a	rn
350-181-1-a	cr
350-181-1-b	rn
350-181-1-c	rn
350-181-1-d	rn
350-181-2-b	am
350-181-2-d	cr
350-181-5-a	am
350-181-6-a	am
350-181-6-a-5	cr
350-181-6-a-6	cr
350-181-6-c	rn
350-181-6-c	cr
350-181-6-d	rn
350-181-6-d-1	am
350-181-6-e	am
350-181-7	am
350-181-10-c	cr
350-181-10-d	cr
350-183-9-a	am

This ordinance revises the city's travel regulations and procedures as follows:

1. Provides a definition of "conference."
2. Specifies procedures for authorizing travel, advances and reimbursement.
3. Clarifies eligibility criteria for reimbursement of transportation and lodging expenses.
4. Establishes the federal per diem rate at the travel destination as the rate for meal reimbursement.
5. Specifies documentation required for travel-related reimbursement of expenses.
6. Excludes grant-funded travel from city travel regulations. Grant-funded travel shall comply with the requirements of the funding agency.

The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 350-181-1-a to d of the code is renumbered 350-181-1-b to e.

Part 2. Section 350-181-1-a of the code is created to read:

350-181. Authorized Travel Regulations and Procedures.

1. DEFINITIONS.

a. "Conference" means an event, the location of which may vary, with a formalized agenda in which professionals of a similar background gather to consult with one another on professional matters.

Part 3. Section 350-181-2-b of the code is amended to read:

2. AUTHORIZATION.

b. All other travel for which budgeted funds are available shall require the approval of the respective department head >>manager or supervisor<<

Part 4. Section 350-181-2-d of the code is created to read:

d. Departments shall adhere to the administrative guidelines established by the department of administration for transportation and travel.

Part 5. Section 350-181-5-a of the code is amended to read:

5. ADVANCE OF FUNDS.

a. No advance of funds for travel expenses shall be made unless ~~[[such]]~~ >>the<< travel has been authorized under this section. Advances of funds for travel expenses shall be made by city accounts payable check from a properly audited request for advance form, signed by the officer or employee requesting advance of funds >>and the employee's supervisor<< and a control group register and voucher approved by the department head or delegated representative.

Part 6. Section 350-181-6-a of the code amended to read:

6. REIMBURSEMENT. a. For travel authorized under this section, the city shall pay or reimburse for >>allowable expenses directly related to the employee's job-related travel including<<:

a-1. ~~[[For required]]~~ >>Required<< registration expense incurred and reported by the attendee~~[[, provided a receipt is provided]]~~.

a-2. ~~[[For actual expense incurred and reported by the attendee up to but not exceeding roundtrip coach airline fare, unless the airline certifies that no coach fare is available.]]~~ >>Actual transportation-related expenses for employees traveling 50 miles or further one way (or 100 miles round-trip), including up to one checked bag, not to exceed round-trip coach fare unless otherwise approved. Additional baggage fees may be reimbursed if the employee is required to carry additional materials. << ~~[[In such a case, a certificate is required. A receipt or other verification form is required if public transportation is used.]]~~ The choice of transportation to be used, including use of a personal automobile, shall be at the option of the respective official or employee. However, the amount of time to be allowed for travel shall be determined by the respective department head. If a personal automobile is used, reimbursement shall be in accordance with s. 350-183. >>If the use of a rental vehicle has been approved in advance, the employee shall be reimbursed for up to the total cost of daily rental fees for a standard vehicle, taxes, standard surcharges, and fuel for business use only. Additional charges for upgrades or added services shall not be reimbursed unless authorized. Charges related to the employee's personal use of the rental vehicle shall not be reimbursed. << If ~~[[a management pay plan]]~~ >>an<< employee chooses to drive to the event, he or she shall use a pool

car, a rental car or be reimbursed ~~[[through travel allowance]]~~ >>up to the IRS mileage rate<< for use of his or her personal automobile for travel >>unless otherwise noted. Transportation to Chicago shall be reimbursed up to the cost of a coach rail ticket unless otherwise approved<<. Department heads shall make the final determination and shall consider factors such as location, individual needs of the ~~[[management pay plan]]~~ employee, security and safety issues, and other specific circumstances of the event.

a-3. ~~[[For actual]]~~ >>Actual<< expense incurred and reported for lodging >>for trips in which timely same-day travel is not economically available or practicable. Reimbursement shall be provided for<< up to but not exceeding the single rate for a standard hotel room >>,unless otherwise approved,<< for the number of days of actual attendance at the ~~[[involved convention or seminar]]~~ >>event<<, or for other city business travel, but not to exceed 5 days ~~[[provided a receipt is provided]]~~. Exceptions to this policy may be made on a case-by-case basis. >>Luxury room rates or expenses for nonessential amenities shall not be reimbursed.<<

a-4. ~~[[The city shall pay or reimburse for actual miscellaneous expenses]]~~ >>Expenses<< incurred ~~[[and reported]]~~ >>for meals plus tips of up to 15%,<< up to but not exceeding >>the federal meal per diem for the travel destination<< ~~[[per day]]~~ for the number of days of actual attendance plus one. >>Receipts shall be required at the discretion of the department head. The appropriate per diem amounts shall be in accordance with the guidelines issued by the department of administration. Meals shall be reimbursed for employees traveling 50 miles or further one-way from the city (100 miles roundtrip) unless otherwise approved.<<

Part 7. Section 350-181-6-a-5 and 6 of the code is created to read:

a-5. Actual expenses incurred for other items or services necessary for the employee to conduct city business. These may include parking, tolls, taxi or shuttle fares, and tips not to exceed 15% of fare expenses.

a-6. Reimbursement shall not be provided for extra days of unrequired events such as parties, dinners, balls, etc., or for cancellations or reservation changes unless they are due to business necessity or hardship such as illness of the employee or the illness or death of an employee's family member.

Part 8. Section 350-181-6-c and d of the code is renumbered 350-181-6-d and e.

Part 9. Section 350-181-6-c of the code is created to read:

c. Itemized receipts for all expenses shall be submitted unless otherwise noted. Employees shall consult the guidelines or the comptroller's office for examples of acceptable alternatives if an itemized receipt is not available. The conference or seminar agenda shall also be submitted.

Part 10. Section 350-181-6-d-1 of the code is amended to read:

d-1. File with the city comptroller an itemized statement of actual and necessary expenses~~[[. If the travel involved attendance at a convention or seminar, a copy of the convention or seminar program or agenda shall also be submitted]]~~ >>with all required documents as specified in sub. 7<<.

Part 11. Section 350-181-6-e of the code is amended to read:

e. The procedure in ~~[[par. e]]~~>> par. d<< shall be followed unless the official or employee chooses to

repay the full amount of the advance to the city treasurer prior to submitting an itemized statement of expense and prior to the expiration of the 15-day limit. The city treasurer shall, if the documentation is not filed within 15 days after the date of return to the city, retain out of the next salary due the employee the full amount of the advance made for travel until the official or employee has complied with this section >>, and the employee shall be ineligible to receive travel advances in the future. Exceptions to the deadline for settlement may be granted in cases of hardship.<<

Part 12. Section 350-181-7 of the code is amended to read:

7. REPORTS.

Each person who attends an authorized convention or similar activity shall ~~[[be prepared to]] submit [[either in writing or orally]]~~ >>an approved travel request form, an approved statement of expenses, the event program or agenda, and, at the discretion of the department head, manager, or designated supervisor, a completed and signed conference/training evaluation demonstrating the<< ~~[[a report concerning the specific]]~~ benefits derived from attendance ~~[[to the department head or to the common council committee on finance and personnel upon request]]~~. >>All forms, receipts, and supporting documentation shall be received by the comptroller's office no later than 15 days after the employee returns. Failure to comply may result in the forfeiture of any reimbursement due the employee or loss of travel privileges. Exceptions to the submission deadline may be made on a case-by-case basis. Employees seeking an extension in cases of hardship, such as illness of the employee or the death or illness of a family member, shall contact the comptroller's office.<<

Part 13. Section 350-181-10-c and d is created to read:

10. EXEMPTIONS.

c. This section does not apply to grant-funded travel. For grant-funded travel, an employee shall comply with the guidelines set forth by the funding source.

d. A department head may make exceptions to this policy on a case-by-case basis when necessary to meet the needs of his or her department. Any ongoing exceptions or modifications shall be approved by the department of administration and written in the department's individual travel policy or guidelines. All exceptions shall be properly explained on the statement of expenses.

Part 14. Section 350-183-9-a of the code is amended to read:

350-183. Private Transportation Reimbursement.

9. EXCEPTIONS.

a. City officers ~~[[are authorized and directed]]~~>>shall<<, upon presentations of properly certified statements, ~~[[to]]~~ reimburse employees or officials for properly authorized travel at the rates specified in sub. 7>>,<< except that on trips of less than ~~[[the minimum base mileage, payment per mile shall, be made at the rate calculated by dividing the base amount by the minimum base mileage]]~~ >>50 miles one-way (100 miles round-trip), mileage reimbursement shall not be provided unless otherwise approved.<<

APPROVED AS TO FORM

Legislative Reference Bureau

Date: _____

IT IS OUR OPINION THAT THE ORDINANCE
IS LEGAL AND ENFORCEABLE

Office of the City Attorney

Date: _____

DOA
Sharon Robinson
LRB 157055-2
John Ledvina
3/20/2015