



CITY COUNCIL TRAVEL POLICY

CITY MANAGER AND CITY JUDGE

PURPOSE

This policy was created to provide guidelines, rules, and regulations to City Councilmembers permitted to travel as a representative of the City of Farmers Branch. It is the policy of the City to reimburse (and advance funds to) City Councilmembers for travel (including the cost of transportation, meal per diem, registration, and lodging) provided such travel is approved (according to this policy) and performed in the conduct of City business. This travel must be reasonable, given the circumstances. This policy mirrors the City's policy for employee travel.

The Administrative Services office will make travel arrangements for all City Council travel. Under the Texas Public Information Act, all expenses, including travel expenses, are open to public inspection. Therefore, travel documentation will be completed, and the use of public funds should be transparent.

The allowances and amounts to City Councilmembers for official city business shall be established based on the guidelines below. The City will not pay any portion of a spouse's expenses.

CITY MANAGER AND CITY JUDGE

The City Manager will follow the City's Employee Travel Policy. All requests for travel and travel expense reimbursement reports by the City Manager will be approved by the Mayor.

The City Judge/Alternate Judge will follow the City's Employee Travel Policy. All requests for travel and travel expense reimbursement reports by the City Judge/Alternate Judge will be approved by the City Manager.

PRE-APPROVAL REQUIREMENTS

- Prior to any travel, except for local meetings, City Councilmembers will obtain pre-approval from the City Council Travel Review Committee (Committee). Travel expenses related to local meetings outlined and defined in this Policy, do not require Committee approval, but will require review and approval of any expenses from the Committee. Local conferences with expenses of more than \$300 will require Committee approval.

IN-STATE TRAVEL:

- In-state day travel is defined as travel within the State of Texas, completed in one day with no lodging expenses and other activity expenses (excluding registration and travel transportation expenses) totaling \$75 or less. This type of travel does not require an internal travel expense report.
- City Councilmembers engaged in same-day travel and training are not eligible for per diem allowance and meal reimbursements unless they are in conjunction with working sessions, included in the class registration, or reimbursed by another granting agency. See the 'Per Diem and Meal Functions' section of this policy for further details.

TRANSPORTATION

All modes of travel (air, rental/ personal/city vehicle, taxi, ride-hailing (e.g. Uber, Lyft, bus, train or subway) should be chosen with consideration towards minimizing the loss of time, effectiveness, and productivity of the Councilmember and total cost to the City.

AIR TRAVEL

All travel arrangements will be coordinated by the Administrative Services Department. When traveling, the purchase of round-trip "coach class" tickets using either Expedia Corporate (www.egencia.com) or Southwest Airlines Business (www.swabiz.com) websites should be used if applicable. If applicable, all airline reservations should be made sufficiently in advance to take advantage of airline discount fares. Electronic or "E-tickets" should be utilized to avoid paper ticket surcharges.

RIDE-HAILING (E.G. UBER/LYFT)

Ride-hailing apps like Lyft and Uber are allowed while on official city business, and taxi fares are allowed. The City will reimburse fees incurred during travel dates for City business only.

RENTAL VEHICLES

When considering renting a vehicle, it is expected to obtain the lowest rental rate for cars when practical and to weigh the total cost versus the use of taxis or ride-hailing (Uber/Lyft). A compact-size car is encouraged unless several Councilmembers are pooling transportation. The Administrative Services Department will reserve and pay for the rental car. The City may reimburse rental costs for travel the day before and the day after the City business event dates due to discounted airfare and/or hotel stays. Car rental costs for personal use beyond these dates will be reimbursed for the business portion of the trip only. Car rental insurance is not to be purchased for business-related travel. Councilmembers should use their credit card if they plan on using a rental car for personal use for an extended period. Pooled transportation is encouraged to reduce costs.

MILEAGE REIMBURSEMENT

A Councilmember shall be reimbursed at the lesser of an advance purchase of round-trip coach class airfare (purchased sufficiently in advance to take advantage of airline discount fares when possible) or an amount based upon the number of miles x IRS mileage rate. Travel urgency, safety, health concerns, or the economy of using a personal vehicle at the destination site (instead of a rental vehicle) may alter the reimbursement method. The mileage payment will be based on the most direct route from the point of destination.

If a Councilmember is driving a personal vehicle outside of the City and has car failure, the City will pay the expense of towing the vehicle to the nearest garage, over and above the Council members personal towing insurance coverage. The Councilmember must pay for all repairs. The towing invoice and insurance documentation, reflecting the amount covered, must be provided for reimbursement.

LODGING

Overnight lodging is allowable up to standard hotel room rates. It is not permissible to reserve an Airbnb or any other privately owned lodging while on official short-term business. Commercial lodging facilities are the only allowable lodging accommodations; however, there may be situational exceptions. If no commercial lodging facility is available due to a room shortage for a special event or location remoteness, then prior approval from the Committee must be obtained and documented.

MEALS & OTHER ACTIVITIES

1. Meals:

- a. The City will pay for meals consumed during official travel on a per diem basis at a daily rate as specified for the destination city by the U.S. General Services Administration (www.gsa.gov). Councilmembers will receive a per diem for all meals consumed, with the exception of meals that increase the cost of registration or otherwise result in an additional cost to the City. Meals increasing registration fees or costs to the City must be subtracted from the per diem rate based on the meal expense breakdown specified on the GSA website. For example, if a Councilmember registers for an optional lunch or banquet, which increases the cost of registration, the per diem (as itemized on the GSA website) for the meal or meals must be subtracted from the total per diem rate to be paid.
- b. The City will pay for the cost of meals for overnight travel on a per diem basis only. The City's per diem rate will be based on the current fiscal year rate established by the U.S. General Services Administration. The per diem shall be adjusted for partial travel days.
- c. For City-related travel that does not include an overnight stay and does not exceed 10 hours (e.g., conference/business meeting in Dallas), meal expenses shall be reimbursed based on GSA partial travel day per diem (75%). For travel without an overnight stay that exceeds 10 hours (e.g., conference/business meeting in Austin) from leaving to returning (home or office), a full day meal per-diem will be reimbursed upon approval of the Committee. A 75% meal per diem rate will be paid for travel days extending beyond the actual conference/meeting

dates, not to exceed one day before and/or after a conference/meeting, provided the travel day or days are necessary.

- d. No receipts are utilized for meals. Any meals over the per diem amount are the responsibility of the Councilmember.

2. Special Conference Activities:

- a. Many conferences provide activities such as tours, receptions, meals, etc., which are offered at an additional cost to the participant. The City may pay for these activities if the activity is of reasonable cost, not purely social, and the information gained would benefit the City. Councilmembers are encouraged to request approval from the Committee before attending special conference activities.

3. Miscellaneous:

- a. The City will not pay for movies or between meal snacks.
- b. Most airlines permit passengers to carry-on one standard bag and one small personal item (i.e. laptop, gaming console, etc.), per person, onto an aircraft at no charge. Councilmembers are strongly encouraged to utilize carry-on service. If a checked baggage fee is incurred, the City will reimburse for one standard bag check fee both inbound and outbound. Fees incurred for excess, overweight, or oversized bags will not be reimbursed.
- c. The City will not reimburse for valet parking unless it is the only type of parking offered by the facility/hotel. Charges incurred for self-parking will be reimbursed when a facility/hotel does not offer free parking.
- d. Tipping for items such as meals and ride-sharing will be reimbursed. Tipping should be no more than 20% of the total cost.

LOCAL MEETINGS:

Councilmembers may attend any local meeting dealing with any matter directly affecting the City or any meeting of an organization of which the City is a member. Local meetings shall be defined as those meetings held in Collin, Dallas, Denton, or Tarrant counties.

EXPENSES FOR LOCAL MEETINGS:

The City will reimburse expenses for local meetings, such as meeting lunches and dinners, as well as travel by personal vehicle for approved local meetings using the current IRS maximum rate, plus tolls and parking fees. Expenses incurred while hosting visitors from other cities or organizations are also allowable and will be reviewed and approved by the Committee.

Claims for reimbursement should include the date, description of the meeting attended, itemized receipt for meals, and miles traveled if claiming mileage reimbursement. Alcoholic beverages are not a reimbursable item.

Expenses incurred for local meetings shall be approved by the Committee.

NON-REIMBURSABLE EXPENSES:

All travel expenses shall relate to City business. The following expenses shall not be paid or reimbursed by the City:

- Alcoholic beverages or tobacco products
- Spouse expenses
- Passports
- Loss of funds or loss/damage to personal belongings
- Childcare, eldercare, or pet care
- Personal entertainment not related to the conference or meeting
- Parking or moving violation fines
- ATM or banking service fees
- Expenses related to vacations or personal trips in conjunction with travel not related to city business