

ORDINANCE NO. 215-21

AN ORDINANCE ADOPTING A TRAVEL POLICY FOR THE CITY OF MEDINA, OHIO.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That a Travel Policy is hereby adopted for the City of Medina, Ohio.
- SEC. 2:** That a copy of said Policy is marked Exhibit A, attached hereto and made a part hereof.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: December 13, 2021

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: December 14, 2021

SIGNED: Dennis Hanwell
Mayor

CITY OF MEDINA

TRAVEL POLICY

I. Approval for Employee Business Travel.

Any official or employee of the City may attend, at the expense of the City of Medina, any conference or other municipal business relating to municipal affairs if approved by responsible elected official.

A. Qualification

In order to qualify for payment by the City of Medina, all business travel, and the projected reimbursable cost of that travel, must be approved in advance by the department's Superintendent and the Appointing Authority. The Mayor must approve Superintendents travel. Request for approval is submitted on *Travel/Education Expense Request Form*.

1. Approved expenditures meet two criteria.
 - (a) The expenditure is required for the general good of all inhabitants of the City of Medina.
 - (b) The primary objective of the expenditure is to further a public purpose.
2. Any member of Council, at their own discretion, may incur expenses not exceeding one hundred dollars (\$100) without prior approval of the Finance Committee.
3. The Director of Finance shall certify that funds are appropriated and available for such purposes. If advanced funds are necessary, the employee shall submit a request to the Finance Department not less than ten (10) working days prior to departure.

II. Reimbursable Travel Expenditures.

Reimbursable travel expenditures are expenses authorized and incurred while transacting official business away from the City. It is the responsibility of both the traveler and his or her supervisor to ensure that all travel charges to be paid by the City are incurred for the benefit of the City and that the travel is completed at the most economical and reasonable cost

Purchase orders for employee reimbursement of travel expenses are to be requested prior to travel.

A. Wage and overtime.

Generally, for the purposes of wage and overtime administration, travel incidental to City business will be considered hours worked. This does not include overnight lodging time. Such travel may be considered hours worked under limited circumstances, including situations in which:

1. The employee is required to travel during a time that cuts across the employee's normal workday, excluding normal commute time;
Example: The employee normally works 8am to 5pm Monday through Friday. If the employee travels to a training session from 3pm to 8pm on Monday, the hours between 3pm and 8 pm will be considered hours worked, excluding normal commute time.
2. The employee is required to travel on a non-workday during hours that **do not** correspond with the employee's normal workday hours;
Example: The employee normally works 8am to 5pm Monday through Friday. If the employee travels to a training session from 3pm to 8pm on Sunday (non-work day), the hours between 3pm and 8 pm will be considered hours worked.
3. The travel itself is a part of the principle activity that the employee is engaged in.

The City of Medina, in accordance with Federal, State and Local laws, rules and regulations retains the sole discretion to determine if the travel time will be considered hours worked.

Notwithstanding any other section of this policy, employees traveling on City business will be reimbursed for travel time and expenses in accordance with applicable IRS regulations, any collective bargaining agreements, and/or Fair Labor Standards Act.

B. Transportation/Mileage.

The most economical and reasonable form of available transportation should be used to satisfactorily accomplish City of Medina business.

1. Use of City vehicles.
 - City vehicles, if available, may be used for regional travel. City vehicles cannot be used for any non-business purpose. Employees anticipating personal travel in connection with a business trip should not use a City owned vehicle for the trip.
 - o Gasoline for a City vehicle may be purchased on a City issued fuel purchasing card. Employees who are issued the use of City of Medina fuel purchasing card shall adhere to the City of Medina Purchase Card Policy.
2. Use of privately-owned vehicles.
 - Employees may use their own vehicles for City business travel.
 - The mileage reimbursement rate for privately-owned vehicles shall be in accordance with Internal Revenue Service guidelines and shall be adjusted each January 1st accordingly (ORD 90-08). The rate as of January 1, 2021 is \$.56 per mile for use of a personal vehicle.
 - Employees will be reimbursed for round-trip mileage based on the most direct route of travel.
 - o Calculated from employees start address (their City of Medina employment address) to their approved destination.
 - o Most direct route is generated using MapQuest.
 - Employees must submit mileage on Travel Expense Reimbursement form to their supervisor so payment approval can be authorized and turned in to the Finance Department for reimbursement.
 - No reimbursement shall be made for personal travel.

C. Lodging.

Employees are always expected to seek out and utilize reasonably priced accommodations. Some hotels and motels grant corporate, government, GSA or other favorable rates to City employees. The traveler should inquire about such rates.

1. Lodging should be charged to City issued purchasing card whereas only lodging and parking may be charged on the hotel receipt.
2. Lodging will be reimbursed at the maximum rate of \$200/night. Any charges over \$200 should be evaluated and approved by Appointing Authority.
3. No other incidental items or meals may be charged to the room.
4. In accordance with purchasing card policy, an itemized receipt is required to substantiate lodging and/or parking expenses charged to a City card.
5. It is the employee's responsibility to inquire as to tax exemption requirements and forms for lodging accommodations within the State of Ohio.
6. The employee must submit lodging receipt to their supervisor so payment approval can be authorized and turned in to the Finance Department.

D. Meals.

To qualify for meal reimbursement, IRS regulations require that an employee must be away from home substantially longer than an ordinary day's work and during the time away from home, need sleep or rest (referred to as the "overnight rule"). Therefore, for same day trips, City of Medina employees will not qualify for meal reimbursements unless the meal would qualify as a business meeting meal.

1. City issued purchase cards may not be used to purchase meals while traveling.
2. Should one employee seek reimbursement for the meals of multiple City employees, it is necessary to submit proof of permission to travel for all employees involved. It is further necessary to have all employees sign the reimbursement calculation form for the one employee to be reimbursed.
3. The maximum per-day meal allowance is \$45.00.
 - An itemized meal receipt is required for reimbursement.
 - Reasonable tipping is reimbursed, not to exceed 20%.
4. Employees are required to provide an itemized receipt prior to reimbursement.
5. Alcoholic beverages will not be reimbursed.

E. Registration Fees.

Registration fees should be prepaid by the City if time allows.

1. Registration fees paid through an employee's personal funds may be reimbursed by the City if a copy of the registration form and proof of payment are attached to the expense report.
2. The City of Medina prefers to prepay registrations rather than reimburse employees for personal payment. Registration fees may be charged to City purchasing cards in most cases.

F. Tolls/Parking.

Reimbursement for parking and toll expenses are only permissible if the employee is reporting to a site, attending official training, conferences or seminars where parking and/or toll expenses are incurred.

1. Itemized receipts are required for reimbursement.

III. Non-Reimbursable Travel Expenditures.

- A. Alcoholic beverages
- B. Non-itemized receipts
- C. Entertainment expenses
- D. Personal expenses incurred during travel that are primarily for the benefit of the City of Medina employee and not directly related to the official purpose of the travel.
- E. Political expenses
- F. Travel insurance expense
- G. Cost of traffic fines and parking tickets

IV. Prohibited use of personal benefits associated with City of Medina Travel.

City of Medina employees and public officials are prohibited from using frequent flyer benefits (from any establishment's reward program including but not limited to grocery, hotel, and gasoline station reward cards), earned through travel on City business, because the benefits would constitute additional compensation for the official or employee.

V. Reimbursement.

A. Employee Travel/Education Reimbursement Form.

Upon return, *Employee Travel/Education Reimbursement Form* with applicable itemized receipts attached shall be approved by responsible elected official prior to being submitted to the Finance Director for payment.

1. Each member of Council shall approve his or her own expenses not exceeding one hundred dollars (\$100), however, expenses exceeding one hundred dollars (\$100) must have approval of the President of Council or the Finance Committee.
2. All approved expense reports shall be paid within 10 business days after submission to the Finance Department.

CITY OF MEDINA
Travel / Education Expense Requisition

To: **Finance Director**
City of Medina

Date: _____

I would appreciate receiving your permission to attend:

To be held on: _____

Date of Departure: _____

Destination
Name/Address: _____

Date of Return: _____

Department: _____

Account # _____

Please attach copies of all Travel / Seminar information

Purpose	Authorized Amount	Vendor Name	Vendor #	Expense To Be Paid By City
Registration Fee				
Lodging				
Meals				
Mileage	56 cents/mile			
Misc Expenses				
Total travel expense				\$ -

Employee Printed Name

Employee Signature Date

Supervisor signature Date

Approved by: Mayor Signature Date

Per ORC Section 733.79 and Section 31.15 of Codified Ordinances of the City of Medina

Form must be approved by Finance Director before a purchase order can be assigned.

If total travel cost exceeds \$1,500.00, please submit request to BOC.

After receiving approval / PO, please submit registration invoice for payment.

If you plan to take the hotel check with you, please submit the confirmation from the hotel, along with a note indicating that you'd like to take the check with you.

Upon return, complete the Employee Travel-Education Reimbursement Form, and submit with itemized receipts attached.

Misc Expenses include tolls, parking - that are paid by the employee. Save all receipts.

EMPLOYEE TRAVEL / EDUCATION REIMBURSEMENT

EMPLOYEE: _____ DATE: _____

DEPARTMENT: _____

DESTINATION NAME/ADDRESS: _____ DEPARTURE DATE: _____

REASON: _____ RETURN DATE: _____

EXPENSES TO REIMBURSE:

MILEAGE - PRIVATELY OWNED VEHICLE

	MILES \approx 0.56	#VALUE!
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COMMENTS: _____

OTHER TRANSPORTATION COST: _____

MEALS TOTAL \$ AMOUNT _____

LODGING TOTAL \$ AMOUNT _____

MISC EXPENSES: TOTAL \$ _____

COMMENTS: _____

REGISTRATION FEE: TOTAL \$ _____

TOTAL REIMBURSEMENT: #VALUE!

PURCHASE ORDER #: _____

EMPLOYEE SIGNATURE _____

DEPT HEAD SIGNATURE _____

MAYOR SIGNATURE _____

NOTE: ATTACH ALL ITEMIZED RECEIPTS



City of Medina Traveler Certification Form

With regard to my trip described in the attached Travel/Education Requisition Form, I certify to the following:

- I have reviewed the City of Medina Travel Policy.
- The purpose of this trip meets the general requirements for approved travel set forth in the City of Medina Travel Policy.
- The purpose of this trip cannot be fulfilled locally.
- This trip is not routine local travel or local travel related to the performance of my regular job duties.
- I am taking this trip for the purpose identified in the Travel/Education Request Form.
- I have made appropriate effort to secure the most economical means of travel.

Traveler Name (Print)

Date

Traveler Signature