

City of West Memphis

Travel Policy

The travel day shall commence at 6 a.m., include breakfast, lunch, dinner, and one night's lodging, and shall end the following morning at 6 a.m.

Reimbursement is to be claimed for actual expenses for meals and lodging and the maximum must not be claimed unless actual expenditures for such purposes were actually made. No travel expenses for meals or lodging will be allowed within West Memphis. The maximum amount reimbursable to the traveler for meals within the State of Arkansas shall be limited to:

Breakfast	\$ 9.00
Lunch	\$10.00
Dinner	<u>\$16.00</u>
Total	<u>\$35.00</u>

The limits listed above will include tips and taxes. A TR-1 (attached) shall be completed for each reimbursement. The traveler will maintain meal receipts for his/hers personal records and they will not need to attach the receipts to the TR-1.

When privately owned motor vehicles are used for authorized travel on City business, the owner can claim reimbursement at the rate of thirty (30) cents per mile for automobile and forty-five (45) cents per mile for personal aircraft. The maximum mileage allowed will be determined by the shortest route from the City of West Memphis. Any vicinity mileage claimed should be listed separately from the "To and From" mileage on the TR-1.

There are several incidental expenses which may be incurred while traveling on official City business. Many of these are reimbursable if listed and fully explained on the TR-1. These items should be supported by receipts. Expenses for entertainment, personal telephone calls, laundry, and alcoholic beverages or other similar services are not reimbursable.

When an employee requires an advance for travel expenses, an itemized estimation of expenses must be attached to the request. The request will not be paid more than ten (10) working days before the date of departure. Each traveler must request the funds necessary for their own travel needs and checks will be made payable to each traveler. Travel Expense Reimbursement forms must be completed and excess advance funds returned to the City Clerk within ten (10) working days after returning from the trip. The travel supervisor will be notified of delinquent forms.