CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): TRAVEL GUIDELINES

EFFECTIVE DATE: MAY 20, 2019
REVISION DATE(S): OCTOBER 1, 2022, OCTOBER 17, 2022, FEBRUARY 1, 2023, JUNE 9, 2025, JULY 1, 2025

TRAVEL GUIDELINES

A. Submission and Approval Process

All pre-travel expenses (such as per-diem, mileage) should be submitted on an expense report at least four weeks prior to date of travel, when possible. This request must include the conference, seminar, or meeting agenda as an attachment to the expense report. Once submitted, the report will be routed through the appropriate approval chain. Team members will be notified of any changes.

B. Lodging

a. **Reservations** - Lodging reservations, if necessary, must be made at hotels approved by conference or meeting organizers at a single occupancy rate. Whenever possible, the conference/meeting rates should be secured. If no approved lodging is provided, reservations should be made at the hotels as close to the conference/meeting location as possible, with Department Director approval.

b. **Payment -** Lodging reservations must be made using a City P-card.

c. **Proximity Approval** - Any overnight stay within a 60-mile radius of either the worksite or home of record (whichever is closer) must be pre-approved by the Department Director. Documentation of this approval must be attached to the submitted P-card transaction.

d. **Post-Event Lodging -** Lodging expenses beyond the scheduled completion of the conference will not be approved.

C. Meals

Meals for Overnight Travel
a. When meals are provided at conferences and included in

CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): TRAVEL GUIDELINES

EFFECTIVE DATE: MAY 20, 2019
REVISION DATE(S): OCTOBER 1, 2022, OCTOBER 17, 2022, FEBRUARY 1, 2023, JUNE 9, 2025, JULY 1, 2025

the registration fees, reimbursement or per diem may not be requested for that meal.

    i.   A "continental breakfast" is considered a meal.

    ii.   Conference/Seminar/Meeting agendas, if available, must be submitted with your Expense Report.

1. All meals will be paid at the GSA per diem rates as a travel advance, or reimbursement:
   a. Rates are available at https://www.gsa.gov/travel-resources.
   b. Daily incidentals, fees or tips given to porters/baggage carriers and are not eligible for reimbursement.
   c. The purchase of alcohol will not be reimbursed under any circumstances. Employees must ensure that all submitted receipts exclude charges for alcoholic beverages.
   d. Itemized receipts are required for all reimbursements.
   e. Utilizing a P-card for meals while traveling will require prior authorization by City Manager's Office.
   f. The City Manager's Office may authorize reimbursement or P-Card use for meals in excess of the per diem, and in such instance, itemized receipts for the meals are required.

Meals for Day Travel
If traveling to a conference, meeting, training or seminar within a 60-mile radius of the worksite location or home of record, whichever is closer that does not require an overnight stay, you may request per diem or utilize use of your p-card for the midday meal only.

D. Airlines

A. Airline travel (economy-class airfare) must be made using a City P-card.
B. Baggage fees must be included at the time of the reservation, if possible.

CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): TRAVEL GUIDELINES

EFFECTIVE DATE: MAY 20, 2019
REVISION DATE(S): OCTOBER 1, 2022, OCTOBER 17, 2022, FEBRUARY 1, 2023, JUNE 9, 2025, JULY 1, 2025

    C.   Baggage limit is (1) checked bag, per team member.

If additional baggage fees are assessed, the team member must submit a receipt for reimbursement, or use a P-card, with justification for the extra fees.

PERSONAL VEHICLE/MILEAGE REIMBURSEMENT

A. Use of Personal Vehicle

1. A City vehicle is available for business travel. If a team member chooses to use their personal vehicle instead, mileage reimbursement is at the discretion of the Department Director and must be approved before travel.
2. Team members using personal vehicles for business must have a valid driver's license and maintain at least the minimum insurance coverage required by law.
3. Compensable travel time is determined by the Fair Labor Standards Act (FLSA).

B. Mileage Reimbursement

1. Mileage will be reimbursed at the current IRS-approved rate.
2. Reimbursement is based on the shortest distance from either the team member's worksite or home of record to the conference, meeting, or seminar location.
3. A completed expense report is required for reimbursement.
4. For travel outside New Braunfels city limits, supporting documentation (e.g., MapQuest, Yahoo Maps, or Google Maps) must be attached to the expense report.

C. Out-of-State Travel

CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): TRAVEL GUIDELINES

EFFECTIVE DATE: MAY 20, 2019
REVISION DATE(S): OCTOBER 1, 2022, OCTOBER 17, 2022, FEBRUARY 1, 2023, JUNE 9, 2025, JULY 1, 2025

1. Use of a personal vehicle instead of air travel for out-of-state trips requires City Manager's Office approval prior to travel.
2. If approved, the team member must obtain three airline quotes and submit them along with the expense report. Reimbursement will be based on the lowest of the three airline quotes.

D. Insurance & Liability

1. Primary insurance coverage for personal vehicle use remains the responsibility of the team member.
2. The team member is responsible for any vehicle damage and liability.
3. Gasoline expenses for personal vehicle use are not reimbursable.
4. Any parking fines or moving violations incurred are the sole responsibility of the team member.

E. Car Allowance & Mileage Eligibility

1. Team members who receive a car allowance are only eligible for mileage reimbursement when traveling over 30 miles one way.
2. A team member cannot receive both a car allowance and a City vehicle assignment unless approved by the City Manager's Office for emergency or special use.