

mileage allowance accepted by the Internal Revenue Service if a personal vehicle is used, parking fees, bridge and toll fees, plus the cost of meals, etc.

II. Destination City - Reimbursable Expenses

- A. Reimbursement for lodging on actual basis. Hotel receipts must be submitted with the expense report. For ease of transportation and safety lodging should be at the conference hotel or a hotel that is recommended for conference attendees by the sponsoring entity. Many hotels have government rates, before departure call the hotel to see what documentation you will need to show in order to secure the lower rate. Lodging charges must concur with the scheduled conference or meeting dates with the following exception:
 - 1. Lodging for one night prior to and/or after the authorized meeting shall be allowed if the schedule or location is such that it is inconvenient for the traveler to arrive or depart the same day the conference begins or terminates. In such a case, supportive documentation will be required.
- B. Meal Allowance, this policy will authorize the full amount, within reason, for all meals to include the first and last day of travel. If you are unsure what a reasonable meal expense should be please consult your department head. No reimbursement will be provided for the purchase of alcoholic beverages.
- C. Calls to City Hall Offices. Employees required to call their office while out of town are to charge the call or call collect.
- D. Registration Fees. Registration fees for the conference or meeting (exclusive of meal tickets purchased which are reimbursed under the cost of food).
- E. Fees for Special Events: Fees for special events directly related to the purpose of the conference or meeting.
- F. One personal phone call per day.
- G. Per Diem for meals. In lieu of reimbursement for meals as provided in paragraph B above, a request may be made for a meal per diem. The per diem shall be \$55.00 per day, with \$30 intended for dinner, \$15 for lunch and \$10 for breakfast. A person shall choose reimbursement or per diem for the entire trip; per diem is not intended to give the employee the opportunity to receive the greater of reimbursement or per diem on a daily bases.

Unallowable Expenses

The following is a list of unallowable expenses:

- 1. Travel insurance
- 2. Laundry, cleaning, pressing of clothes
- 3. Personal grooming (haircut, sauna baths, etc.)