



Town of Hollis, New Hampshire TRAVEL POLICY

PURPOSE

The Town will reimburse employees for reasonable travel expenses while on assignment away from the normal work location, where the travel has been approved in advance by the Department Head or by the Board of Selectmen.

POLICY

A. Travel

The following guidelines for payment for time during travel, are taken directly from the US Department of Labor.

Lectures, Meetings and Training Programs: Attendance at lectures, meetings, training programs and similar activities shall be counted as working time unless these four criteria are met: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.

Home to Work Travel: An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

Travel That is All in a Day's Work: Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Home to Work on a Special One Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one day assignment (including job related conference, training etc) in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the time the employee would normally spend commuting to the regular work site is deducted.

Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's typical workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days.



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B. Personal Vehicle Usage

The use of personal vehicles shall be reimbursed for approved travel based on the annual IRS mileage reimbursement rate, which is reviewed by the government and modified as necessary January 1 of each year. This rate is all inclusive to cover all vehicle expenses including proportionate costs of insurance as well as other vehicle operational costs. Employees who are involved in an accident while traveling on Town business must promptly report the incident to their immediate supervisor. Any vehicle owned or leased by the Town may be used only for Town business.

To request reimbursement of mileage please use the following guidelines:

1. When more than one person travels in the same automobile, only the owner of the vehicle shall be allowed mileage.
2. The routing of each trip for mileage computation shall be by the most common traveled route unless unusual circumstances warrant other less direct routes.
3. Mileage reimbursement shall start from work location or home whichever is less.
4. Other expenses, such as toll charges for bridge, turnpike use, and parking charges, are allowable and may be submitted for reimbursement.
5. The Mileage Reimbursement Form must be reviewed and signed by either a department head or the board of selectmen.
6. Reimbursement forms must be submitted within 45 days of occurrence.

Examples:

- If an employee travels 20 miles to work, returns home and comes back later that same day for a work related meeting or event, there would be no mileage reimbursement.
- If an employee travels 20 miles to work and then goes to a work related meeting or event 60 miles in the opposite direction, 120 miles would be subject to mileage reimbursement.
- If an employee travels 20 miles to work and then goes to a work related meeting or event 60 miles in the same direction from where that employee came, 80 miles would be subject to mileage reimbursement ($120 - 40 = 80$).
- If on an off-day an employee travels 20 miles to the regular place of work for a work related meeting or event, there would be no mileage reimbursement.



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C. Meals

Reimbursement for meals will be provided at a per diem rate based on the following:

- The conference/ meeting does not provide a meal. A continental breakfast and a provided bagged lunch each count as a meal.
- An agenda must be attached with reimbursement request and department head approval.
- For breakfast reimbursement the conference/meeting starts before 8:00am, registration time does not count as the start of a conference.
- For dinner reimbursement the conference/meeting ends after 6:00pm.
- If you choose to stay before or after a conference/meeting begins or concludes, you will be responsible for your own expenses.

The per diem rates to be used for meal reimbursement shall be taken from the federal government's US General Services Administration webpage, using the **Standard Rates** only.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Adopted By:

Date:

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