


FINANCE MEMORANDUM
#16-02

DATE: February 8, 2016

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: David Willett, Acting City Manager
Jason Loveland, Director of Finance 

SUBJECT: CR – 18 Council Travel Policy

BACKGROUND:

The Council Travel Policy was established to address the elements and practices involved in the payment of expenditures incurred while conducting city business. The policy was last updated in January 2012.

UPDATE:

After conducting a thorough review of the policies, the Finance Committee has proposed minor modifications to the Council Travel Policy. A 'red-line' version of the policy, which identifies the proposed modifications, has been included.

The Finance Committee is collectively bringing the modifications forward to City Council, seeking input and discussion from Council, and ultimately the adoption of the revised policy.

BUDGETARY IMPACT:

The policy revisions do not have a budgetary impact.

STAFF REFERENCE:

Contact Jason Loveland at jloveland@northglenn.org or at 303-450-8817.

CITY OF NORTHGLENN COUNCIL TRAVEL POLICY

~~Approved 01/12/2012~~

Funds for Council travel are budgeted annually with equal amounts allotted to each member. If any individual councilmember exceeds the budgeted amount, a request may be made to another member of Council for additional funds.

Purpose:

The purpose of this regulation is to establish a policy concerning the payment of expenses incurred while conducting City business. This policy is based on the IRS Rules for the Accountable Employee Reimbursement Plan* which has three (3) requirements:

- Business purpose for expense
- Employee substantiates or is deemed to have substantiated the expenses
- Employee required to return all amounts in excess of substantiated expenses

If any one of these requirements is not met, the Plan is non-accountable and advances or reimbursements are listed on the W-2 form as income.

*Accountable Plan: Expense reimbursements are not included in wages. Expenses are not deductible on personal income tax return.

~~CITY OF NORTHGLENN~~ ~~Council Training and Travel Policy~~

A. Meetings and Seminars

All Council members shall be eligible for attendance at in-state and out-of-state meetings and seminars. The Mayor and Council are reimbursed for expenses incurred as a result of City business, training, or travel. Expenses that will be paid or reimbursed include conference registration (including a guest registration), associated supplies and materials, a councilperson's transportation (coach-fare), hotel accommodations, parking, meals, telephone calls and gratuities. It will be the councilmember's responsibility to justify the business purpose of the trip. Council members will have a designated budget amount for training and travel each year. Should a Councilmember find a need to exceed his/her designated budget, they will ~~submit-notify the entire to~~ Council ~~a resolution~~ via City email or through a communication at a public meeting with a request for additional funds. Councilmembers may allocate all, or a portion of his/her, allotted budget to another member. If training and travel funds are not used, the amount shall go back into the General Fund. In the event that a spouse or guest is normally invited to attend a function, the City will reimburse for those costs, excluding the spouse's or guest's travel costs. A function is defined as any event to which the councilmember and a guest or spouse are invited to attend such as recognition events, awards events and banquets, for example the North Metro Chamber of Commerce Awards Banquet.

B. Advances

Advances may be requested not later than five days prior to travel departure and shall not exceed \$75 per day. Any advance in excess of substantiated expenses must be returned within 14 days of travel.

C. Expense Substantiation

To be reimbursed for actual business expenses, Everyone Councilmembers

~~must turn~~ shall complete in an Expense and Mileage Reimbursement report, as provided by the Finance Department, with supporting receipts or other appropriate documentation attached. Upon submittal of an expense report expenses not paid directly by the City shall be reimbursed, less an expense advance, based on either actual expenses or the Federal meals and incidental (M&IE) per diem rate. However, for each meeting or seminar the Councilmember must choose to be reimbursed for either actual meals or to be reimbursed based on the Federal M&IE per diem rate. A councilmember cannot choose a different method for each day of the seminar. The expense report must be filed and submitted to the Mayor or his designate for review within 14 days of travel. The Mayor shall submit expense reports to Mayor Pro-Tem.

Actual expense substantiation:

Itemized receipts are submitted for all business-related expenses unless the per-diem allowance option is used.

Hotel/Motel:

Receipts are required within 14 days of travel and subject to the guidelines set forth by the Finance Department.

Per-diem allowances (Meals and Incidentals only):

City will never reimburse above the current Federal M&IE per-diem rate without itemized receipts.

Council members may obtain the actual per diem schedule from Finance Department.

Receipts are required for all other expenses besides meals and incidentals.

Any reimbursement requests must be submitted within 14 days of travel.

D. Credit Card

A City purchasing/credit card shall be available for use by any Councilmember ~~upon request and approval of City Council.~~ Expenses charged to the City purchasing/credit card are limited to business related expenses and must follow the guidelines of the City of Northglenn's Purchasing Card User's Guide Manual. Itemized receipts and signed purchasing/credit card statements are to be submitted for payment approval as soon as possible but no later than 14 days following the receipt of the statement from the Finance department. If conference registration includes costs for other events not eligible for reimbursement by the City, payment must be included with the registration prior to the charge to the purchasing/credit card.

E. Transportation by Personal Vehicle

For destinations located more than 35 miles away from City Hall, travel using a personal vehicle in lieu of other means of transportation is reimbursable at the City's current mileage rate, plus the itemized expenses or per-diem allowances for meals and incidentals. The mileage per diem reimbursement request must be filed and submitted to the Mayor, or ~~his designee,~~ no later than 14 days of travel or reimbursement is forfeit.

Rental cars are allowable during out of town conferences at City expense, provided the cars are used for business purposes only.

F. General Provision/Restrictions

No personal purchases shall be made using the City's funds.

Alcohol shall not be purchased with City funds.

As a matter of policy, when a product not subject to competitive bidding is available within the City with comparable price, specification, quantity, and quality, the purchase shall be made from local sources.

Sales tax is not to be charged on any purchase made in the State of Colorado. The City's tax-exempt number should be given to the vendor before the sale is completed.

-Information on the City's tax-exempt status can be acquired from the Finance Department.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-18
Series of 2016

Series of 2016

A RESOLUTION ADOPTING A COUNCIL TRAVEL POLICY FOR THE CITY OF NORTHGLENN, COLORADO

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The revised Council Travel Policy, attached hereto as Exhibit A, is hereby adopted by the City Council of the City of Northglenn, Colorado. All previous travel policies adopted by resolution or otherwise are hereby repealed.

DATED, at Northglenn, Colorado, this _____ day of _____ 2016.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

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