

2019

CITY OF KYLE PERSONNEL POLICY



Amended

10/01/2019

Article 13. Travel Expense Reimbursement Policy

Section 13.01. General.

Employees and/or officials of the City shall be eligible to travel as needed and/or required in the performance of their jobs, maintenance of related professional certifications, and general representation of the City of Kyle.

Incurred expenses for travel meeting the requirements outlined in this section may be covered by the City either by reimbursement to the employee if paid in advance by the employee, city purchasing card, city advancement of funds to the employee, or other method as approved in advance by the city manager or his designee.

Total expenditures incurred by the City for travel expenses as defined under this Section must be approved and properly accounted for within the Annual Operating Budget; and in conformity with operating procedures for same.

All travel will be booked through a central travel desk as assigned by the City Manager.

Section 13.02. Procedures for Other City Officials.

Representatives of the City other than employees, such as the Mayor, members of City Council, and other appointed officials, are also eligible for City funded travel of official business as it specifically relates to their position with the City of Kyle.

It shall also be the policy of the City that all city officials, including the Mayor and members of City Council, shall adhere to the same policies and procedures as defined for employees under this Section for funding and payment of travel expenses related to their position with the City.

Section 13.03. Meetings, Conferences, and Conventions.

Upon written authorization by the appropriate Department Head and City Manager, employees of the City may attend meetings, conferences, seminars, training or educational sessions, and conventions to provide for the professional development of the employee as it relates to his or her employment with the City. The City shall provide for the necessary and reasonable cost for employees as defined herein, to attend such meetings, conferences, and conventions. Whenever applicable, the City will prepay registration fees to approved events or activities. Anticipated costs for such travel should be included in the approved budget for the appropriate department. Cost not budgeted must obtain approval from the City Manager.

Section 13.04. Lodging.

Upon written authorization by the appropriate Department Head and City Manager, the cost for lodging in accordance with the following restrictions will be reimbursed in full when an employee travels on official City business and such travel requires an overnight stay.

- 1) It is the expressed policy of the City to provide for appropriate and acceptable lodging for its employees and officials when they represent the City at out-of-town functions, but to demonstrate fiscal responsibility and commitment to cost containment.
- 2) Reimbursement and/or direct payment by the City of lodging expense under the terms and conditions of this Section shall be limited to \$135 per night without special exemption provided by the City Manager in advance.
- 3) Appropriate receipts for all costs incurred and requested for reimbursement under this Section are required.
- 4) Designated convention hotels may be booked and paid for by city credit card or reimbursed at the actual cost regardless of limitations with approval of the City Manager.

Section 13.05. Transportation.

The City shall provide funding for employees qualifying expenses related to transportation to and from meetings, conferences, and/or conventions located outside the proximity of the City of Kyle including, but not limited to, mileage (reimbursed at the Federal rate), parking, taxi service, ground transportation, air travel, vehicle rental, and tolls providing the expenses meet all qualifications outlined in this section.

- 1) The City Manager or appropriate Department Head will either assign a City-owned vehicle for such travel to and from meetings, conferences, etc. or employees shall be reimbursed for actual miles driven in their personal vehicles at the current mileage reimbursement rate as defined by the State of Texas. Such payment is considered to be total reimbursement for all vehicle-related expenses (gas, oil, depreciation, insurance, etc.)
- 2) Whenever applicable, employees attending the same meetings, conferences, etc. are expected to travel together to contain costs. Mileage reimbursement is payable to only one (1) of the two or more employees traveling on the same trip, in the same automobile.
- 3) Costs incurred for parking at the destination and any highway tolls incurred while traveling are reimbursable at the actual amount for business purposes only.
- 4) Costs incurred for required vehicle rental at the destination of such qualifying event are allowed at the actual amount.
- 5) No travel expenses allowance will be paid for travel to and from transportation hub (airport, train station, etc.) to and from the employee's residence.
- 6) Appropriate receipts for all costs incurred and requested for reimbursement under this Section are required.

Section 13.06. Meals.

Upon written authorization by the appropriate Department Head and City Manager, the actual cost for meals will be reimbursed in full when an employee travels on official City business; or when meals are made part of any event wherein said employee or official is representing the City in his or her official capacity. Employees or officials shall order reasonably priced meals including a reasonable tip while traveling at the City's expense. If meals are included in registration fees, duplicate meals shall not be reimbursable. The total reimbursement for meals for any single day shall not exceed the travel reimbursement rate set by the General Administration Office of the Federal Government where all employees and officials shall follow the reimbursement set forth for Employees by the GAO.

Appropriate receipts for all costs incurred and requested for reimbursement under this Section are required.

Section 13.07. Miscellaneous.

- 1) Non-reimbursable items – Costs for the following items are not reimbursable to the employee under this Section:
 - a) Alcoholic beverages;
 - b) Entertainment (unless budgeted);
 - c) Excessive Room services charges;
 - d) Expenses for spouse or family members traveling with employees; and
 - e) Any allowable expense where no receipt is provided.
- 2) When applicable, employees shall submit a sales tax exemption form in the appropriate situations to eliminate the need to pay sales tax when traveling on City business.
- 3) Receipts for all allowable expenses must be kept by employees and submitted within a reasonable time to the department head or city manager.

Section 13.08. Requests for Travel Expense Reimbursement.

After returning from any event wherein an employee has incurred eligible travel expenses as described under this Section, an employee or official shall submit a completed Travel Expense Report Form, as provided by the Finance Director, along with all original receipts and other documentation to the appropriate Department Head.

The report shall be reviewed and approved for reimbursement by the Department Head; or returned to the employee or official for adjustment or further documentation. Once the report has been approved by the Department Head, it shall be submitted to the Finance Director; and subsequently the City Manager, for final approval. Any reimbursement of funds to the employee

must be properly recorded and approved on the Travel Expense Report Form and the Finance Director will reimburse the employee based on approved expenses on the form.

Applicable rates as relating to the GAO guidance will be tied to the time the expenses are incurred. Any differences between the actual expenses and the budgeted or approved amounts will be reconciled by the appropriate department head and reported to the City Manager and Finance Director. Employees may be directly responsible for expenditures over the allowed limitations.

Section 13.09. Exceptions to the Limitations.

Exceptions may be considered by the City Manager on a case-by- case basis and upon written request by the appropriate Department Head. The City Manager may direct requests for exceptions for him/herself to the city council during an open meeting.

Article 14. Smoking Policy

Section 14.01. Smoking Policy.

Smoking or other use of tobacco products is prohibited in all city occupied buildings except in designated areas. No smoking will be allowed in areas shared with other employees or which are accessible to the general public. There will be no smoking in City vehicles, or City buildings, as per the applicable city ordinances.

Article 15. Drug Abuse Policy

Section 15.01. Statement of Policy.

The City of Kyle maintains a firm commitment and effort to provide reliable service to its citizens, and a safe and healthy working environment for its employees and the community.

- 1) The City has a vital interest in maintaining a safe, healthy, and efficient working environment. While the vast majority of employees are not involved with illegal drugs or substance abuse, those who are involved in use, abuse, or trafficking, on or off the job, may have an adverse impact both on the health, safety and welfare of our citizens, the workplace and fellow employees; and may impair the City's ability and efforts to maintain a safe work environment that is free from the effects of drugs. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also possess unacceptable risks for safe, healthy, and efficient operations.
- 2) The City has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees, and to protect the City's property, information, equipment, operations and reputation.
- 3) The City recognizes its obligations to its citizens for the provision of services that are free of the influence of illegal drugs and alcohol and will endeavor through this policy to provide drug-and alcohol-free services.