



City of Roswell
Employee Training & Travel Policy
Quick Reference Guide

This document is a quick reference guide for the City’s Training and Travel Policy. For complete details, refer to the full policy located in Chapter 18 of the [Human Resources Policies and Procedures Manual](#). Page number references are also provided for each section below.

➤ **Training/Travel Process (p. 123-124)**

Step		Timeline
1	Employee submits Travel Request in Apptcity to request approval to attend a training event. This request includes an itemized estimate of all expected expenses.	Submitted and reviewed no less than 10 working days before departure.
2	Travel Request is reviewed and approved/denied by employee’s supervisor or department head.	
3	If Travel Request is approved, employee will proceed to secure event registration and all other accommodations, as necessary, in compliance with City policy.	
4	Employee attends training event and utilizes Apptcity mobile app to retain receipts for all expenses (except per diem).	
5	Employee returns from travel event and completes Expense Report in Apptcity to itemize actual training and travel expenses.	Submitted within 10 working days after return.
6	Expense Report is reviewed and approved/denied by employee’s department head.	
7	Expense Report is reviewed and approved/denied by Budget Division	
8	Accounts Payable reviews Expense Report and issues any applicable reimbursement to employee.	Issued within 7-10 working days after dept. head approval.



➤ **Training/Conference Registration Fees (p. 118)**

Registration fees should be paid with a p-card if possible. If not, the Department may submit a Check Request to AP, either paper-based or a Request for Check in Munis (if the vendor exists in Munis). The registration fee can be added directly to an Expense Report in Apptcity or as an Unassigned Expense and added later to an Expense Report.

➤ **Transportation (p. 118-120)**

City Policy states that employees should use the most *economical* and *practical* mode of transportation to arrive safely and on time

- **City Vehicle** – If available, employees should use a City vehicle rather than personal. If a City vehicle is available and an employee uses a personal vehicle, the City will not reimburse mileage.
 - Receipts are required for City vehicle expenses, including fuel.
 - A City P-card may NOT be used to purchase fuel.
- **Personal Vehicle** – If a City vehicle is not available or is impractical, an employee may use a personal vehicle with the Department Director’s approval. The employee will be reimbursed at the standard IRS mileage rate for a direct round trip starting at the employee’s residence or work, whichever is closer to the destination.
- **Airfare** – The City will pay for the cost of a coach class seat only. Employees are also eligible for mileage reimbursement for the trip to/from the airport.
- **Vehicle Rental** – A vehicle may be rented when it is more advantageous to the City than other means of transportation, such as shuttles, public transportation, taxi, etc.
 - The City will pay for the rental of a mid-size vehicle unless a group of individuals are traveling and require a larger size vehicle.
 - Vehicles rented for City business are covered under the City’s auto insurance policy. Employees should NOT purchase additional insurance as part of the rental agreement.

➤ **Parking (p. 120)**

The most economical form of parking should always be utilized, including airport and hotel parking. Receipts are required for all parking reimbursements.

➤ **Meals/Per Diem (p. 120-121)**

Employees traveling overnight or outside of the local travel area (25 miles radius of the City) are eligible for a per diem amount to cover the cost of meals, including taxes and tips. Per diem is paid **AFTER** the completion of travel unless a travel advance is requested and has been approved by the City Administrator or designee (10 working days prior to departure).

- Amount of per diem is based upon destination and time of departure/return.
- Per diem will not be provided for a meal included in the cost of registration or if a hot breakfast is provided by a hotel.
- Receipts are NOT required for per diem expenses.

➤ **Lodging (p. 121-122)**

City Policy states that employees should choose lodging that is reasonable in cost and location. Employees may stay at lodging associated with the training seminar if the conference rate can be secured.

- Lodging is only permitted for non-local travel. Any exceptions must be approved by the Department Head.
- Receipts are required for lodging expenses.
- Employees are responsible for providing a Hotel/Motel Tax and Sales Tax exemption form.
- According to State law, the City qualifies for tax exemptions only when payment is made by the City, not an individual. If an employee chooses to pay lodging expense personally and then seek reimbursement, the City will only reimburse the employee for the amount of the lodging expense less any taxes from which the City would have been exempted.

➤ **Travel & P-Cards (p. 122)**

Employees should use their City P-Card for allowable travel expenses, such as registration fees, lodging, airfare, parking, etc.

- Meal expenses are not to be charged to the P-card.
- **Travel P-cards** are available for employees that do not have a standard P-card. Information on the Travel Card Program is available on the [City's Intranet](#). Due to the time required for card issuance, it is recommended that any new card request be submitted at least three (3) weeks prior to departure.

➤ **Family Members or Guests (p. 123)**

Family members or guests may accompany an employee while on training or conducting City business out of town. The names of family members attending are required on the Travel Request. Employees are responsible for any additional costs as a result of accompanying family members or guests.

- Examples
 - To accommodate family members/guests, the cost of a particular flight or lodging is greater than it would have been if the employee were traveling alone. In this case, the employee should document the cost difference for all expenses so that the City can reimburse the employee for the amount that would have occurred had the employee traveled alone.
 - An employee decides to take his/her personal vehicle due to accompanying family members. Depending upon the circumstances, the employee may not be eligible for mileage reimbursement if either a City vehicle was available or a lower cost travel option for the employee (such as airfare) was available.

 **General Information**

- Page 124 of the Training and Travel Policy includes a list of non-reimbursable and/or unallowable expenses
- Training and Travel expenses are managed through Appticity, a web-based expense management system. Additional information on Appticity is available on the City's Intranet.
- Receipts are required for all training/travel expenses, except meals/per diem.
- The cost of books and/or materials required for training purposes will be paid for by the City. All books and/or materials paid for by the City become City Property. A copy of any written descriptions and requirements for books and materials must be attached to the initial Travel Request when submitted for approval.