

## 5. Travel Policy

The City of Gulfport Purchasing Department will monitor employee compliance on all travel related expenses in accordance with local and State Travel Policies. The Department of Finance and Administration, Office of Purchasing and Travel can be accessed at [www.dfa.ms.us](http://www.dfa.ms.us). It is the responsibility of the Purchasing Department to ensure that employees are familiar with the established state and local travel policies.

Employees traveling on official city business are expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission.

Employees traveling on official city business as well as their Department Director are responsible for ensuring compliance with Section 25-3-41, Mississippi Code of 1972. It is the responsibility of the employee to verify all costs related to the travel request being submitted for approval.

Travel authorizations (PD07-01) will be submitted to the Department Manager, Department Director and CAO for signature approval. The paperwork will then be submitted to the Purchasing Department for file. All associated and/or applicable paperwork such as conference agendas shall be submitted with the travel approval to the Purchasing Department to determine eligibility of costs. The requestor can enter requisitions for applicable expenses, i.e., per diem, registration fees and use the City of Gulfport travel credit card for other applicable expenses. Per Diem is allowed for meal(s) when the distance exceeds 60 miles or more from the duty station. Food is NOT an allowable expense to the credit card.

If meal(s) are provided then that meal(s) will be deducted from the meal per diem that is allowed. If there are medical conditions existing that prevent an employee from eating a meal provided, then certified documentation shall be submitted stating this. Requisitions for meal per diems will not be approved unless they are within 6 weeks of the approved travel.

If out of pocket expenses are incurred during official travel, a Travel Expense Voucher Form, (PD07-02) will be filled out upon return and submitted to the Department Manager and Department Director for approval. Once approved, the requestor will enter a requisition for reimbursement purposes. Examples of allowable expenses while on travel are office supplies such as file folders, books while at training seminars, note pads or film for a camera.

The following are expenses that will not be reimbursed by the City:

- (1) Laundry, cleaning, or valet services;
- (2) Tobacco;
- (3) Alcoholic beverages;
- (4) Entertainment;
- (5) Personal telephone calls;
- (6) First class travel accommodations when economy or coach class are available;
- (7) Meals and lodging in lieu of other meals and/or lodging, the expense of which is included in the Registration fee;
- (8) Fines, forfeitures or penalties;
- (9) Rental vehicles except as pre-approved by the Chief Administrative Officer;
- (10) Expenses of a spouse or other non-employee;
- (11) Loss or damage to personal property;
- (12) Barber, beauty parlor, shoe shine or toiletries;
- (13) Personal postage;
- (14) Food (other than meal allowance); and
- (15) Personal items.

The following are expenses that may be reimbursed by the City:

- (1) Hotel/Motel;
- (2) Registration;
- (3) Book fees;
- (4) Gas for city vehicles if not available from Fuelman and/or mileage reimbursement;
- (5) Repairs to city vehicle if out of town;
- (6) Car rental (if approved);
- (7) Air fare.

Use of city vehicle(s) while on travel. It is the responsibility of the employee to determine the availability of a city vehicle for the specified travel time. It is prudent of the employee to use a city vehicle rather than use of a personal vehicle. If a city vehicle is not available then the employee shall be reimbursed for mileage at the current State mileage rate. When using a city vehicle for travel, check with the Administrative Assistant of your department to obtain a personal pin number to use with the FuelMan fuel card that is assigned to that city vehicle.

Meal per diem and mileage rates can be determined by referencing the Purchasing and Travel Policy Manual.

The travel authorization form and the travel expense voucher forms are available in the Purchasing and Travel Policy Manual as well as being available on the City of Gulfport's web page under the Purchasing section.

Receipts shall be signed and turned in with the city credit card within 3 (three) working days of returning from the authorized travel.