ATTACHMENT #1

TRAVEL POLICY REVISIONS

INTRODUCTION

The City has a travel policy which was approved by Council on April 26, 1993. The City periodically updates the travel policy. The following changes are based on past travel expense reports and suggestions from the City departments. This report provides you with such changes and our recommendations.

PROPOSED ADDITIONS/MODIFICATIONS

ADDITIONS:

3.2 A copy of the seminar or conference brochure or similar substantiating documents should be submitted with the purchase order.

4.4 Departments are encouraged to take advantage of special fares, weekend rates, etc. However, it is important to consider:

1. Reimbursable expenses incurred by the additional stay are less than the difference in airfare. Reimbursable expenses under these circumstances are limited to hotel, meals, and one personal phone call.

2. The employee is not scheduled to work on that day.

The department must note the different airfares on the documentation accompanying the purchase order.

4.6 The department is to provide the itinerary issued by the travel agent which details departure and arrival times. This is necessary for checking the applicable meal allowances.

MODIFICATIONS:

		CURRENT PROVISIONS	PROPOSED MODIFICATIONS
6.1	Maximum reimbursement allowance for meals:	$50 per day with receipts	$45 per day - no receipts
6.2	Pro-rating meals:		
	Breakfast	$10	$10
	Lunch	15	10
	Dinner	25	25

ADDITION:

6.2a The maximum reimbursement allowance for meals, including tax and tip for travel to a "high cost" premium city shall be $55.00 per day with no requirement for receipts.

For the purpose of pro-rating meals for departure and return days, the following allowances will apply:

Breakfast $10.00 Lunch $15.00 Dinner $30.00

The following are considered "Premium Cities" for the purpose of this section:

New York	Boston
Chicago	Los Angeles
Washington, DC	San Francisco
Atlanta	State of Alaska
New Orleans	State of Hawaii

(For identifying the premium cities, the City has followed the State of Delaware classification)

6.3 There will not be any reimbursement for the meals when:

a) meals are provided by the host organization/company, and
b) when meals are provided as part of the airfare.

MODIFICATION:

		CURRENT PROVISIONS	PROPOSED MODIFICATIONS
7.3	Personal phone calls:	One call, limited to 10 minutes per day	One call at a maximum of $3.50 per day

ADDITION:

10.3 The employee must submit a Travel Authorization and Benefit Information Form (Exhibit A) to his or her supervisor for approval.

ADDITION:

ADDITIONAL REQUIREMENTS

11.1 Due to the varying nature of activities in departments, Department Heads may impose additional requirements when deemed appropriate.

ADDITION

REVISIONS IN FORMS

12.1 The Finance Department is authorized to make changes in the Travel Expense Report and Travel Authorization and Benefits Information Form formats when deemed necessary.

CITY OF DOVER

TRAVEL AUTHORIZATION AND BENEFITS INFORMATION FORM

NAME | DATE | DEPARTMENT | DATES OF TRAVEL

PURPOSE OF THE TRIP

DESTINATION	ESTIMATED TOTAL COST:
MODE OF TRAVEL	A. Registration Fee $_____
LODGING	B. Travel _____
ADVANCE REQUESTED	C. Meals _____
ADVANCE APPROVED	D. Lodging _____
SIGNATURE OF DEPARTMENT HEAD	E. Tolls, tips, parking, etc. _____
	F. Other _____
	Total $_____

TRIP REPORT

DATE(S)	TOTAL ACTUAL COST

PROFESSIONAL BENEFITS DERIVED FROM TRIP, REQUIRED FOLLOW-UP AND NOTES
(To be filled out by the employee upon return and attached with travel expense form)

(Use back if needed)

EMPLOYEE'S SIGNATURE	DATE	DEPT. HEAD SIGNATURE	DATE

FORMS
B:FORM047 (Rev.3/95)