



**TOWN OF NORWOOD
BOARD OF SELECTMEN AND PERSONNEL BOARD**

#P-504 – TRAVEL AND EXPENSE REIMBURSEMENT POLICY

1. Purpose and Scope

- 1.1 The purpose of this document is to outline the Town's requirements with respect to: cost controls; appropriate reimbursements for business travel and/or expenses related to official town business; and, to ensure that applicability and processes are consistent for whom this policy applies.
- 1.2 Nothing in this policy limits or replaces other Town policies that address employee travel or reimbursement, such as the Town's Vehicle Use Policy #P-405. Go to the Town's website at www.norwoodma.gov to view this and other Town policies.

2. Applicability

- 2.1 This policy applies to all full and part-time compensated positions, and elected and appointed officials, but excluding employees of the School Department.
- 2.2 This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed so as to be consistent with the law.

3. Definitions

- 3.1 Please consult the Personnel Definitions Document (#D-100) regarding Appointing Authority, Regular Full-time Employee, Regular Part-time Employee, Intermittent Employee, Seasonal Employee, Intern, Volunteer, Temporary Employee and any other applicable terms utilized in this document.
- 3.2 Travel – an approved method of getting from an individual's normal work location to a temporary assignment outside of the Town.
- 3.3 Lodging – an approved facility for an individual to be located while performing duties and responsibilities on behalf of the Town while temporarily assigned outside of the Town.
- 3.4 Reimbursement – authorized costs in which an individual shall receive payment for out-of-pocket expenses provided the individual meets the requirements set forth in this policy.

4. Eligibility

This section intentionally left blank.

5. Policy

- 5.1 It is the policy of the Town of Norwood to reimburse employees and town officials for reasonable expenses while conducting business for the Town, as outlined in this policy.

5.2 Those making travel arrangements should exercise discretion and good business judgement to ensure the spending of taxpayer dollars is planned in the most cost effective manner. Individuals should check with their Department Head or other appropriate Town officials to see if the Town has arrangements regarding travel or expense related services that may be more cost effective.

5.3 Individuals may be reimbursed for authorized travel and/or expenses related to; mileage and/or other transportation charges, lodging/hotels, meals, fees, etc. as outlined in this policy, which have been authorized and incurred within the scope of employment or official town business. Costs associated with an individual's spouse or other traveling guests are not eligible for reimbursement.

5.4 Authorized Expense Items/Activities for Reimbursement

5.4.a Lodging – overnight accommodations while on business travel.

5.4.b Transportation – individual costs associated with air travel (coach class), train travel, rental car, taxi or other hired ground transportation while on business travel. The Town will reimburse rental costs for the lowest possible rate for travel the day prior to and the day after the event. Car rental insurance is to be purchased and is reimbursable. Tolls and reasonable parking costs are reimbursable to the individual.

5.4.c Fuel – fuel costs associated with filling up a rental car with gasoline.

5.4.d Mileage - an individual authorized to use a Personal Vehicle for official Town related travel shall be reimbursed for mileage at the IRS standard mileage rate, unless covered by contract or stipend. Travel must be the most direct route.

5.4.e Meals – the following per meal dollar limits, which may be adjusted by the Board of Selectmen after this policy is updated through the normal policy process, shall be reimbursed per individual:

5.4.e.i Breakfast - \$15.00

5.4.e.ii Lunch - \$22.00

5.4.e.iii Dinner - \$35.00

Meals tax and reasonable tip (up to 20%) may be added to the above limits for reimbursement. Alcohol and associated tips are not reimbursable.

5.4.f Communications – all business related communications such as faxes, telephone calls, copies. Submission of the invoice with business dates and amounts highlighted is sufficient.

5.4.g Miscellaneous

5.4.g.i Costs for approved licenses, professional memberships and certifications necessary to perform the individual's duties and responsibilities.

Individuals should check with their Department Head or Appointing Authority prior to purchase.

5.4.g.ii Fees or other costs associated with attending an authorized event.

5.4.g.iii Other reasonable business related expenses.

5.5 Non-reimbursable Expense Items/Activities

The following list, but not limited to, of items not deemed approved for reimbursement are: Movie tickets, flowers, alcohol, sporting events, gym/fitness training or attendance, gifts,

cards, snacks, anything unrelated to a specific off-site travel event, meals for non-Town employees or non-Town officials unless specifically granted by the Town Appointing Authority, room service tips for lodging stays, other non-Town business services, etc. If unsure, please check with the Town Accountant's Office prior to making such expenditure.

5.6 Receipts

5.6.a Individuals submitting requests for travel and/or expense reimbursements are required to submit original detailed receipts for all expense transactions. A copy of a payment or statement by debit or credit card is not considered a receipt. Receipts must be neatly assembled and attached to submitted document *#D-110 – Travel and Expense Report*.

5.6.b Expenses that cover more than one person must list all of the individuals and their affiliation for which the expenses are covering.

5.7 Where possible, the sharing of expenses with another authorized traveling individual is encouraged to reduce the expenses incurred by the Town. Such expenses may be the sharing of travel expenses, lodging, rental cars, ground transportation and other travel costs. When more than one Town individual is purchasing services or meals together, the highest-ranking individual present must make the purchase. Receipts submitted for more than one individual shall include the names of all individuals covered by the costs incurred.

5.8 Improper documentation of otherwise valid travel or expense matters may create the appearance of fraud, waste or abuse, and will not be accepted. Misrepresenting expenses and intentionally submitting false claims is fraudulent and could result in disciplinary action including termination and criminal charges as deemed appropriate.

5.9 In the event of an error or violation of this policy, either intentional or unintentional, the Town Accountant must be immediately informed. Accounting will identify and make the proper correction(s). A violation of this policy, whether intentional or unintentional, will not change this policy, nor set a precedent in any future application of this policy.

6. Provisions

6.1 Individuals seeking reimbursement must use document *#D-110 Travel and Expense Report*, which is available on the Town's website. This document shall be filled-in on a computer, printed out, signed by the requesting individual, and submitted to the Department Head for approval. If the requesting individual is a Department Head, then the document is submitted to the Appointing Authority for approval.

6.2 Individuals should submit a Travel and Expense Report within 30-days of the incurred expense, but in no event, greater than 90 days of the incurred expense or the Town shall not be liable for the costs incurred.

6.3 If there are issues with any of the submitted reimbursement amounts or items requesting to be reimbursed, the requesting individual should speak with the Town Accountant. If unresolved, the Chair of the Board of Selectmen and the Chair of the Finance Commission are the final arbiters.

7. Applicable Laws/Statutes

This section intentionally left blank.

The following document associated with and attached to this policy may change to meet the needs of the Town or new requirements of law. The Personnel Board or Town Accountant may make the necessary document changes without changing the intent or content of this policy. Please consult the Accounting Office or the Town's website for the most current version:

- #D-110 – Travel and Expense Report

BOARD OF SELECTMEN:

Allan D. Howard, Chairman



Date: 02 / 28 / 2017

William J. Plasko



Date: 02 / 28 / 2017

Helen Abdallah Donohue



Date: 02 / 28 / 2017

Paul A. Bishop



Date: 02 / 28 / 2017

Thomas F. Maloney



Date: 02 / 28 / 2017

PERSONNEL BOARD

For the Personnel Board:



David E. Hajjar, chairman

02 / 28 / 2017

Date

Patterson Riley, vice-chair

Willard Krasnow

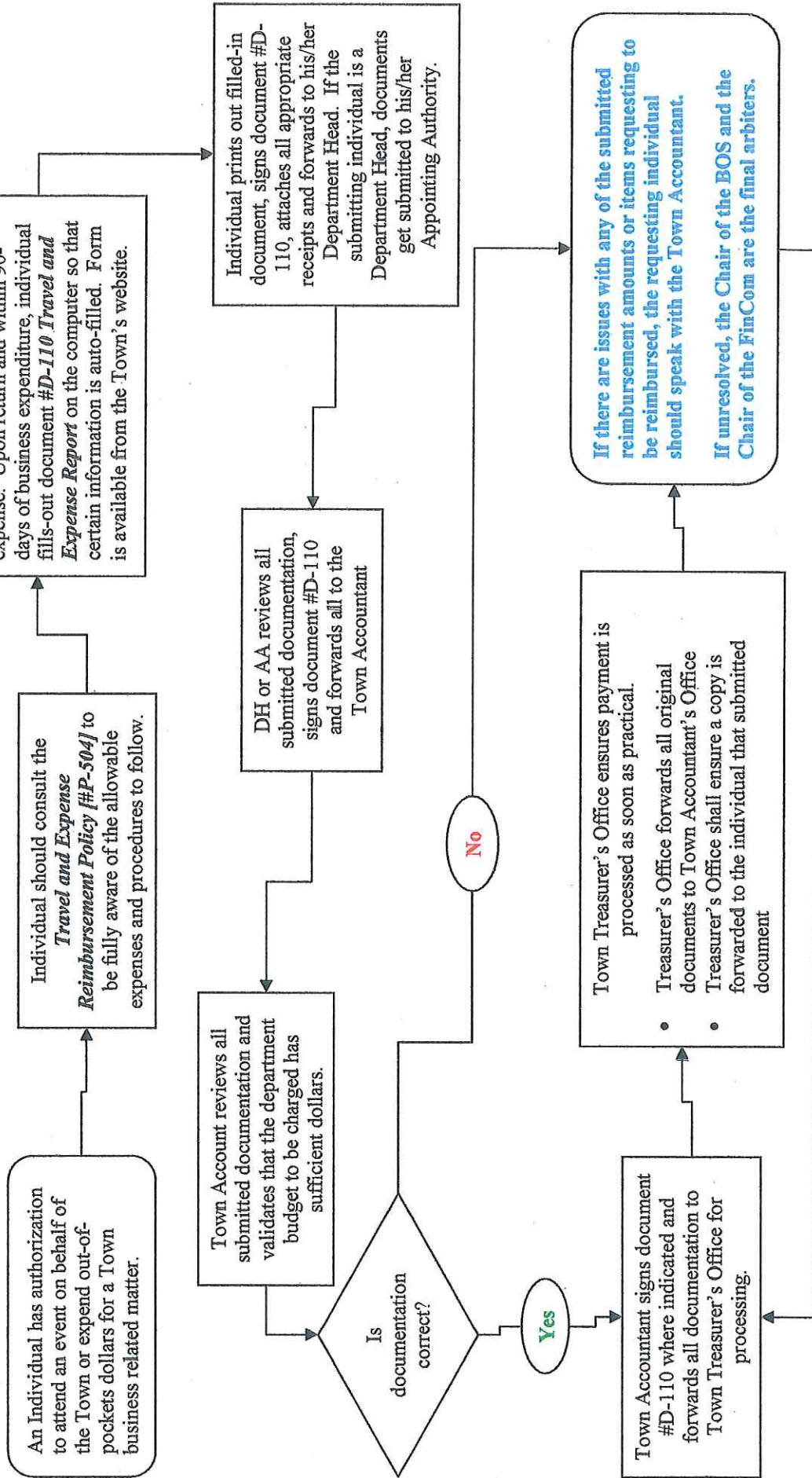
John E. Taylor

Gregg Giambanco

TRAVEL AND EXPENSE REIMBURSEMENT PROCESS FLOW CHART

HR = Human Resources
DH = Department Head
AA = Appointing Authority

BOS = Board of Selectmen
FinCom = Finance Commission



INSTRUCTIONS

1. Individuals submitting expenses for reimbursement should use the on-line form to enter all expenses, as the document will auto calculate and auto fill where necessary. **Do not enter data where the cells are shaded gray.**
2. Per Section 5.6 of the policy all expenses submitted for reimbursement must be accompanied by a detailed receipt.
3. In the column labeled Mileage, just indicate your total business miles traveled each day, less normal commuting miles. The document will auto calculate the allowable reimbursement amount using the IRS Standard Mileage Rate for the miles indicated for the time period indicated. If you receive a stipend for use of your personal vehicle, you are not eligible for reimbursement.
4. Once the individual has completed the document, print it out, sign the document, attaches all receipts/information, and forwards to his/her Department Head or Appointing Authority. If the individual is a Department Head, he/she shall forward the document and all attachments to the Appointing Authority for
5. The appropriate Department Head or Appointing Authority representative reviews all documents and signs where indicated. If the Appointing Authority signs, please print name and group under the signature line. All documents get forwarded to the Accounting Office for review and sign-off.
6. The Accounting Office validates that the funds are available in the department's budget, signs the document and forwards a copy of the signed document to the Treasurer's Office for check processing. The Accounting Office retains all originals and forwards a copy of the approved form to the requesting individual.
7. The Treasurer's Office processes the document/check.

If there are any issues related to the amount of reimbursement, the items submitted for reimbursement or the documentation submitted with the request for reimbursement, the Town Accountant and individual should meet discuss this matter or consult the policy for further direction.