

Town of Provincetown Financial Policies and Procedures Manual

15. Reimbursement

Purpose:

To establish sound financial controls and practices to assure all reimbursements have been authorized and incurred within the scope of employment with original documentation.

REIMBURSEMENT

POLICY

Town of Provincetown Employees may be reimbursed for contractual clothing allowances, mileage and/or other transportation charges, meals and tuitions that have been authorized and incurred within the scope of employment with original documentation. Goods or services purchased with Town funds must go through the proper warrant process.

1. OFF CAPE TRAVEL: Travel Reimbursement Form Parts I & II are required to be completed *BEFORE* travel with a description of the travel and estimated expenses, with some back-up documentation (i.e. copy of mapquest with mileage, seminar agenda, hotel room rates). Employee is required to submit Travel Reimbursement Form to Town Manager for approval/signature before making travel arrangements. Part III is required to be filled out *AFTER* travel for reimbursement with all of receipts and proof of expenditures attached.

ON CAPE TRAVEL: Travel Reimbursement Form Parts I, II & III are required to be filled out *AFTER* travel for reimbursement with all of receipts and proof of expenditures attached.

2. Mileage is for Employees who use their own vehicles for Town business. Current mileage reimbursement rates will be provided to all departments by July 1st each year. Requests are to be submitted with an exact calculation and explanation of the destination. Tolls and parking charges will be reimbursed with a receipt.
3. Employees may be reimbursed for meals, including taxes and reasonable tips paid with a detailed receipt up to the following amounts unless separate approval of the Town Manager is received:

- | | |
|--------------|---------|
| a. Breakfast | \$15.00 |
| b. Lunch | \$20.00 |
| c. Dinner | \$35.00 |

Alcohol is not reimbursable.

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4. Tuition approved for educational purposes and charges for rooms are allowed with proof of payment and course or program attended. Personal charges incurred, such as in room movies, gym or pool use charges and phone charges that are not business related will not be reimbursed.
5. Reimbursements for accommodations and meals are allowed only for the time of the course or program attended.
6. Out of State travel is only permitted with advanced approval of the Town Manager with the exception of investigations conducted by the Provincetown Police
7. Employees will not be reimbursed for sales tax paid. Inform the merchant that the purchase is tax exempt. The tax exempt number is 04-6001274. Review the receipt before leaving the store/website and request a credit if taxes were charged in error.
8. Any provisions related to travel reimbursements contained in a collective bargaining agreement will take precedence over this policy.

Approved by BOS 6/26/2017



TO THE EMPLOYEE: COMPLETE PARTS I & II AND SUBMIT TO TOWN MANAGER'S OFFICE

Town of Provincetown TRAVEL REQUEST AND REIMBURSEMENT REPORT

PART I - Employee Request

NAME/TITLE: _____

DEPARTMENT: _____ BUDGET CODE: _____

EXPLANATION OF TRAVEL REQUEST (include dates, location, purpose):

I hereby request prior approval to incur expenses as estimated in Part II, in compliance with Chapter 10 of the *Personnel Rules*.

Signature of Employee _____ Date _____

PART II - Employee's Estimate of Expenses

Airplane, Bus, Taxi	\$ _____
Auto Usage (Mileage, Parking)	\$ _____
Lodging:	\$ _____
Breakfast	\$ _____
Lunch	\$ _____
Dinner	\$ _____
Luncheons/Fees	\$ _____
CONFERENCE REGISTRATION	\$ _____
Misc. (specify)	\$ _____

TOTAL ESTIMATED EXPENSE \$ _____

Department Head	Finance Director
Approval	Approval

Initial/Date _____ Initial/Date _____

PART III - Expense Report (to be filled in after expenses are incurred)

	DATE:																			TOTAL	
1	Lodging*																				
2	Breakfast (incl tip)*																				
3	Lunch (incl tip)*																				
4	Dinner (incl tip)*																				
5	Telephone																				
6	Tips (baggage, etc)*																				
7	Tolls*																				
8	Bus/Railroad*																				
9	Airline*																				
10	Auto: _ miles																				
11	Taxi (incl tip)*																				
12	Rental Car*																				
13	Parking*																				
14	Miscellaneous**																				
	TOTAL																				

*Requires receipts **Please explain on reverse side

Advance Received:	_____
Due to Town:	_____
Due to Employee:	_____

PART IV - Employee Submission of Actual Expenses

I hereby certify that the expenses recorded above, for which receipts are attached hereto, were incurred in the conduct of Town business in compliance with Chapter 10 of the *Personnel Rules*.

Signature of Employee _____ Date _____

PART V - Department Head Approval of Actual Expenses

I hereby approve this request for reimbursement as indicated above.

Signature of Department Head _____ Date _____