

## **TRAVEL POLICY TOWN OF OSWEGO**

There are occasions when Town Officers and Employees are required to travel in the course of conducting Town business. Expenses associated with such travel are legal charges to the Town. Payment of reimbursement for such charges shall be approved upon the following conditions:

### **A. General Requirements**

1. Prior authorization from department head is needed to travel outside of Oswego County. Department heads should request authorization from the Town Board, where feasible, for travel outside Oswego County. Airfare will only be reimbursed if prior approval has been granted by the Town Board. Requests for reimbursement shall be made on the appropriate voucher form, and shall be properly authorized with mileage log backup.
2. Expenses shall have been incurred as a direct result of conducting Town business.
3. An itemized accounting of expenses shall be provided.
4. An original receipt shall document payment or non-payment of taxes. The Town will not pay any taxes from which it is exempt.
5. All travel/training expenses will be on a reimbursement basis, following prior authorization of the Town Board. A certificate of attendance must be provided with reimbursement request.
6. Any fees associated with a non-town employee are not reimbursement able.

### **B. Room and Meals**

1. The Town of Oswego will not reimburse Officers and Employees for the purchase of alcoholic beverages. Such charges should be clearly identified and deducted from any bill.
2. Tipping shall be limited to no more than 20% of the charges before taxes would be applied.
3. The Town of Oswego will not reimburse Officers or Employees for the cost of room service, in-room movies, health club privileges, nor for any other hotel charges not included in the cost of room occupancy.
4. Food and non-alcoholic beverage costs may be reimbursed when the cost is incurred during a period of travel for Town purposes, or when associated with meetings, workshops, or other sessions conducted or attended for legitimate Town purposes, such costs to be in line with NYS regulations identifying per diem rates which can be found at New York State Office of the State Comptroller.
5. In the event a hotel/motel cost is higher than the NYS regulation; only the amount set by NYS will be reimbursed unless there is a reasonable needed (no other hotels, handicap accommodations, etc...

### C. Mileage

1. Mileage costs are reimbursable at the rate per mile permitted in the IRS regulations at the time of travel. Vouchers claiming mileage must be submitted within 45 days of the date of travel. (For the purposes of this provision, travel which concludes more than 24 hours after it begins shall have the date of return as the "travel date").
2. The Oswego Town Board does not consider claims for travel from an employee's residence to a fixed employment site to be legitimate Town charges.

Reviewed & Revised 3/12/2018