

City of Urbandale
Employee Travel, Training and Meals Policy and Procedures Manual
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The City of Urbandale has prepared this policy to establish a consistent basis for the actions of City personnel with regards to City-paid travel, training, and meal expenditures and to provide broad guidelines for the reimbursement of such expenditures. It is the policy of the City to reimburse employees for all necessary and reasonable expenses incurred while on authorized City business. Guidelines cannot replace judgment, interpretation and analysis of individual situations.

1) Guidelines

- A) The purposes of the guidelines are:
 - 1) To be fair and equitable. An individual working for the City should neither gain nor lose personally because he or she has incurred reasonable business expenses. Individuals incurring similar expenses are to be reimbursed or not reimbursed consistently throughout the City.
 - 2) To be responsible and prudent in spending our taxpayers' and the City's money. Funds should be spent and documented knowing it will be audited, both internally and by external auditors.
 - 3) To ensure proper documentation is maintained by the City to support all reimbursable expenditures, and to ensure the documentation standards required by the State of Iowa, IRS, and other agencies are met.
- B) If guidance in this policy conflicts with other City of Urbandale purchasing policies, this policy's guidance supersedes general purchasing requirements for all travel, training, meals and related expenses.
- C) If at any time en route, during, or returning from a City business trip, a weather emergency, natural disaster, threat to national or regional security, or other circumstances occur that are outside the control of the employee, and deviations from planned travel itineraries result, the employee is expected to utilize rational judgment regarding their personal safety given the situation. Any expenses incurred by an employee in one of the above situations will be reviewed on a case-by-case basis to determine if they are reimbursable or personal expenses. Communication of any emergency should be directed to the employee's supervisor, Department Director, or City Manager as soon as possible.
- D) Registrations for in-person or online training are not required to use a form for processing. Invoices for registration can be approved through normal purchasing procedures.

2) Definitions

- A) For purposes of this policy, references to "conferences" will imply any such trainings, programs, schools, special events, seminar, workshop, consortium, function or meeting that is being attended by a City employee for, on behalf of, or representing, the City of Urbandale.
- B) For purposes of this policy, references to "employee" will refer to any City official, elected official, full or part-time employee, board/commission/committee member or

volunteer that has been approved to attend any such conference, and for which the City is assuming to pay travel expenses for.

3) Review and Enforcement Procedures

- A) All expense reports are reviewed by the Finance Department to ensure compliance with City policy, State regulations and prudence in incurring expenses on behalf of taxpayers and the City. Reviews will be made for documentation requirements and for the propriety of the expense under this policy.
- B) Employees must submit one of the applicable forms, located at the Appendices of this document, each time a travel, in-person training or meal expense is processed. All information must be completed and signed by the employee.
- C) Exceptions noted during the review process must be resolved or the claimed expenses will not be reimbursed. In extenuating or unique circumstances, the City Manager may approve a one-time exception to a policy. Any exceptions must be properly documented and included with submission.
- D) A knowing and intentional violation of this policy by employees may constitute a basis for employee discipline, including and up to termination of employment.
 - 1) Lack of knowledge or understanding of the policies set forth in this document is NOT an excuse for violation. It is up to all Department Directors to ensure their staff understands this policy prior to travel. If clarification of the policy is needed, any such questions should be addressed prior to travel.
- E) As with any employee reimbursements, the IRS has very specific rules about what must be considered taxable wages to an employee. The City must comply with the IRS guidelines, and thus requires documentation to support those decisions. If an item is found to be taxable wages to an employee, the City will follow current payroll procedures for getting any taxable items added to the employee's paystub so that taxes can be calculated, and W-2 wages are properly reflected. Actual reimbursements will be paid gross through normal vendor payment processing; only the tax implications will run through payroll.

4) Authorization for Travel and Training

- A) All anticipated travel and training requests should be specifically included in the annual budget of the requesting department, including anticipated location and number of employees attending..
 - 1) For any training that is specifically listed in the budget with no deviations from designated training dates, further pre-authorization is not required prior to incurring expenses, notwithstanding any specific procedures established by Department Directors for their staff. However, if travel plans include any non-standard factors (ie: additional dates added to the trip, alternative transportation or lodging situations, multiple stops, etc.), the employee MUST submit a detailed memo to their department director/City Manager for approval prior to booking travel. The memo must outline all cost scenarios, comparing the proposed travel period to the standard business-related portion, including differences in transportation, lodging and per diem cost expenses. The City will only cover costs up to the standard business-related portion of any travel.
 - 2) If travel or training needs arise during the year that is not specifically budgeted, a request for the trip, including an estimate of all expenses (including overtime for non-exempt employees) must be submitted to the Department Director for

approval, or in the case of a Department Director, to the City Manager for approval.

- (a) If the unbudgeted travel is out-of-state, the request must also be approved by the City Manager prior to expenses being incurred.
 - (b) All travel requests are to be reviewed by the Department Director using job relevancy and City benefit as a basis for approval or disapproval of the request. Items that could be considered are:
 - Federal, State or local mandated training: Required training for licensing, certification, or other qualifications.
 - Preparatory Training: Applies where an employee's future job responsibilities, in all probability, will incorporate and require new or little used skills which can be readily acquired only by outside training.
 - Legislative/Intergovernmental: Meetings that appear to hold high potential for long-term positive or negative effect(s) upon the City and/or Department.
 - National, Regional, or State conferences and workshops: Attendance contingent upon quality of workshop/conference as this relates to staff member's current job responsibilities.
- 3) **Authorized Role in a Professional Organization:** If an employee serves in a leadership capacity or as a City representative in their respective professional organization. Such organizations include both structured organizations (one that requires dues/official membership) and informal groups of common-role members or cities (ie: metro managers/mayors/finance, etc.), if participation is deemed beneficial to Urbandale's operations.
- a) Any participation in professional organizations that may require time commitments during normal work hours must be approved by Department Director and City Manager prior to the commitment to participate in order to be considered for payment as "hours worked".
 - Any expenses incurred by an employee serving in a capacity with a professional organization are eligible to be reimbursed for only those expenses that are not reimbursed by the professional organization, and subject to the limits established by this policy.

5) Travel Expense Procedures:

A) Registrations

- 1) Conference/workshop registrations can be paid by City check issued to vendor, by City credit card, or by employee reimbursement. Every effort should be made to receive the early registration discount, if available.
 - (a) For any payment method, supporting documentation must be submitted to the Department Director for approval and then forwarded to the Finance Department for processing. No additional forms under this policy are needed.
 - A purchase order is not required for conference registration.
 - If any documentation needs to be sent with the check to the vendor, the requestor should attach items to the form and make note on the form.
 - If conference registration forms do not include complete training information regarding dates, times and location of the training, additional information on these topics must be included with the payment request.

- If conferences include any costs for voluntary, supplemental, recreational, or other excursion activities, these costs would normally be considered the responsibility of the employee, unless specifically related to the purpose of the conference, and approved by the Department Director/City Manager. Supporting documentation or official activity descriptions must be included with any reimbursement requests.
 - *IE#1: If as part of a Community Development conference, there are options for excursions into the host City to tour some new styles of City development projects, this would be a “related purpose” item, and would be subject to reimbursement.*
 - *IE#2: If as part of a Police conference, there was a recreational golf outing available, this would not be considered a “related purpose” item and would not be reimbursable.*
- If a conference sponsors a special event, where a meal is served, such as an annual banquet, the cost of attending that event, up to \$50, will be reimbursed for the employee only, not for spouses or guests. Additionally, the meal allowance dollar value of the meal being purchased will be reduced from daily meal per diem as noted in Section 5.D.2 below.
- Any and all costs related to guest/spouse travel or attendance are not reimbursable by the City.
- If travel is part of an all-inclusive package (ie: registration, airfare, lodging and/or meals included together for a flat rate), the dollar amount of the full package shall be considered the maximum amount to be paid related to the travel. If an employee chooses to select a lesser package (ie: registration & lodging only), the expenses for ala carte items shall only be reimbursed up to the total all-inclusive package cost.

B) Lodging

- 1) Employees are expected to utilize lodging discounts provided through the conference, if available, and select moderately priced accommodation within an acceptable travel distance from the conference location. Lodging locations that result in excessive commuting or taxi expenses should be avoided whenever possible.
- 2) Lodging expenses are limited to the standard hotel room rate for single occupancy for the minimum number of nights required to attend the conference. The employee should request the government or corporate rate where available.
 - (a) If multiple employees are authorized to travel and choose to share accommodations, the hotel room size should be appropriate to the number of employees sharing lodging. In this case, the highest seniority employee should submit the entire lodging expense and make note of all the employees covered by the expense.
 - (b) If multiple employees are authorized to travel and choose to share accommodations, utilization of short-term property rentals such as Airbnb and Vrbo are acceptable forms of lodging, if the total cost does not exceed the standard hotel room rate that would normally be utilized in item (a). Mock hotel reservations should be submitted to support the reasonableness of the property rental costs.
- 3) Itemized receipts should be retained by the employee upon checkout and turned in with their travel expense forms regardless of whether the City paid the hotel directly or if being reimbursed.

- 4) Lodging will be reimbursed for travel under the following conditions:
- (a) In-state travel within a 2-hour driving distance:
 - Lodging will not be reimbursed for any in-state travel within a 2-hour driving distance, except in the event of a weather emergency that causes unsafe driving conditions (see Section 1.D).
 - If the conference is a multi-day event, one day of lodging will be reimbursed for each additional conference day after the first day. *IE: a 3-day conference would be reimbursed for 2 nights of lodging.*
 - (b) In-state travel more than a 2-hour driving distance:
 - Single day conferences may be eligible for one day of lodging, if location, hours of the event, or other factors justify an overnight stay. Such instances must be approved in advance by the Department Director.
 - If the conference is a multi-day event, one day of lodging will be reimbursed for each full day (minimum of 8 hours) of the conference. This will allow for employees to drive in the night before a conference and check-out on the last day of the conference.
 - (c) Out of state travel:
 - For conferences requiring air travel or ground transportation (see Section 5.C), lodging is assumed to start the night before the conference start date and end with check-out on the last day of the conference. Standard travel assumes lodging reimbursement for each full day (8 hours) of the conference.
 - In the case of partial day events (which may allow for travel the morning of) or for late evening end times (which may eliminate flight options for return travel or may create unsafe driving conditions/fatigue for return travel) an exception may be made based on the judgment of the Department Director and the employee.
 - If lodging is approved for the night after the training ends due to unavailable return travel options, the City will reimburse up to \$200 for the additional night.
 - If travel plans include any additional days for personal use, lodging shall only be covered for each full day of actual conference.

C) Transportation

1) General Considerations:

- (a) Employees should use the most expedient mode of transportation available and determine the lowest cost option of travel. Options include air, rail or automobile travel. In cases where multiple employees are attending the same conference, consideration should be given to the economic feasibility of carpooling or rail travel versus flying.
 - A shared-use City vehicle is available for use and shall be utilized unless it is already reserved for the same dates. Multi-day or long-distance travel to conferences is given preference for reserving shared-use vehicles.
- (b) In general, any travel destination that is more than 4 hours of drive time is considered acceptable to evaluate air travel options. Exceptions may arise during off-peak seasons and during airfare sales, so air travel to closer destinations may be approved if airfare is shown to be more economical.
- (c) If air travel is more economical than driving, but the employee chooses to drive their personal vehicle, the employee may only be reimbursed up to the

value of what airfare would have cost, or the actual costs incurred for gas, parking, tolls, etc., and including overtime for non-exempt employees (see Section 8.E.1.a), whichever is less.

- Airfare costs can be documented through creating the most advantageous (cost efficient) mock itineraries through any internet travel site, such as Expedia, Kayak, or Travelocity. The mock itinerary must be printed and submitted with the pre-authorization memo outlined in section 4.A.1. Non-exempt employees may choose to drive, instead of flying, but only subject to the provisions of Section 8.E.1.a regarding overtime costs.

2) Air Travel

- (a) Every effort should be made to obtain the lowest possible round-trip coach fare, with reasonable consideration given to the time and distance of travel involved. Any upgrades, seat selection costs, or other enhancements are personal expenditures, and will not be paid by the City.
- (b) An employee may elect to utilize a travel company to book their flights and hotel accommodations, but any administrative, booking, service, or commission fees charged by a travel agent more than \$10 per round-trip flight, will not be paid by the City. If an employee utilizes an internet travel website, they may submit up to \$10 in booking fees per round-trip flight for payment by the City.
- (c) If an employee is required to change flight prior to the conference due to business reasons, any change fees can be reimbursed by the City with prior approval from the Department Director. Change fees due to personal conflicts are not reimbursable. In the event of a conference cancellation or rescheduling through the conference itself, reimbursement for any associated travel penalties should be pursued through the conference sponsor.
 - If at any time during an air travel trip, a leg or entire itinerary is required to be changed, resulting in additional fees or unused portions of a ticket, full disclosure and documentation of the situation is to be reported to the Department Director and City Manager as soon as possible. Circumstances will be reviewed on a case-by-case basis to determine what, if any, portion of the costs may be the responsibility of the employee.
- (d) Any travel adjustments made to benefit the employee must be approved prior to booking. If an employee combines business with personal travel, or if an indirect route is taken because of personal travel, only the business portion of the trip is reimbursable. This amount may not exceed the amount of reimbursable expenses which would have been incurred had the trip been strictly for business purposes. In the case of airfare, the employee must document the lowest reasonable cost for round trip coach airfare to the business destination using the mock itinerary noted in Section 5.C.1.c, as well as submitting the actual expenses. A mock itinerary, as described in Section 5.C.1.c, should be submitted showing the costs for the business portion of the trip. If no mock itinerary is included, a 75% airfare cost reimbursement will be used.
 - If business travel is extended to save costs (*ie: a Saturday night stay for air travel*), then the additional expenses associated with extended travel may be reimbursed up to the cost of airfare had the employee not

extended the trip. These additional expenses include the additional cost of lodging, meals, ground transportation and incidental expenses incurred in the vicinity of the original business destination. Additional expenses are only reimbursable for the employee, not any additional travel companions, spouse or dependents. Documentation of the airfare cost savings, as described in Section 5.C.1.c must be submitted with the preauthorization memo outlined in Section 4.A.1 and the reimbursement requests.

- (e) Costs for parking at the airport are reimbursable up to the daily rate for the number of lodging days allowed for the same trip, plus one. *IE: for a trip with 3 days of hotel stay, 4 days of airport parking are allowed.* Economy parking should be utilized when flying out of the Des Moines International Airport.
- (f) Costs for any additional luggage, after the first bag, or overweight luggage are not reimbursable unless special equipment or supplies are required to be taken as part of the conference. *IE: if a Police tactical training requires the officer to bring all of their gear, this may require extra luggage or overweight luggage fees.*

3) Ground Transportation

- (a) Employees must use a City shared-use vehicle for conference travel in lieu of a personal vehicle whenever a City vehicle is available. When a City vehicle is used, the employee will be reimbursed for all gas receipts, if the gas is not charged directly to the City, as well as any toll charges and necessary parking fees during the conference. Receipts for all items should be retained for submission with the Employee Travel & Training Expense Form.
 - Commuting to and from work in a City vehicle is generally prohibited except for public safety vehicles that may be used to respond to emergencies from the employee's residence. Use of other City vehicles for commuting is prohibited unless specifically authorized by the City Manager, and a vehicle take home form is completed and turned into HR to ensure the proper recording of this taxable benefit in accordance with IRS regulations.
 - Employees traveling on City business with a City vehicle may use the City vehicle for legitimate incidental purposes (driving to meals, etc.).
- (b) Employees may use their personal vehicle for business travel only if a City vehicle is not available.
 - If a City vehicle is NOT available and an employee is required to use their personal vehicle for business purposes, they will be reimbursed based on miles traveled, less the employee's normal to and from work commuting miles and at the allowable rate established by the IRS. The rate is adjusted annually based on IRS guidelines. *IE: An employee normally drives 5 miles each morning to work, and 5 miles back home. If they instead drive to a conference 20 miles away, then they would be eligible for reimbursement of 30 miles for that conference (20 to conference, 20 from conference, less 10 commuting miles).*
 - If an employee voluntarily chooses to use a personal vehicle when a City vehicle is available for use, the employee will only be reimbursed for the mileage at a rate of 60% of IRS guidelines.

- Any employee that receives a monthly car allowance is not eligible for personal vehicle mileage for any in-state travel. Travel to an out-of-state conference is eligible for reimbursement under the same rates indicated above.
- (c) To be reimbursed for mileage, an employee must complete a Mileage Reimbursement Form, which requires employees to confirm that they have a valid driver's license and valid proof of insurance, of which, the City Manager or designee could request at any time.
- (d) Whenever an employee is utilizing a City vehicle, or personal vehicle for City business, it is the policy of the City of Urbandale that all drivers and passengers must wear safety belts. In addition, all employees are required to comply with all traffic regulations, laws and ordinances when operating a City vehicle or personal vehicle for City business. At no time should employees jeopardize the safety of themselves, other City employees, or the public when operating motor vehicles.

4) Rental Vehicles

- (a) Department Director or City Manager must give advance authorization prior to renting any vehicles for business purposes.
 - If a conference location requires the use of ground transportation to go to and from the hotel to the conference site, renting a car may be considered. If the cost of renting a car is more practical to the City, as compared to other means of transportation such as taxi, Uber/Lyft or subway, a vehicle may be rented for use during the conference. The employee is responsible for obtaining the best available rate on a standard-sized rental car. If more than 2 employees are attending the same conference, the size of vehicle may be adjusted according to the capacity needed to accommodate the number of people traveling. Luxury and convertible models are not permitted upgrades.
 - All rental cars must be rented through the City of Urbandale's corporate accounts. The existing corporate account numbers are as follows:
 - Budget – X628585
 - Avis – Y076597
 - Hertz – 2160106
 - National – OSMB62ASupplemental insurance options covering the rental vehicle should not be purchased through the rental agency, as all aspects of the rental are covered under the City of Urbandale's ICAP insurance policy when reserved under the City's corporate account
- (b) Detailed receipts for rental cars should be retained and submitted on the Employee Travel & Training Expense Form as shown in Appendix A.

D) Meals During Travel

- 1) Starting July 1, 2024, the City will use meal per diem for eligible meal, reimbursement during employee travel. Receipts for meals will no longer be required.
 - (a) Meals not related to travel, but as part of employee participation in an organization outlined in section 4.A.3, are covered in section 10.

- 2) The City has established reasonable maximum meal reimbursements through the authority of Section 11-41.6(2) of the Iowa Administrative Code. The maximum meal per diem reimbursement shall not exceed the following limitations, which are detailed into four (4) levels.

	Level 1 (or 50)	Level 2	Level 3	Level 4
Breakfast	\$8.00	\$8.00	\$10.00	\$12.00
Lunch	\$10.00	\$11.00	\$12.00	\$15.00
Dinner	\$19.00	\$25.00	\$29.00	\$38.00
Total	\$37.00	\$44.00	\$51.00	\$65.00

- (a) All In-State travel is considered Level 1.
- (b) For all out-of-state travel, the City will follow the Iowa DAS Out of State City Level & Rate information to determine levels. The website containing cities and U.S. Territories which correspond to each level can be found at <https://das.iowa.gov/state-employees/travel-and-relocation/reimbursement/out-state-city-levels>. Note that locations within 50 miles of the Iowa border will show as level 50, which defaults to Level 1.
- (c) Reimbursement of tips, applicable taxes and incidentals are included in the allowable meal per diem rate. Incidental expenses are described by the Federal Travel Regulation as fees and tips given to porters, baggage carriers, hotel staff and staff on ships.
- (d) If there is no overnight lodging, meal per diem reimbursement equivalent up to 75% of the daily meal per diem rate shall be allowed.
- (e) If there is overnight lodging, meal per diem reimbursement equivalent up to 75% of the daily meal per diem rate shall be allowed for the first and last day of travel, plus the full meal per diem rate for each full day occurring between the first and last day of travel. Time of travel does not impact the rate.
- (f) Employees are not eligible for reimbursement of a meal if the meals are included in the conference registration or provided by other outside sources. When meals are provided, they must be noted on the Meal Per Diem Form, and the daily maximum will be reduced to cover on the remaining eligible meals.
- o EXAMPLE: An employee is attending a two-day conference in Miami, FL (Level 4). On the first day of the conference, lunch and dinner are provided as part of the registration fee. The employee is eligible for reimbursement of breakfast only. Therefore they are eligible for the maximum allowed, which is \$12.00.
- 3) Exceptions to the above limitations may be requested in writing, ahead of travel or, in the case of travel delays resulting in unplanned layovers, after travel.
- 4) For any training provided by the local ILEA (IA Law Enforcement Academy), reasonable priced meals are available through ILEA, and will be paid for by the City. If the employee chooses not to have the City purchase the ILEA meal, no meals are eligible for reimbursement.
- 5) Meal per diem reimbursement forms can be found in Appendix B.
- 6) Eligibility for reimbursement does not imply whether the meal will be considered taxable or excludable wages under IRS guidelines. The City will follow applicable IRS guidelines to determine taxability.

E) Other Travel Related Expenses

- 1) Fees for tolls, taxi, shuttle service, or rideshare, etc, where a receipt is readily available upon request, must have a receipt submitted for reimbursement. Origination and destination information should be documented on the receipts. Up to an 18% tip is allowed on taxi, shuttle service, and ride-share trips.
- 2) Reasonable costs associated with high-speed internet connections in hotels are reimbursable if being used for business purposes.

F) Foreign Currency Conversions

- 1) If travel is required in a foreign country, all expenses paid in foreign currency shall be reimbursed based on the daily currency rate as defined by <http://www.oanda.com/convert/classic>. The currency rate can be obtained by day of travel and should be printed and submitted with travel receipt documentation. If a personal credit card is used for expenses in foreign currency, and there is any discrepancy between the posted conversion on the above website, and the credit card statement, the City will reimburse the employee for the actual amount shown on a credit card statement.

6) Specifically Prohibited Expenses

A) Prohibited expenses include, but are not limited to, the following:

- Personal items, such as personal grooming items
- Any hotel mini-bar charges
- Gifts
- Entertainment and recreation expenses, including hotel movies and health club access at a hotel or other venue
- Golf outings, fitness events, or other recreational activities sponsored by the conference or otherwise,
- Alcoholic beverages
- Any expenses for spouses, guests or family members that are not employees of the City, and are not attending the function as a representative of the City
- Loss of personal items due to air travel baggage issues will not be reimbursed by the City, as these losses are the responsibility of the air carrier

7) Reporting Expenses

- A) As a general concept, all reported expenses should include enough documentation to support the legitimacy of the item as a proper City business expense. Thus, employees should be preparing all documentation to “tell the story” about the situation independent of any other receipts paid at a different time. This can be accomplished by including a memo or other notes to make sure items have an explanation where needed. Employees cannot rely on previously submitted documentation to complete their justification.
- B) If the planned trip includes any travel components other than standard travel as laid out by this policy, the employee must include the preauthorization memo outlined in Section 4.A.1 to each reimbursement request.
- C) All eligible receipts should be kept by the employee during any travel period. Upon return to the City, and within 3 weeks of travel, the employee must complete the applicable forms contained in the Appendices of this policy.

- 1) A new form and supporting documentation should be completed each time an expense is processed. *IE: if registration is paid first, then airfare 2 months later, then meals & lodging submitted after they return, that employee will have submitted 3 separate forms for the same trip.*
- D) Expense reports require the approval of the Department Director for all employees, or in the case of a Department Director's expenses, the approval of the City Manager is required.
- E) All original receipts being submitted should be securely attached to one of the receipt Header Pages, located in the Appendices. All items submitted need to be "scan ready" so they can be incorporated into the Laserfiche system. Do not put tape over the date/time/total information, as it makes thermal ink disappear over time. Unreadable receipts will not be accepted.
- F) Follow all instructions on each form. Any questions on the forms should be directed to the Finance Department. If amounts advanced for travel exceed the allowable expenses submitted, the employee will be notified by the Finance Department and the employee must pay, by cash or check, made payable to the City of Urbandale, any remaining balance.
- G) If a personal vehicle was used as transportation, the miles eligible for reimbursement should be documented on the City's standard mileage reimbursement form and should be completed separate from any other miles the employee may have incurred as part of a separate business purpose. All expenses submitted should be related to the current business trip.
 - 1) Mileage submitted should be actual incurred or documented through an online mapping service (i.e.: Google Maps) that will calculate mileage from one specific address to another.
- H) Any travel reimbursements received by the employee from a third party must be promptly remitted to the City by forwarding the check to the Finance Department. *IE: if a State or Federal grant reimburses for airfare to Police training.*

8) Wages While Traveling

- A) Employees in positions considered non-exempt, may be eligible for compensation for the time they spend traveling. The compensation an employee receives depends upon the kind of travel and whether the travel time takes place within normal work hours or outside of normal work hours.
- B) Normal work hours, for the purposes of this policy are defined as 8:00 am to 5:00 pm. This definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday). Employees that do not work normal work hours (i.e.: 2nd shift public safety) will convert to this schedule while traveling on City business to ensure appropriate and consistent payment.
- C) One Day Trips**
 - 1) When non-exempt employees are required to travel to another City, with no overnight stay, all travel time involved counts as time worked. The only times excluded are meal periods and the time spent traveling between the worker's home and the point of departure. If an employee is leaving directly from their home and traveling to a conference, the employee's normal commute time shall be excluded from compensated hours worked. *IE: if the employee drives 15 minutes to pick up a City vehicle at City Hall prior to leaving for a conference, then the hours worked will start when the employee leaves the parking lot of City Hall, and end when they return the vehicle to City Hall. If however, the*

employee drives 2 hours to the conference directly from home, then they would have to deduct the 30 minutes of normal commute time they typically have each day.

- 2) In order to determine if a non-exempt employee will receive overtime for the hours incurred for a one-day trip, normal 40 work hour rules apply. Department directors can approve flexible schedules for employees traveling if departmental operations are not impacted. *IE: if the employee “works” 12 hours Monday at a conference, but then takes half the day off on Friday, they will have only worked 40 hours for the week, and thus receive no overtime. If, however, the same employee worked a full day on Friday, they would be eligible for 4 hours of overtime for the week.*

D) Multiple Day Trips

- 1) Within Normal Work Hours:
 - (a) Any portion of authorized travel time that takes place within normal work hours (8am to 5pm) on any day of the week is treated as “work hours”.
 - (b) When a non-exempt employee travels between time zones, the time zone associated with the point of original departure should be used to determine whether the travel falls within normal work hours.
- 2) Outside Normal Work Hours:
 - (a) Any portion of authorized travel time (except for driving time, as noted in Section 7.E) that takes place outside of normal working hours is “outside travel hours” and are not counted as hours worked.
 - (b) When a non-exempt employee is required to travel outside of normal working hours, as a passenger in a plane or any other mode of transportation (other than an automobile) the employee will not be compensated for that portion of travel time that takes place outside of normal work hours.
- 3) When a non-exempt employee travels between time zones, the time zone associated with the point of original departure should be used to determine whether the travel falls within normal work hours.

E) Travel Time in an Automobile

- 1) By law, all authorized travel time spent driving an automobile (as the driver, or as a passenger) is treated as “hours worked”, less the normal commute time for the driver and passenger (as noted in Section 8.C.1 above), regardless of whether the travel takes place within normal work hours or outside of normal work hours. If total work hours (drive time, plus actual conference hours, plus any regular work hours) exceed the maximum allowed hours in the assigned work week, the non-exempt employee(s) will be eligible for overtime.
 - (a) For non-exempt employees, the option to elect driving instead of a more expedient option can be made with Department Director and City Manager approval. However, the total cost, including any resulting overtime, associated with the option will be considered when computing the amount of travel reimbursement granted. *IE: If airfare was \$300, and mileage would be \$350, the employee would typically be eligible for \$300 in travel reimbursement. However, if the driving option resulted in the employee earning \$100 worth of overtime for the hours spent driving, the employee would only be eligible for \$200 in travel reimbursement.*
 - (b) If an exempt employee chooses to drive a car as a personal preference when another authorized mode of transportation is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time

associated with the authorized mode will be eligible for compensation as hours worked.

- 2) Documentation of travel time reimbursements will be reimbursed through normal payroll processing. All documentation supporting any travel time being reimbursed should be documented in the employee's time sheet.

9) Wages While At A Conference

A) Regardless of travel time, hours spent attending conferences as a representative of the City of Urbandale will count as hours worked for both exempt and non-exempt employees. Work hours will be counted based on the conference agenda's stated start and stop times, excluding meals.

- 1) As a general rule, a full day conference (8 a.m. to 4 p.m. or 9 a.m. to 5 p.m.), including reasonable breaks between sessions, is considered a full 8-hour day worked. If a conference includes an evening gathering, in which food is served, that portion of the conference does not count towards hours worked. *IE: Opening night of the conference has a "meet & greet" event with cocktails and appetizers from 6 p.m. to 8 p.m. The 2 hours of the event would not count as hours worked. Further, if this type of event charged a fee to attend, and the City paid for it under Section 4.A.1.a as part of conference registration, any food served at such an event will count as a dinner meal allowance.*

- Exceptions to this rule will be evaluated on an individual basis when needed.

10) Non-travel Related Meals

A) If an employee is participating in a local event through an approved organization, as outlined in section 4.A.3, any meal incurred for the employee may be eligible for reimbursement. Detailed receipts must be provided and may be reimbursed up to the following limits, including tip: Breakfast \$15, Lunch \$20, Dinner \$30.

B) Form for submitting local meal receipts is in Appendix C.