

POLICY

It is District policy to allow District officials and employees to travel when the travel is necessary and reasonably related to District business.

PURPOSE

The purpose of this Policy is to establish the process of governing business travel.

SCOPE

This Policy is not intended to replace, but rather supplement existing District policies for reimbursement of business travel expenses and programs for Purchase Cards and Fleet Fueling.

DEFINITIONS FOR THIS POLICY

Acceptable business travel expenses—Ordinary, necessary, and reasonable business travel expenses related to District business.

Examples of business travel expenses include, but are not limited to:

- Hotel or motel and related tips, including non-exempt taxes and fees;
- Travel expenses including airfare, train fare, bus, taxi, ride share, and related tips;
- Meals, including tips not exceeding 20%;
- Business telephone calls;
- Phone calls home for reasonable length of time while traveling on District business;
- Laundry and/or dry-cleaning expenses during trips more than 5 days;
- Vehicle rental, including fuel and non-exempt taxes and fees;
- Personal mileage;
- Fuel and oil for District-owned, leased or rented vehicles;
- Parking and tolls;
- Conference and convention fees;
- Business entertainment expenses; and
- Additional or incremental travel expenses for a spouse, partner, or friend if it can be shown that the person's presence was both essential and directly related to the effective accomplishment of District business. In these limited instances, the employee must obtain written approval *in advance*.

Note: No policy can anticipate every situation that might give rise to legitimate business travel expenses. Reasonable and necessary business travel expenses, which are not listed, may be incurred. Each traveler must use professional judgment in determining if an unlisted expense is acceptable.

Examples of business travel expenses that are not acceptable include:

- Childcare and eldercare costs;
- Loyalty program fees, such as for frequent flyer programs;
- Barber/hairstylist;
- Parking/traffic tickets or fines;
- Vehicle rental insurance (because the District has auto rental coverage in its current vehicle insurance policy);
- Tips more than 20% of the total bill and tips in addition to pre-applied gratuity;
- In-flight entertainment, movies, and refreshments;
- Hotel room movies and other forms of personal entertainment;
- Luggage, briefcases, etc.;
- Alcohol;
- Meals including only District employees, unless traveling on District business;
- Parties and gifts for District employees;
- Reimbursement for personal miles more than the cost of airfare to the same destination;
- First-class airfare; and
- Taxes or fees from which the District is exempt, e.g., sales tax

RESPONSIBILITIES

It is the responsibility of all District **officials** and **employees** to comply with this Policy and to exercise prudent business judgment regarding acceptable business travel expenses, including the use of District fleet fuel cards or Purchase Cards for business travel expenses or when submitting requests for reimbursement of business expenses (employees should refer to these specific policies).

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It is the responsibility of the **Board of Directors** to review and approve all out-of-town travel for Directors, officers of the District, District Manager, or Fire Chief. Directors, officers of the District, District Manager or Fire Chief should submit written out-of-town business travel requests to the Board of Directors at least thirty (30) days prior to the start of the travel. If the prior notice is not possible, for example, testifying on a bill before the Missouri General Assembly, each Director should be notified in writing as soon as possible.

It is the responsibility of the **Secretary** to notify the public if a quorum of Directors will be traveling together or to the same destination.

It is the responsibility of the **District Manager** or **Fire Chief** to review and approve in writing all business travel requests from their subordinate employees. Employees should submit written out-of-town business travel requests to the District Manager or Fire Chief at least sixty (60) days prior to the start of the travel. If the prior notice is not possible, for example, traveling to pick up donated items, the District Manager or Fire Chief should be notified in writing as soon as possible.

PRACTICES

Documentation

Requests for business travel must be submitted on the ***Business Travel Request Form 890-1*** or equivalent.

Personal Vehicles

Personal vehicles are allowed to be used for business travel if the vehicle and driver comply with Operation of Vehicles Policy #542.

Travel Advances

Requests for cash advances must be submitted to the Treasurer on ***Travel Advance Form #890-2***. Travel advances must be approved with the business travel request.

Pursuant to RSMo §105.272(3), accounting for a business travel advance must be made within ten (10) days after the travel is complete. Generally, no subsequent advance will be made available if the accounting for a previous business travel advance has not been completed.

Parking Tickets/Moving Violations

The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets. The District, if billed, will pass the ticket onto the driver to be paid. If the driver is unverifiable, the person to whom the vehicle had been rented or signed out will be held responsible.

Air/Rail Travel

All travelers traveling by air or rail are expected to travel coach class.

Lodging

Travelers should use prudent judgment when selecting a hotel. A single room with a private bath in a moderately priced business-class hotel or motel is the District standard. Travelers should always ask for a corporate, conference, or governmental discount.

If reservations with guaranteed late arrival are no longer necessary, travelers must cancel the reservations to avoid a "no-show" charge. Travelers are advised to request and retain a "cancellation number" as documentation of the transaction. Generally, "no-show" charges will be the responsibility of the traveler.

Auto Rental

All travelers traveling by rental vehicle are expected to rent a mid-size vehicle, depending on the type of travel. Occasionally a larger vehicle may be appropriate when multiple employees are traveling together.

An insurance package, including proof of insurance, accident reporting kit, etc., is available by request from the Treasurer. This package should be taken on trips consisting of a vehicle rental.

Travelers traveling by rental vehicle are expected to refuel rental vehicles prior to returning them to the vehicle rental agency to avoid their excessive price for fuel and should not use the prepaid gas option unless traveling will consume at least the vehicle's entire tank of fuel.

The District is not exempt from certain taxes and fees, e.g., tourist or visitor taxes. Travelers should consult with the general manager of the vehicle rental agency or the Treasurer to ensure accurate exemptions and charges.

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RELATED POLICIES

Training and Education 418
Operation of Vehicles 542
Reimbursements 830
Purchase Cards 884
Fleet Fueling 886

STATUTORY REFERENCE

§105.272

REVISION HISTORY

Revision Date	Author	Revision Details
August 18, 2021	Monte Olsen	Initial version
March 23, 2022	Monte Olsen	Add reference to Policy 418