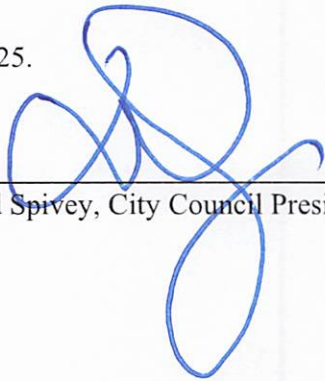


**RESOLUTION 2024-R-219**

*Establishes a Travel Policy for the City of Irondale*

**BE IT HEREBY RESOLVED**, by the City Council of the City of Irondale, Alabama, in regular meeting duly assembled, a quorum being present, that the Travel Policy, in the form attached hereto as Exhibit A, is hereby adopted for all City employees.

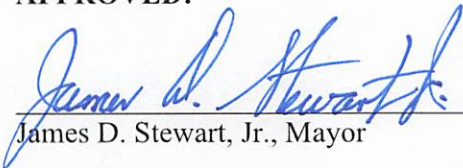
**ADOPTED & APPROVED:** This 7th day of January, 2025.



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David Spivey, City Council President

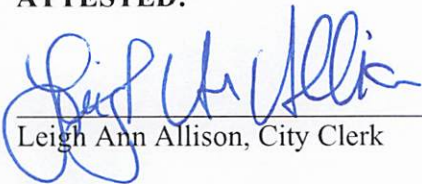
**APPROVED:**



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James D. Stewart, Jr., Mayor

**ATTESTED:**

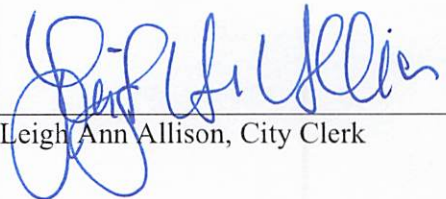


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Leigh Ann Allison, City Clerk

**CERTIFICATION**

I, Leigh Ann Allison, the City Clerk of the City of Irondale, Alabama, hereby certify that the above to be a true and correct copy of a resolution adopted by the City Council of the City of Irondale at its regular meeting held on the 7th day of January 2025, as the same appears in the minutes of record of said meeting.



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Leigh Ann Allison, City Clerk

**EXHIBIT A**

## **Business Travel Policy for the City of Irondale**

When conducting business on behalf of the City or attending training sessions, City employees are required to pay for lodging accommodations, airfare, and car rental fees using a P-Card or a personal credit card.

The City will reimburse employees for reasonable business travel expenses incurred while on assignments away from their usual work location. All business travel must be approved in advance by the Department Head, while travel for Department Heads requires approval from the Mayor.

### **Per Diem and Daily Lodging Rates**

- Unless otherwise provided in this section, the City's reimbursable daily lodging rate (excluding taxes) shall be (i) the per diem rate for the location of travel as determined by the U.S. General Services Administration (GSA) (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) or (ii) if an employee is attending a conference, then the special conference lodging rate for the conference in which the employee is attending.
- With the approval of an employee's supervisor prior to travel, an employee may also utilize a hotel's GOV rate as the daily lodging rate if higher than (i) above.

### **Meals and Incidental Expense Rates**

- The City's reimbursable full daily amount for Meals and Incidental Expenses (M&IE) is the greater of (i) \$75.00 or (ii) the M&IE full daily amount for the location of travel as determined by the U.S. General Services Administration (GSA) (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
- The M&IE amount applies for a single calendar day when it is neither the first nor the last day of travel.
- For the first and last days of travel, the M&IE amount is 75% of the full total.
- For example, the amounts for M&IE under (i) of this section would be as follows:

<b>M&amp;IE Total</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidental Expenses</b>	<b>First &amp; Last Day of Travel</b>
\$ 75.00	\$18.00	\$21.00	\$31.00	\$5.00	\$56.25

### **Expense Reimbursement Guidelines**

When travel is approved:

- Itemized receipts are required for all air travel, lodging and meals. Without itemized receipts, reimbursement will be denied if using a personal credit card, or required if using a P-Card.
- Expenses adequately documented with itemized receipts will generally be reimbursed, including:
  - On any air travel, the most cost-effective coach fare shall be approved. The City shall not pay for travel insurance.

- On any car rental, it must be pre-approved via a cost analysis on taxi fares versus cost of rental.
- Private use of a personal vehicle shall be pre-approved prior to travel at the IRS standard mileage rates.
- Tips not exceeding 20% of the meal total or transportation fees. Excess tips cannot be carried over to another meal or transportation that had lower tips. Tipping for bag handling of one dollar (\$1) per bag is considered reasonable.
- Business-related telephone, facsimile, and similar service charges.
- Valet service is a personal expense and will not be approved/reimbursed.
- The City will not reimburse additional lodging costs if family members travel with employees.
- **Personal entertainment, personal care items, alcoholic beverages and snacks are not reimbursable. Soft drinks and bottled water are only reimbursable as part of a meal.**

### **After Travel**

Employees must submit a completed travel expense report or reimbursement report within thirty (30) days of returning to work. Receipts for all itemized business travel-related expenses must accompany the report.

Employees should contact their supervisor for guidance related to travel arrangements, expense reports, or reimbursement for specific expenses.

### **Policy Violations**

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may result in disciplinary action, including termination of employment.