PURCHASES AND EXPENDITURES

Directive: **6.47**

A. General Procedure

Any division, unit or individual requesting a purchase of equipment shall submit a request to the Chief of Police noting the following:

1. Item to be purchased
2. Cost and possible vendor
3. Justification for the purchase of the item

All items to be purchased from "petty cash" must be under **$75** and a report must be submitted and approved before the item is picked up. If the purchase is approved, then the person requesting the item can pick it up, obtain a receipt and return the receipt to the Inspector of **Investigative Operations.**

B. Procedures for collecting, safeguarding, and disbursing cash are as follows:

1. The City of Wilmington government will:

   a. Maintain a quarterly allotment system.

   b. Prepare financial statements with input from the Police Fiscal Control Unit and the Agency as a whole.

2. The Budget Analyst and/or division commanders shall conduct internal audits annually.

3. Persons or positions authorized to accept or disburse funds:

   a. Officers designated by the Chief of Police will be responsible for maintaining and distributing confidential funds for matters pertaining to official business of the Agency.

   b. Designated officers may authorize single expenditures of up to [redacted] dollars.

      (1) Single expenditures over [redacted] dollars must be approved by the Chief of Police.

   c. The Support Services Division is authorized to receive funds.

d. The **Fiscal Administrator** may also receive and disburse funds.

C. Emergency Purchase

If an emergency situation should arise and the normal procedure is not feasible, the Division Commander or Duty Officer will make the decision as to the purchase. When this happens, a report and receipt will still be submitted at the earliest convenience.

NOTE: If the above procedure is not strictly adhered to, no money will be reimbursed.

D. Telephone Service

When there is a need for new telephone service (new lines, phones moved, etc.), the Division Commander will submit a written request to the Inspector of Investigative Operations. The reason for the request will be stated in this report which will be submitted at least two (2) weeks before the desired change. There will not be direct contact with the telephone company by individual divisions. Service problems and repairs which require immediate attention can be handled by notifying the executive secretary, who will in turn notify the appropriate department.

E. Business Travel **and Entertainment** Policy

This Directive is intended to provide guidance and to insure that all reasonable, appropriate, and customary expenses incurred by Departmental personnel while traveling out of town on authorized City business, or entertaining persons for the benefit of the City, will be paid or reimbursed by the City. Failure to follow this policy may result in reimbursement to the City, of improper and/or unaccounted expenses and disciplinary action.

1. Employee Responsibilities

Each employee is personally responsible for the accuracy and proper completion of a Request for Authority to Travel and Employee Cash Advance Check form (hereafter ARequest form@) when traveling outside City limits and an Expense Report after the trip is completed. Although the preparation of the Request form or Expense Report may be done by another employee, each individual must sign his or her own Request form and Expense Report as evidence that the employee takes responsibility for the accuracy and completeness of the document(s).

Each employee is responsible for obtaining proper approvals and documenting all travel and entertainment expenses. To travel out of town on City business, the employee must complete and submit to the Chief of Police a Departmental Information Report and a Request form with supporting documents attached for approval. Upon authorization by the Chief and the Director of Public Safety, the Human Resources Division will submit the documents to the Finance Department for approval from the Director of Finance or the Deputy Director of Finance.

All travel and entertainment expenses are accounted for on an Expense Report with the proper documentation attached. Proper documentation includes receipts or other evidence of expenditure certifying the authenticity of the expenses incurred during business travel. These reports must also be approved by the Chief of Police and the Director of Public Safety. The Human Resources Division will submit the documents to the Finance Department for authorization and processing.

2. Management Responsibilities

The Chief of Police and the Director of Public Safety are responsible for monitoring and authorizing necessary travel and entertainment expenses and assuring that expenses are incurred only in compliance with budgetary limitations. They must review, sign, and forward expense reports to the Department of Finance within 10 days after the completion of the trip. The Director of Finance or the Deputy Director must authorize all travel requests, cash advances, and expense reimbursements. They are also responsible for monitoring the validity of all travel requests and expense reports to ensure the benefit of the City. The Director of Finance and/or Deputy is also responsible for ensuring that all requests and reports are processed promptly (within seven calendar days of receipt of the request or report). The City Auditor is responsible for reviewing the expense report and authorizing the release of the check within three business days of the check date (one day for advances) or returning the documentation to Finance with a written explanation by the same date.

Definition of "Reasonable and Appropriate"

Expenses for travel, business meals, entertainment of clients, or for any other activity connected with City business must be justified and within reason (as defined in applicable Internal

Revenue Service (IRS) regulations). The amount of expense incurred should be clearly appropriate for the purpose, but not excessive. Expenditures that do not appear to have a direct relationship to the benefits derived or items that appear unnecessary for any reason will not be approved for reimbursement.

Authorization to Travel and Request for an Expense Advance

Authority to travel out of town on City business or to receive an expense advance is given by completing the Request for Authority to Travel and Employee Cash Advance Check form. The request must be completed by the employee with supporting documents and approved by the Chief of Police and Director of Public Safety. The employee must submit the request with supporting documentation to the Human Resources Division for review. The Finance Director or Deputy Finance Director must approve the request to travel form before processing to ensure the City=s benefit. The employee is responsible to read and understand the policy and procedure summary on the back of the form and to be familiar with the policies and procedures in this manual.

The request must be completed and submitted through the Human Resources Division to the Finance Department at least twenty (20) calendar days in advance of travel. The employee must submit all completed and approved request for check forms for transportation, lodging, and registration fees with the Request for Authorization to Travel form through the Human Resources Division to the Finance Department for processing. The request will be returned if these documents are not attached. The request and the request for check forms must be supported with proper documents authenticating the expenses noted on the request forms. The request must be completed even if no cost to the City is anticipated.

Expense Report

The employee must complete an Expense Report to document that a trip occurred, be reimbursed, settle cash advances, and substantiate expenditures. The expense report must be supported with original receipts to validate the expenses incurred during the business trip. The employee must complete and sign the Expense Report, have the report approved, and submit the report with supporting documentation to the Human Resources Division. In signing the Expense Report, the employee takes responsibility for the accuracy and truthfulness of the contents of the report.

The Expense Report shall be properly completed and supported

with attached original receipts for all expenditures of ten dollars ($10) or more. Documentation should be adequate to explain the nature and purpose of all expenses incurred on behalf of the City. These documents should include invoices, receipts, or other evidence certifying the authenticity of the expenses incurred during the business trip. Petty cash funds shall not be used to pay for an expense on the Expense Report, unless the expenses in the report amount to less than ten dollars. If the travel agent for the City has arranged travel or an advance has been received, an Expense Report must be completed even if no balance is due; the report confirms that the trip took place and accounts for all advances. In the event receipts are stolen or lost, the employee shall submit a Departmental Information to the Chief of Police to be forwarded to the Finance Department explaining the circumstances accompanied by a police report if possible. Reimbursement for lost or stolen receipts is made at the sole discretion of the City.

Expense reports are due ten (10) calendar days after the trip is completed. The employee must assure that the Human Resources Division receives an approved copy of the expense report by the due date. The employee must complete an expense report to settle a cash advance payment and pay the unused portion of the advance to the City within twenty (20) calendar days. If the employee fails to do so, the Request for Authority to Travel and Employee Cash Advance Check form authorizes the City to deduct the remaining advance from the net amount of the employee=s next paycheck.

Approval

All Request for Authority to Travel and Employee Cash Advance Check forms and Expense Reports must be approved by the Chief of Police and Director of Public Safety and authorized by the Finance Director before processing. The Chief of Staff must approve each department head=s requests and/or report. Additional approval may be required for certain expenditures as outlined in this manual.

The Chief of Police=s and Director of Public Safety=s signatures indicate that all travel expenditures benefiting the City are reasonable, appropriate, properly substantiated, and submitted on a timely basis. The Travel Accountant in Finance reviews all Travel Requests and Expense Reports. All exceptions will be referred to the Finance Director for resolution. The Finance Director must authorize all travel requests and expense reports before processing.

Authorized Travel Agent: Ambassador Travel/Advantage Travel Inc.

Contact with any travel agency should only be made by the Human Resources Division or an employee designated by the Chief of Police or Director of Public Safety. The following agency has been identified as the City's authorized travel agent. All reservations for commercial air, ground, sea travel, and lodging must be made through this agency. Only in the instance where a conference sponsors room and travel arrangements will another travel agent be allowed. This agent will also provide other services including car rentals and hotel reservations.

Ambassador Travel/Advantage Travel Inc.
17 West Main Street
Newark, DE 19716
Office: (302) 368-4960
FAX: (302) 831-4321
E-mail: george.ambassador@wspan.com

Monday-Friday, 8.00 a.m. to 6:00 p.m.

The agency will provide similar services for personal requirements of City employees; however, tickets should be paid directly to the agency by the employee or charged to his or her personal credit card. Personal travel should not be charged to the City.

Making Reservations

Only the Human Resources Division or an employee designated by the Chief of Police or the Director of Public Safety should contact the travel agent. Contact should only be made after a Request for Authority to Travel and Employee Cash Advance Check has been completed and approved. Fax the Request to the agent. The travel agent should be given sufficient advance notice, when possible, to enable them to obtain economical tickets. The travel agent has been informed of City travel policies and may ask for authorization for requests that do not agree to the policies. The employee may be asked by the agent to complete a Client Profile or Reservation Request. A copy of each form is in the form section of this manual; the profile is completed only once and retained by the travel agent while the request is used per trip and further details travel requirements.

Promotions and Incentives

The City does not promote, support, or forbid personal memberships in frequent flyer programs or similar

promotional/incentive programs. Unless the award is in the form of cash, the City does not require other awards to be used for the benefit of the City. However, the use of any airline, car rental agency, hotel/motel, etc., must be made in the City's best interests when traveling on City business and without consideration to such promotional/incentive programs.

Travel Downgrades and Refunds

An employee may elect to downgrade the class of service; however, the cost differential may not be used for personal travel or reimbursement. Any refunds or credits must be returned to the City. All credits must be included in the Expense Report forwarded to the Finance Department through the Human Resources Division.

Weekend Travel

If an employee elects to travel on a weekend to obtain a special discount fare, proper care should be taken to obtain fare quotations from the travel agent to evidence savings over normal fares. This "savings" may be used to offset other travel expenses incurred on the weekend. This practice is only permitted as long as total travel expenses are equal to or less than total travel expenses if non-weekend travel fares were selected. The employee should attach an explanation and such documentation as necessary to the Request for Authority to Travel.

TRANSPORTATION

Substantiation Requirements

The following items must be substantiated for any business transportation expenditure:

- $ Amount B original receipts for expenditures.
- $ Dates B dates of departure and return for each trip B should agree to receipts.
- $ Place B name of the City and state of destination.
- $ Business Purpose B reasons for travel or the nature of the business that will benefit the City or a City-sponsored activity.

The Expense Report must include an explanation of circumstances under which you do not incur transportation expenses routinely

expected during business travel (e.g., traveled in client's rental car).

General Guidelines

Employees should choose the least costly mode of transportation available unless slower modes of transportation would add significantly to travel time. For example, if air travel is the least expensive mode of transportation (when considering all travel costs including rental car, taxi, etc.) then airfare should be chosen. However, if train travel is less expensive than airfare (to say Boston) and adds only an insignificant amount of travel time, then the train should be used. The automobile, personal or City-owned, should only be used when less expensive than public transportation or when significant time constraints apply. Any exceptions to this policy must be approved, in writing, and authorized by the Chief of Police, Director of Public Safety and the Director of Finance prior to departure B normally on the Request for Authority to Travel form. In case a person travels by an indirect route for personal conveniences, the extra expense shall be the responsibility of the individual. Reimbursement for expenses shall be based only on the cost of the most economical and direct route.

When attending a conference, always check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and conferees are instructed to go directly to an airline or a specific travel agency to obtain the discount fare, all fare file number information should be given to the authorized travel agency. The authorized travel agent will then attempt to obtain the conference rate, government rate or lower rate, for the traveler. If a lower fare is not available, conferees may make their travel arrangements directly utilizing the conference instructions.

Air Travel

Employees must fly Coach or Economy Class. The City will pay the fare for the shortest and most direct route to and from the destination.

All flights must be booked through the City's travel agency or through a conference agency. Exceptions will be allowed only for emergency situations or for en route changes. Trips should be booked as far in advance as possible in order for the travel agency to take advantage of possible discount fares.

Business class or first-class travel may be used in the rare

instance when business or hardship reasons warrant (for example, when required for medical reasons). Written approval must be obtained from the Chief of Police, Director of Public Safety, and Director of Finance on the Request for Authority to Travel form prior to departure. A copy of the authorized Request form must be submitted to the City's authorized travel agent before tickets can be issued. Tickets will not be released without the aforementioned approvals. Only in the instance of severe hardship that has occurred during the trip (for example, an injury during the trip or the death of a relative) will the Request for Authority to Travel be amended after the fact.

Trains

Amtrak tickets should be ordered through the City=s authorized travel agent; exceptions will be allowed only in emergency situations or for en route changes. When traveling by rail, an employee may use Amtrak Metroliner service; however, alternative lower-cost service should be used when convenient. Reimbursement is permitted for parking when traveling on City business.

Use of Personal or City Automobile

Employees may use a City or personal vehicle for business travel. If a personal vehicle is used, the following rules apply:

- $ The City will pay mileage at an approved IRS rate (currently 36.0 cents per mile).

- $ The City will not pay for any repairs, gasoline, oil, traffic or parking fines, or other auto expense in excess of the above per mile rate.

- $ The City will pay mileage for only business-related travel and not any other travel. Mileage will be validated. If the employee=s mileage total exceeds ten miles over the Travel Accountant=s mileage total, the total mileage documented by the Travel Accountant will be used to calculate the employee=s mileage reimbursement. However, if the employee=s aggregate mileage falls within the ten-mile cushion, the employee=s mileage total will be used to calculate the employee=s mileage reimbursement.

- $ Tolls and parking fees will be paid by the City with supporting receipts.

- If personal vehicles are used, any damage incurred due to an accident will not be reimbursed. The mileage reimbursement includes the costs of insurance.

All authorized employees will be reimbursed for mileage expenses; tolls and parking expenses (with receipts) upon return of the trip and completion of an Expense Report form.

If a City vehicle is used, the City will reimburse the employee for gasoline if the trip exceeds sixty (60) miles. All City vehicles should be fueled prior to the employee=s trip.

Car Rental

Car rental usage should be limited to instances where other means of transportation are not practical, economical, or available. Car rental agreements may offer options for "Collision Damage Waiver" insurance and additional personal accident/medical insurance. Since adequate coverage is provided by City insurance plans, employees should not request optional collision insurance and personal accident insurance unless you plan to make personal use of the vehicle. If personal use is made of the vehicle, the entire cost of insurance will be considered a personal expense and not reimbursable.

The use of a rental car when traveling out of state must be justified as an economical need and not as a matter of personal convenience. All rentals should be at the most economical rate per day including government rates or special rate agreements through the authorized travel agent. When traveling in groups, sharing of fees, when practical, should be done to minimize costs.

Whenever possible compact cars shall be rented or reserved. However, if a larger size vehicle is more economical or more than two travelers are traveling together, the larger vehicle may be appropriate.

To avoid a refueling surcharge, all rental cars shall be refueled before returning the vehicle to the rental company. Any surcharges billed to the employee or City shall be explained in the reimbursement request.

Car rental reservations shall be made through the authorized travel agent whenever possible. Rented cars should be returned promptly. Any portions of the bill attributable to personal use should be indicated as such on the Expense Report by including the entire bill on an attached worksheet and showing the amount deducted for the personal use portion; indicate the method used

to determine the portion attributable to personal use.

Taxis/Airport Shuttles

The City will pay for a shuttle to and from the airport (or train station) and the employee=s residence, Public Safety Building, or the hotel. If your personal car is used for travel to and from the airport, the City will pay the mileage allowance and the parking fee. Where transportation problems exist, an employee maybe authorized the use of a taxi. In all other cases, use of taxicabs is permitted only where suitable public transportation does not exist. Receipts for taxi journeys or airport shuttles must be supplied when claims are submitted under this section of the policy.

Limousines

Hired limousines should be used only when the cost is clearly justified. The circumstances of the need must be noted in a memorandum attached to the Request for Authority to Travel form and approved by the Chief of Police, Director of Public Safety, and Director of Finance.

LODGING

The following items must be substantiated for any lodging expenditure:

- $ Amount B original detailed receipts for all expenditures.
- $ Dates B date the accommodations were used.
- $ Place B name and address or location of the accommodation.
- $ Business Purpose B business reason for lodging or the nature of the business benefits derived or expected to be derived.

All meals included on your hotel bill (e.g., room service charge, and hotel restaurant charge) must be specifically identified and excluded from the amount reimbursed. Meals are reimbursed to the employee through a Standard Daily Meal Allowance explained later in this manual. If applicable, the entertainment portion of a meal should be reflected in the Business Meals or Entertainment section of the Expense Report after excluding the employee=s portion of the meal. Briefly explain on the Expense Report circumstances in which you did not

incur lodging expenses that are routinely expected during business travel (for instance, stayed with relatives). Exclude from the Expense Report all personal expenses (e.g., movies, health spas) that may be included on the hotel bill because the City will not reimburse these expenses.

Accommodations

The City will pay the cost of a single room. The employee should make all efforts to obtain the lowest rate available B asks for the least costly room, government discounts, etc. Employees must present a City of Wilmington Tax Exempt form to the hotel clerk at the time of check-in to save the City from paying excessive room tax charges.

Overnight accommodations will be reimbursed only if the event or conference is more than sixty (60) miles from Wilmington - Baltimore and New York City are beyond sixty miles, Philadelphia and Dover are within sixty miles. If the distance is less than sixty (60) miles and overnight accommodation is required because of timing, a seminar or conference, or other reason, the employee must obtain written approval in advance from the Chief of Police, Director of Public Safety, and the Director of Finance on the Request for Authority to Travel form. For instance, to get to an 8:00 a.m. seminar in Willow Grove would be difficult and obtaining accommodations the night before will be reasonable.

Lodging will be paid only for the days during which the conferences are held. If, for reasons of timing or cost, the trip includes lodging for the night before or after a conference, specifically state the circumstances in the Request for Authority to Travel so that this request is clear. Examples of timing include start/end times of conferences or difficult travel arrangements. An example of cost is when savings in airfare are greater than an extra night of lodging. The employee must obtain approval in advance from the Chief of Police, Director of Public Safety, and the Director of Finance on the Request for Authority to Travel.
If traveling with your spouse or other party (not business related), the City will only reimburse the cost of the lowest single room rate, as stated above.

Lodging should be prepaid directly to the hotel in most instances. When booking through a convention travel agent or if travel approval is too close to travel and prepayment is not possible, document this on the Request for Authority to Travel form (if possible) and the Expense Report. To prepay the hotel, complete a Request for Check form, support the form with a

confirmation from the lodging facility, attach other Request for Check forms for registration and transportation fees, sign the Request, and give it to your department head for approval. Forward the travel packet (all of the above documents) to the Finance Department upon approval for authorization and processing. If the hotel bill is ultimately less than the prepayment, the employee should inform the hotel to refund the credit amount directly to the City=s Accounting Division and document the credit in the Expense Report.

MEALS

Standard Daily Meal Allowance

The City has initiated a Standard Daily Meal Allowance policy (sometimes called a per diem). Previous to this the City has required the employee to obtain receipts for all meals and was reimbursed the exact cost.

Daily Meal Plan - Per Diem/No Receipts

This plan provides employees with a fixed daily or partial day per meal allowance and requires no receipts to be submitted.

Daily Meal Plan and per meal allowance are:

Non-Metropolitan Areas	$35 Daily
Metropolitan Areas (1)	$42 Daily
Metropolitan Areas (2)	$46 Daily

In cases where State funds are utilized for business travel, the daily allowance for meals is $34 regardless of locale. Receipts are not required for the meal allowance.

Application of Daily or Per Meal Allowance

An employee is not entitled to any Standard Daily Meal Allowance or actual meal expenses if the travel is started and completed in one day.

BUSINESS MEALS AND ENTERTAINMENT

Business meals are individual meals incurred in the course of travel away from home and meals with business associates. Meal costs for the employee are already included in the Standard Daily Meal Allowance and are not included in the amount to be reimbursed. Business meals purchased by the employee should be reported in the Entertainment/Business Meals section of the Expense Report. Original receipts are required and documents

from the business meal are needed to substantiate each claim.

Business Meals or Entertainment Involving City Employees

Business meals or other entertainment involving only City employees (with or without spouses) is a personal and non-reimbursable expense. When the meals are not associated with other travel, convention, or seminar expenses, but there is a specific business reason, prior written approval must be obtained from the Chief of Police, the Director of Public Safety, the Director of Finance, the Chief of Staff, or the Mayor. Approval will be on the Request for Authority to Travel and Employee Cash Advance Check form, and a copy of which must be attached to your Expense Report.

Christmas, Holiday Parties, and Entertainment Involving City Employees

The Mayor=s Office and City Council may sponsor and be reimbursed for Christmas and holiday parties. Similar events held by individual departments, divisions, work units, or others are not reimbursable. In addition, the department head must approve any such events (verbal or written) if they are held at the employee=s expense.

Alcoholic Beverages

Costs of alcoholic beverages will not be paid for by the City and are not reimbursable by the City. This policy does not apply to certain events sponsored by the Mayor or City Council on behalf of the City that may include alcoholic beverages.

Business Entertainment

The IRS defines "entertainment" as any activity whose purpose is amusement or recreation. Entertainment expenses, however, must have a business purpose. Business purposes may include but are not limited to encouraging economic development or volunteerism, facilitating business transactions, team building, or project management. Entertainment costs are reported in the Entertainment/Business Meals section of the Expense Report.

Substantiation Requirements

The City and the IRS require that accurate records be maintained detailing the nature of any business discussion or activity associated with a business meal or entertainment expense. Normally, the title and business affiliation (i.e., organization, company) of the business associate and two or

three words as to the purpose of the meeting is sufficient documentation of business purpose. This information must be noted in the Entertainment/Business section of the Expense Report. If the event is large enough to involve a group of people and needs to be prepaid, document this in a memorandum attached to the Request for Check form. Costs for a single entertainment event should not be split between two or more employees.

The following items must be substantiated for any business meal or entertainment expenditure:

Amount Business Meal	Original receipt for the expenditures; determine the per person cost by dividing the receipt by the number of attendees and multiply this by the number of people entertained on City business. If the business meal is not on an overnight trip, the full amount is reimbursable.
Entertainment	Original receipts for the expenditures (for instance, ticket stubs). If the cost of the tickets for the theater, sports, or special event is greater than the face value, a receipt showing the actual cost.
Date	Time (i.e., breakfast, etc.) and date of the meal or entertainment.
Place	Name and address or location of the restaurant or event.
Business Relationship	List the name, title, and company (org.) of each attendee entertained on City business.
Business Purpose	Two or three words describing the business discussion or business purpose that took place during, directly preceding, or directly following the meal, with the City employee in attendance.

Entertaining at Home

Entertaining for business purposes in an employee=s home should be limited to unusual circumstances and requires prior written

approval from the Director of Finance on the Request for Authority to Travel and Employee Cash Advance Check form; attach a copy of this form to the Expense Report.

Substantiation for Entertainment at Home

The following items must be substantiated for any meal expenditure:

Amount	Original detailed receipt from all expenditures (over $10).
Date	Date of meal.
Place	Name and address of restaurant or meal provider.

Substantiation for Entertainment at Home

The following items must be substantiated for any meal expenditure:

Amount	Original detailed receipt from all expenditures (over $10).
Date	Date of meal.
Place	Name and address of restaurant or meal provider.

CONVENTION/SEMINAR/CONFERENCE FEES

The City will pay convention, seminar, conference, or other event fees if properly approved by the Chief of Police and Director of Public Safety and the event is business-related. A brochure or letter from sponsors must be presented as documentation of such expenditure. The employee should complete a Request for Authority to Travel and Employee Cash Advance Check form if the conference is held outside City limits. The employee must complete and attach a request for check form to the Request to Travel form to prepay the conference or event fees. The employee must receive the appropriate approvals from the Chief of Police and Director of Public Safety. Upon approval, the travel packet (includes request for checks plus supporting documents for registration, lodging and transportation fees) must be forwarded by the Human Resources Division to the Finance Department for authorization and processing. Payment by personal credit card may be made if registration is made by telephone, fax, Internet, or e-mail.

Cash advances should not be obtained for participant fees. The employee must substantiate attendance of the conference or event by completing an Expense Report.

INCIDENTAL EXPENSES

Incidental expenditures must be related to the active conducting City business and be reasonable. Expenses other than those listed in this section may be approved if they meet this criterion.

Tips, Gratuities, and Miscellaneous Charges

Tips incurred in connection with taxi fares, business meals, and entertainment should be included in the Expense Report as part of the expense to which they relate; for instance, a tip for a business meal is included as part of the business meal expense. Other unreceipted cash gratuities (for instance, to service personnel like bellhops, maids, or porters) should be shown separately and explained on your Expense Report. Reasonable fees for porters, bellhops, maids, valet parking attendants, shuttle drivers, etc., are estimated at $1 - $2. Tips related to an employee=s meals are not reimbursable, as they are already included in the Standard Daily Meal Allowance.

Telephone Calls and Internet Access Fees

An employee will be reimbursed for the costs of all business telephone calls and access to the Internet. The City will pay for calls to home while traveling if they are 5-10 minutes in length or less than $10 per day. All calls must be supported by appropriate documentation. If costs are more than $10 on any day, the hotel time and charge tickets need to be submitted. If calls are charged to a personal telephone card or service, include a copy of the telephone statement on an Expense Report with appropriate explanation. Internet fees at hotels or public facility are reimbursable if approved by the Chief of Police and Director of Public Safety as necessary to the employee=s conduct of City business.

Passports and Visas

The City will reimburse all reasonable and necessary expenses related to obtaining passports and visas when necessary for City business.

Foreign Currency Expenditures

All out-of-pocket travel and entertainment expenses incurred in

a foreign currency must be converted to U.S. dollars on the expense statement using the exchange rate at which the currency was obtained before or during travel. For expenses charged on a personal credit card, use the dollar value on the credit card statement. For expenses paid out-of-pocket, use a representative exchange rate based on the employee=s currency purchases (include the exchange receipts) or an estimate based on your credit card purchases or the rate published in the Wall Street Journal. Attached to the Expense Report should be all supporting receipts for expenses, currency exchanges, and exchange rate calculations.

Loss of Personal Items on City Business

The actual cash value of personal items lost, damaged, stolen, or destroyed while the employee was traveling on City business may be included in the Expense Report. Attach a copy of the loss report filed with the airline or hotel, a memorandum, or a police report describing the circumstances surrounding the loss to the Expense Report. If the loss occurs during public transportation (i.e., airline, train) or at a hotel, the employee must file a claim against the responsible party for the lost or damaged items. If the employee receives any proceeds from the claim, the employee must remit any receipts up to the amount of the reimbursement.

The employee should avoid traveling with valuables or unnecessary personal items. The City=s responsibility, if any, is limited to those items required to conduct day-to-day business.

Business Expenses of Your Spouse and Other Family Members

Ordinarily, your spouse and other family members will not be allowed to travel at the City's expense. Exceptions to this policy require appropriate explanation and prior written approval from the Director of Finance and the Chief of Staff on the Request for Authority to Travel and Employee Cash Advance Check form, a copy of which must be attached to your Expense Report. (A copy of this approval must also be sent to the City's authorized travel agent before tickets can be issued.)

The City will not reimburse an employee for expenses incurred by a spouse or other family members during business travel, conventions, conferences, or seminars unless adequate proof of necessity for their presence is established, along with the appropriate prior approval. In order to be reimbursed for such expenses, the employee must complete the following procedures:

Prepare a statement with detailed business reasons for your spouse's or other family member's attendance at the activity, including their specific duties. A family member's performance of some incidental service or attendance merely for social purpose does not qualify as related and is not reimbursable. This must be attached to the Request for Authority to Travel and Employee Cash Advance Check form.

Clearly note on all receipts the charges incurred as your spouse's portion of travel or that portion which is of a personal nature. Personal expenses are not to be included as business expenses.

If spousal travel is approved, all normal travel policies will apply including the Standard Daily Meal Allowance.

FORMS AND RELATED PROCEDURES

Payment of Expenses

The City has five methods of payment for Business Travel and Entertainment Expenses.

1. Petty Cash can be used when total expenditures on an Expense Report does not exceed $10, the report does not account for an advance or prepaid expenses, or day trips. The use of petty cash does not exempt the employee from fulfilling the substantiation requirements of the Business Travel and Entertainment Policy.

2. Checks issued by the City to pay for conference/seminar/convention fees, airfare and/or lodging must be requested in advance. Direct payment to the vendor (travel agent, conference sponsor, or hotel/motel) is required, except as noted above. Exceptions to this policy may be permitted when timing is a consideration and approval of the Chief of Police, Director of Public Safety, and the Finance Director is obtained. Vendor payment requests are made by completing a Request for Check form. These forms must be supported by invoices and submitted with a Request for Travel form.

3. Travel cash advances may be obtained for meals. These advances are not normally appropriate for items listed in paragraph #2 above. Advances are obtained using the Request for Authority to Travel and Employee Cash Advance Check form and must be submitted twenty (20) days prior to

need for the advance.

4. City credit cards are issued to the President of City Council, the Chief of Staff of City Council, the Mayor, Administrative Assistant to the Mayor, and various Department Heads. These credit cards may be used for any travel, business meal, or entertainment expense by the individuals noted above. The use of a City credit card does not exempt the employee from fulfilling the substantiation requirements of the Business Travel and Entertainment Policy.

5. Reimbursement of out-of-pocket expenses can be obtained upon proper completion of an Expense Report. Expenses paid by personal credit card or cash that are detailed in the Business Travel and Entertainment Policy are fully reimbursable. These claims must be substantiated and properly documented in detail.

AUTHORIZATION TO TRAVEL

All overnight travel must be approved twenty (20) days prior to the start of the conference. The City uses a combined form to authorize travel and obtain a travel advance B the Request for Authority to Travel and Employee Cash Advance Check form. The Request must be completed by the employee, approved by the Chief of Police and the Director of Public Safety, if an advance is requested or as required by this policy, and further approved by the Director of Finance or the Deputy Director.

A different Request for Authority to Travel and Employee Cash Advance Check form must be completed for each trip. If more than one employee is participating in a trip, a separate Request for Authority to Travel and Employee Cash Advance Check form must be completed and approved for each employee.

The Request states that the employee=s Asignature indicates that the employee read and understood the regulations and guidelines for travel and cost reimbursement on the reverse of this form.@ Per the guidelines, it is the employee=s Aresponsibility to familiarize himself (herself) with the travel procedures.@ Copies of this manual are available from the Travel Accountant or the department secretary in Finance.

TRAVEL ADVANCES

The City uses a combined form to authorize travel and obtain a travel advance. The Request for Authority to Travel and Employee Cash Advance Check form must be completed before any

overnight travel. Travel advances are limited to the Standard Daily Meal Allowance. Travel Advances should not be used for air or train fares, lodging, or conference/seminar fees.

A separate Request for Authority to Travel and Employee Cash Advance Check form must be completed for each trip. If more than one employee is participating in a trip, a separate Request for Authority to Travel and Employee Cash Advance Check form must be completed and approved for each employee.

The employee must properly complete an Expense Report for each trip to account for expense advances and prepaid travel expenses. The travel advance request includes this important statement:

> AMy employee signature below indicates that I am aware that expense reports are due 10 calendar days after the trip is completed and that if I do not submit an expense report accounting for my cash advance or have not paid the remainder of the advance to the City within 20 calendar days that I authorize the City to deduct the outstanding advance from the net amount of my next paycheck.@

If a deduction is required, the Travel Accountant shall prepare a memorandum to the Director of Finance requesting the deduction and attaching a signed copy of the separate Request for Authority to Travel and Employee Cash Advance Check form. If approved, the Director shall also sign the memorandum and it shall be sent to Personnel/Payroll. Personnel/Payroll shall deduct it from the employee=s next paycheck.

REQUEST FOR CHECK

Request for Check forms must be completed by an employee to request payment of air or train fares, lodging, and conference/seminar fees and attached to the Request to Travel form for approval. Requests should be made payable to the vendor supplying services. The form is also used to secure payment for City credit card statements to the credit card issuer. Normally, checks should be mailed directly to the vendor; however, exceptions will be permitted when timing does not allow sufficient time for mailing.

EXPENSE REPORT

Expense Report forms must be completed by an employee for each trip the employee takes on behalf of the City. This report will settle all travel advances, prepaid expenses and substantiate

business travel and entertainment expenses. If more than one employee has participated in the trip, each employee must file a separate Expense Report.

The Expense Report is due 10 calendar days after the trip is completed. It is the employee=s responsibility to assure that the Travel Accountant in Finance timely receives an approved copy of the expense report by the due date. Attached to the Expense Report should be all receipts and supporting documentation including the Request for Authority to Travel and Employee Cash Advance Check.

All employees must sign their Expense Report indicating they have reviewed the report for propriety and accuracy. Employees may delegate the preparation of Expense Reports; however, they remain solely responsible for the accuracy and completeness for the Expense Report.

Employees traveling together should not intermingle expenses. For example, when a car is rented, the rental charge, tolls, parking fees, and all other vehicle-related expenses should be included in the Expense Report submitted by the employee whose name appears on the car rental agreement.

In addition to ensuring that all expenditures are reasonable, appropriate, and properly substantiated, the approving supervisor must also explain any exceptional expenditures or variances from standard procedures evident in a subordinate's statement. This explanation should be given on the Request for Authority to Travel and Employee Cash Advance Check form or in the "Other Comments or Expenses" section of the Expense Report.

An employee shall not approve his (her) own Expense Report. For instance, a department head should forward his (her) Expense Report to the Chief of Staff for approval.

The Finance Department may, upon receipt of an improperly completed Expense Report:

$ Correct the report to conform with this Policy and/or correct any computational errors, or

$ Return the Expense Report to the employee noting errors or lack of compliance with this policy.

Employees are responsible for correcting errors and returning the Expense Report within five (5) business days. If the Finance Department corrects or alters an Expense Report for lack of receipt, etc., the employee may resubmit that expenditure

once compliance with this Policy is obtained.

CITY ISSUED CREDIT CARDS

The City issues credit cards to the President of City Council, the Chief of Staff of City Council, the Mayor, the Administrative Assistant to the Mayor and various department heads. These cards are issued by Wilmington Trust and are obtained through the City Treasurer's Office. Cards are issued at the approval of the City Council President and/or the Mayor=s Office and obtained through the City Treasurer. If the card is lost, the credit cardholder must promptly notify the credit card issuer (Wilmington Trust) and the City Treasurer. Holders of these credit cards are responsible for properly using the card and for proper and timely completion of payment authorizations to assure that the credit card account does not become delinquent.

Cards should be used for City business only; however, when inadvertently used for personal expenditures, the employee must promptly reimburse the City. If traveling with a spouse or non-City employee on City business, your City credit card may be used for their City-related expenditures; however, prompt reimbursement for personal expenditures or expenses not covered by this policy is required.

City credit card statements must be paid in full prior to the statement's due date. The Finance Committee of City Council has agreed to a procedure whereby the credit card bill will be paid on a timely basis. A Request for Authority to Travel and Employee Cash Advance Check form should be prepared for the entire credit card balance. Under name of activity note: ATo Pay City Credit Card Statement Dated xx/xx/xx.@ A personal check, money order, or bank check must be attached for personal expenditures. Personal expenditures paid prior to the statement due date will be considered prompt. The Request for Check for credit card payments must be signed by the cardholder. The payment of a credit card balance is an advance to the cardholder; all charges on the credit card statement must be properly supported in expense reports submitted to Finance or repaid by the cardholder to the City.

The City shall treat the payment of a credit card bill as a cash advance and all cash advance procedures apply. Expense reports for items on a credit card are due ten (10) calendar days after the trip is completed. If an expense report is not submitted or the Council member has not paid to the City the credit card payment amount equal within twenty (20) calendar days, the member has authorized the City to deduct the remaining advance

from the net amount of the member=s next paycheck. It is the member=s responsibility to assure that the Human Resources Division receives an approved copy of the expense report by the due date for forwarding to the Finance Department.

Credit card privileges may be suspended if disputed items are not paid by statement due date.

Any finance charges accrued will be the card holders personal responsibility, unless an exception is approved by the Finance Director.

If your City credit card is lost or stolen, call the issuing bank (Wilmington Trust) and the Treasurer's Office immediately.

APPENDIX

Standard Daily Meal Allowance

The $42 (1) or $46 (2) dollar per day Standard Daily Meal Allowance applies to the following areas:

(1) $42

Rank	Metropolitan Areas (MSA per the Census Bureau)
1	Alabama - Birmingham, Montgomery
1	Arizona - Tucson
1	California - Gualala, Kern County, Oakhurst, Oakland, Point Arena
1	California - Marin County, Monterey, San Luis Obispo, Visalia
1	California - Barstow, Ontario, Victorville
1	California - Napa, Santa Barbara, Santa Monica
1	Colorado - Colorado Springs, Durango, Keystone, Silverthorne, Steamboat Springs
1	Connecticut - Bridgeport, Danbury, Hartford, Lakeville, Salisbury

1 Delaware - Lewes
1 Florida - Fort Walton Beach, Gulf Breeze, Orlando, Palm Beach, St. Augustine, St. Petersburg, Stuart, Tampa
1 Florida - Altamonte Springs, Daytona Beach, Fort Pierce, Panama City, Naples, Sarasota
1 Georgia - Atlanta, Cobb County, Dekalb County, Gwinnett County, Savannah
1 Idaho - Boise, Ketchum, McCall, Sun Valley
1 Illinois - Du Page County
1 Indiana - Carmel, Nashville
1 Kansas - Kansas City, Overland Park, Wichita
1 Kentucky - Covington, Louisville
1 Louisiana - Baton Rouge, Bossier City, St. Francisville, Shreveport
1 Maine - Bar Harbor, Kennebunk, Kittery, Portland, Sanford, Wiscasset
1 Maryland - Grasonville, Hartford County
1 Massachusetts - Andover, Hyannis, Pittsfield, Quincy
1 Michigan - Ann Arbor, Auburn Hills, Charlevoix, East Lansing, Lansing, Petoskey, Pontiac, Troy
1 Minnesota - Duluth
1 Mississippi - Biloxi, Gulfport
1 Nevada - Crystal Bay, Incline Village, Las Vegas
1 New England - Douglas
1 New Hampshire - Conway, Portsmouth
1 New Jersey - BelleMead, Dover, Eatontown, Ocean City, Parsippany, Picatinney Arsenal, Piscataway
1 New Jersey - Toms River, Union City
1 New Mexico - Albuquerque
1 New York - Buffalo, Kingston, Lake Placid, Nyack, Palisades, Poughkeepsie, Saratoga Springs, Suffolk County
1 North Carolina - Chapel Hill, Charlotte, Greensboro, Kill Devil, Raleigh, Winston-Salem
1 Ohio - Akron, Columbus, Sandusky
1 Oklahoma - Oklahoma City
1 Oregon - Beaverton, Bend, Eugene, Portland
1 Pennsylvania - Lancaster, Reading
1 Pennsylvania - Downingtown, Hershey, Lancaster, Malvern, Valley Forge
1 Rhode Island - East Greenwich
1 South Carolina - Berkeley County, Charleston, Greenville
1 Tennessee - Gatlinburg, Memphis
1 Texas - Austin, Corpus Christi, Fort Worth
1 Utah - Provo
1 Virginia - Charlottesville
1 Virginia - Lynchburg, Richmond, Virginia Beach,Williamsburg
1 Washington - Anacortes, Everett, Ocean Shores, Olympia, Port Angeles, Spokane, Turnwater
1 West Virginia - Charleston

1 **Wisconsin - Brookfield, Lake Geneva, Madison, Wisconsin Dells**

APPENDIX

Standard Daily Meal Allowance

The $42 (1) or $46 (2) dollar per day Standard Daily Meal Allowance applies to the following areas:

(2) $46

Rank	Metropolitan Areas (MSA per the Census Bureau)
2	Arizona - Grand Canyon, Phoenix, Scottsdale
2	California - Death Valley, Edwards AFB, Los Angeles, Los Angeles County, Palo Alto, Redwood City, San Diego, San Mateo, Santa Clara, Santa Cruz, San Jose, Santa Rosa, Solano County, South Lake Tahoe, Sunnyvale, Truckee, Ventura County
2	California - Contra Costa County, Mammoth Lakes, Orange County, Palm Springs, Sacramento, San Francisco, Tahoe City, Yosemite National Park
2	Colorado - Aspen, Boulder, Crested Butte, Denver, Telluride, Vail
2	District of Columbia - Washington
2	Florida - Fort Myers, Key West, Miami, Palm Beach, Fort Lauderdale
2	Illinois - Chicago
2	Indiana - Indianapolis
2	Louisiana - New Orleans, St. Bernard
2	Maine - Rockport
2	Maryland - Annapolis, Baltimore, Columbia, Counties of Montgomery and Prince George, Ocean City, St. Michaels
2	Massachusetts - Boston, Cambridge, Martha's Vineyard, Nantucket
2	Michigan - Detroit, Mackinac Island, Traverse City
2	Minnesota - Minneapolis, St. Paul
2	Missouri - Kansas City, St. Louis
2	Montana - Big Sky
2	Nevada - Stateline
2	New Jersey - Atlantic City, Camden, Cape May, Cherry Hill, Moorestown, Newark, Princeton, Trenton
2	New Mexico - Santa Fe
2	New York - Albany, Bronx, Brooklyn, Great Neck, Manhattan, Nassau County, New York, Queens, Rochester, Staten Island, Tarrytown, White Plains
2	North Carolina - Research Triangle Park, Durham
2	Ohio - Cleveland, Cincinnati
2	Oregon - Ashland
2	Pennsylvania - Bala Cynwyd, Fort Washington, Harrisburg,

	King of Prussia, Philadelphia, Pittsburgh, Wayne
2	Rhode Island - Newport, Providence
2	South Carolina - Hilton Head, Myrtle Beach
2	Tennessee - Nashville
2	Texas - Dallas, Galveston, Houston, San Antonio
2	Utah - Park City
2	Virginia - Wintergreen
2	Virginia - Counties of Alexandria, Arlington, Charlottesville, Fairfax, Loudoun
2	Washington - Friday Harbor, Seattle
2	Wisconsin - Milwaukee
2	Wyoming - Jackson