

1. Travel Expense Policy

- 1.1. **Purpose:** This policy governs travel-related expenses for employees of the Municipality of Skagway, ensuring efficient reimbursement or per diem processing.
- 1.2. **Daily Allowance:** The Municipality of Skagway provides a daily allowance of \$80 for meals and incidentals and \$300 for lodging during authorized business travel.
 - 1.2.1. Special requests to increase the daily allowance will be considered when traveling to high-cost areas, but must be approved prior to travel by the appropriate supervisor or department head.
<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>
- 1.3. **Use of Municipal Credit Card:** Employees holding a municipal credit card are highly encouraged to use it for meals and other travel expenses when a direct bill account is not available. This allows for streamlined expense management and negates the need for per diem requests or expense reports. Caution must be taken to ensure that charges do not exceed the daily allowable rate.
- 1.4. **Per Diem Request Procedure:** Employees must provide a per diem request form to the appropriate supervisor or department head for approval prior to travel, specifying the duration and purpose of the trip. Upon submission of an approved per diem form, employees will be issued a check to cover meals & incidentals and/or lodging up to the established allowance or approved special rate for high-cost locations. Under no circumstances should a municipal credit card holder receive a per diem allowance and simultaneously charge meals or incidentals to the municipal credit card.
- 1.5. **Expense Report Submission:** If a per diem request is not approved or processed before travel, employees must cover travel expenses personally and submit an expense report within 30 days after the trip. The report should detail all expenses, be accompanied by original receipts and approved by the appropriate supervisor or department head.
- 1.6. **Reimbursement Process:** Upon submission of an approved expense report, employees will be reimbursed up to the established daily allowance or approved special rate for high-cost locations.
- 1.7. **Compliance and Policy Adherence:** Employees are expected to comply with this travel policy. Proper use of the municipal credit card and adherence to per diem request and expense report procedures are essential for compliance. Any misuse may result in disciplinary actions as per Municipality guidelines.
- 1.8. **Review and Revision:** This policy will be periodically reviewed to ensure alignment with the Municipality's financial goals and to incorporate any necessary updates or modifications.