

<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Seminar and Conference Expense Reimbursement Policy
	Policy Reference No:	9-3
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	3
	Applicability:	All Employees

Purpose:

To establish a uniform reimbursement policy for reimbursement of expenses for seminars, conferences and meetings attended by Township officers, employees and staff by the Township of Verona.

Procedure:

Any reimbursement for seminars, conferences, and meetings must be requisitioned and paid in the same year that such expenses were incurred. For example, if an employee attends a seminar in April of 2016, reimbursement for that expense must be requested and paid in 2016 by the 2016 municipal budget.

General:

1. No reimbursement shall be made without presentation of an original receipt showing proof of payment.
2. All reimbursement shall be made to the employee only. Any reimbursement requesting payment to any other person will be denied.
3. All reimbursement shall occur after the scheduled seminar/conference to avoid the possibility of a cancellation resulting in a refund to the Township.

Conference/Meeting/Seminar Registration:

1. Conference/Meeting/Seminar registration fees shall be paid for directly by the Township via check after requisitioning such payment through the normal procurement procedures. Exceptions to this registration procedure shall only be made by the Township Manager on an individual basis for agencies that do not accept Township checks as a form of payment.

Lodging Reimbursement:

1. The Township Manager must approve reimbursement for in-state overnight travel prior to booking. Any reimbursement request received that has not been previously approved by the Manager will be denied.
2. Lodging reimbursement shall be based on the location of the travel and shall be paid at the actual amount spent per night, minus any additional services which are non-reimbursable (i.e.: in-room entertainment, room service, telephone/internet charges, etc.) or at the maximum daily per diem rate set by the General Services Administration for the city of travel, whichever is less.

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3. All lodging shall be originally paid for by the employee and shall be reimbursed by the Township after the completion of the stay. Lodging shall not be paid for directly by the municipality with the exception of lodging which is included in the conference registration fee that is paid by the Township or as otherwise permitted by another section of this policy.
4. Lodging at the New Jersey State League of Municipalities conference shall be paid directly by the Township to the hotel. The maximum lodging reimbursement rate set forth above shall not apply to this conference.

Meal Reimbursement:

1. Meal reimbursement is based on the location of the travel and shall be at the maximum rate set by the General Services Administration for Meal and Incidental Expenses. Any expenses over and above the guidelines will be the responsibility of the employee. The daily allowance rate will apply if an employee "skips" a meal but then expends a higher amount on the remaining meal(s), and MUST be supported by appropriate, detailed receipt for each meal. All of the above maximums include food, beverages, and State Tax.
2. The employee must receive a separate, detailed receipt from and prepared by the restaurant for each and every meal that shows the cost of the meal and tip. There will be no reimbursement without the original receipt. Receipts representing only a lump sum amount are not acceptable.
3. Meal reimbursements are for the employee only. Meals for additional guests not employed by the Township shall be deducted by the reimbursable amount.
4. The Township does not reimburse for alcoholic beverages.

Gasoline/Mileage/Travel Reimbursement:

1. Township will provide a municipal automobile when applicable. Reimbursement for use of personal vehicles shall only be authorized with prior approval of the employee's supervisor.
2. If an employee purchases gasoline for Township Vehicles while out of Verona, he/she must submit an original receipt in order to be reimbursed. The Township does not reimburse for gasoline for personal vehicles. Receipts are required for reimbursement of highway tolls. If EZ-Pass is used, a copy of the EZ-Pass statement showing the date, time, and location of the toll is an acceptable form of receipt.
3. Reimbursable mileage for travel to and from seminars and conferences in personal vehicles shall be calculated from the Municipal Building (600 Bloomfield Avenue, Verona, NJ) to the location of the convention/meeting/seminar and back to the Municipal Building. Reimbursement of mileage calculated from an employees' residence or other location besides the Municipal Building will be denied. The rate for mileage reimbursement shall be the same as the Standard Mileage Rates for Business, Medical and Moving as established by the Internal Revenue Service.
4. Reimbursement for train travel to and from seminars and conferences shall only be reimbursed for travel outside the State of New Jersey if the ground transportation to the

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travel destination is greater than three (3) hours. Employees planning to be reimbursed for train travel must obtain approval from the Township Manager prior to booking. Reimbursement shall be capped at the rate of fare in Economy seating, or the equivalent fare. Transportation to/from the departure station will be at the employee's expense and will not be reimbursed by the Township. Parking of personal vehicles at the departure station will be reimbursed 100%. An original receipt for parking is required for reimbursement.

5. Reimbursement for air travel to and from seminars and conferences shall only be reimbursed if the ground transportation to the travel destination is greater than five (5) hours with normal traffic. Employees planning to be reimbursed for air travel must obtain approval from the Township Manager prior to booking. Reimbursement shall be capped at the rate of airfare in Economy seating, or the equivalent fare, or at the current per-statute mileage airplane rate set forth by the General Services Administration whichever is less. Travel insurance is not reimbursable. Transportation to/from the departure airport will be at the employee's expense and will not be reimbursed by the Township. Parking of personal vehicles at the departure airport will be reimbursed 100%. An original receipt for parking is required for reimbursement.
6. If traveling via train or air transportation, employees may rent a car at their destination when it is the least expensive mode of transportation. Expensive rental rates and parking costs, in addition to the lack of available parking generally make vehicle rental in large cities impractical. Alternative modes of transportation such as taxis and airport or hotel shuttles should be given first consideration. Requests for car rental reimbursement must be approved with analysis of the comparative costs for the available transportation options by the Township Manager before travel. Employees are required to use economy or compact cars. A midsize car may be used if there are more than four passengers all of which the Township is required to provide transportation. Travelers are responsible for daily rental costs in excess of the approved class code. Any employee under twenty-five (25) years of age shall not be approved for vehicle rental reimbursement.

Generally, drivers of rental vehicles are covered under their own automobile insurance. Employees renting a vehicle should check with their personal automobile insurance regarding coverage and requirements. Vehicle rental insurance is not reimbursable.

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