

Washington Township Expense & Travel Reimbursement Policy

Approved 3/4/2024

GENERAL

This Policy relates to expenses such as when employees travel for work, host business-related meals, or purchase items needed for work from their own personal funds. The purpose of the Policy is to ensure employees understand which expenses are covered and which are not, as well what responsibilities the employee undertakes regarding expenses.

Applies to: These regulations shall govern all employees, officials and agents of the Township of Washington "Township" who travel for the Township on official business.

Spending Limits for this policy are set forth as per the current "Washington Township Purchasing and Bid Policy".

NON-TRAVEL REIMBURSEMENTS GUIDLINES:

Employer will generally cover work-related expenses for Employees. Work-related expenses are defined as those that are directly related to Employee's work for Employer. Work-related expenses may either be directly paid by the Employer or paid initially by the Employee and reimbursed.

Please note that although work-related expenses may be generally covered, they could be subject to a cap on approved amounts. In this case, the Employee is advised to check in with their direct supervisor before incurring any work-related expenses.

Please note that every effort should be made to purchase items from approved vendors on which the township already has an account.

Employer will cover the following work-related expenses, but please be advised all below expenses are subject to approval and will not be approved categorically:

- Parts or tools
- Supplies (office, cleaning, paper products, industrial)
- Fuel
- Online subscriptions
- Certain "one-time expenses"

For expenses that Employee may wish to have covered that are not on the above list, Employee must communicate with their direct supervisor to request coverage. Please be advised that coverage is not guaranteed.

Expenses NOT allowed include:

- Parking or Moving Violations
- Alcohol
- Tobacco products
- Cannabis or any type of CBD product

Expense Documentation: Employees are responsible for submitting an approved Expense Report (Exhibit A) and appropriate receipts and cost documentation. Expense reports are to be submitted to the Township Supervisor or Department Head within two weeks from the return date.

TRAVEL REIMBURSEMENTS GUIDELINES

Authorization for Travel:

All travelers must have approval from the Supervisor or Board of Trustees prior to travel.

Travel Request Documentation: All requests for travel authorization must be submitted to the Township Supervisor prior to departing. Acceptable documentation for travel will include but is not limited to; conferences, training, or seminar registration forms. Alterations of a request after submitted will be allowed if circumstances change.

Allowable Expenses: The Township will reimburse travelers for any usual and ordinary expense incurred that is necessary for the performance of official Township business while on travel. Reimbursement will not be allowed for expenses of family members, friends or others or for personal expenses that are not related to the purpose of the trip. In the event an unforeseen expense is incurred during travel, that cost will be reimbursed only if deemed necessary and appropriate by the Township Supervisor.

Travel Expense Documentation: Each traveler is responsible for submitting a travel expense report and appropriate receipts and cost documentation. Travel Expense Reports (Exhibit B) are to be submitted to the Township Supervisor within two weeks from the return date.

Receipts or other cost documentation are required for all claimed expenses. Any receipt not submitted where required may cause the expense claim to be denied or reimbursed at a rate determined by the Township Supervisor.

The Clerk's Office will review all Travel Expense Reports to verify that all expenses claimed are approved and allowed according to these regulations.

Routing of Travel: All travel must be by a usually traveled route. In case a person travels by an indirect route for the employee's own convenience, any extra cost shall be borne by the traveler and reimbursement for expenses will be based on only such charges as would have been incurred by the usually traveled route. On-line direction programs, such as "Google Maps" will be allowed for determining the most direct route to the traveler's destination.

Mode of Transportation: After recommendation by the traveler the Department Head or Township Supervisor may stipulate the method of transportation based on cost, availability of Township vehicles, number of employees participating on the trip, travel time, and other factors. If a traveler chooses to travel contrary to the approved mode of travel, the employee will bear the additional cost of travel.

Travelers are expected to travel by the most economical mode of transportation.

Transportation by first-class air or rail will not be allowed unless justification therefore is given, and the approval of the Township Supervisor is obtained before leaving on the proposed trip.

Every effort should be made to take advantage of special rates, discounts, etc.

Lodging: The Township will reimburse travelers for lodging based on the single room rate, or lowest rate allowed a single traveler, as specifically listed on the receipt. In situations where the travelers are traveling with their family, friends or other Township travelers, documentation shall be adequate to allow separation of Township and personal cost.

Mileage: When travel requires employees to use their personal vehicle, they will be reimbursed for mileage based on the current rate. Employees who choose to use their own vehicle when a more economical mode of transportation is authorized are entitled to reimbursement for fuel only. When mileage expenses are claimed a mileage report sheet is to be submitted with the travel expense report.

Hosting Expenses: If the traveler is to represent the Township as a host and pay the expenses of a guest of the Township, these expenses are to be listed on the travel request form. Expenses to be reimbursed are subject to the same restrictions as apply to a Township traveler including proper documentation.

Other Expenses: The Township will reimburse employees for any miscellaneous expenses that is incurred for the expressed purpose of Township business. Any claimed expenses in excess of \$1.00 (one dollar) must be accompanied by a receipt. Examples of allowable expenses are:

- Local Transportation - Taxi Cabs, Bus, Subway
- Telephone Calls
- Postage & Telegrams
- Tolls
- Parking

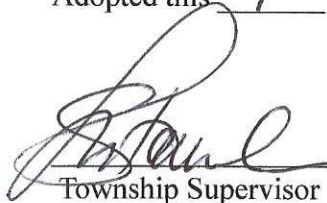
Expenses NOT allowed include:

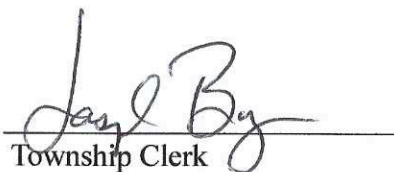
- Parking or Moving Violations
- Alcohol
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Responsibility: All employees, officers and agents are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

This policy supersedes the Washington Township Travel Policy approved and dated Feb 4, 2008.

Adopted this 4th day of MARCH, 2024.


Township Supervisor


Township Clerk

