



TRAVEL AND LOCAL PURCHASES POLICY

OVERVIEW

Some bureau staff members are required to travel and entertain in order to service the Bureau's current customer base and to cultivate new business. In addition, professional and technical conferences are important aspects in the training of employees, and travel to such conferences may be required by staff.

All staff members are expected to practice high standards of business, personal ethics and integrity while traveling on Bureau business. Bureau funds will not be used to defray personal expenses, for illegal activity or for unapproved Bureau business. Staff members are prohibited from patronizing sexually-oriented businesses while on official Bureau business and use of Bureau funds for sexually-oriented entertainment or business is expressly prohibited.

The Bureau will reimburse staff members for reasonable business-related travel and entertainment expenses incurred for the benefit of the Bureau. Staff members are expected to exercise prudent business judgment regarding travel and entertainment expenses. Staff members who submit expenses not in compliance with this policy risk a forfeiture of reimbursement. This policy does not prohibit limited, responsible consumption of alcoholic beverages.

Although the primary responsibility for control of expenses lies with each individual, it is the obligation of the Executive Director and Assistant Executive Directors to review and maintain proper control of expense accounts.

Occasionally, Bureau Board members may be requested to travel on behalf of the Bureau. Bureau Board members must comply with this policy's provisions as well; failure to do so by an individual will be addressed by the Board Development Committee.

The use of hotel occupancy tax funds for travel and entertainment expenses must meet the legal requirements for the use of hotel/motel tax in Texas. All expenses shall be charged on a bureau credit card whenever possible. All receipts shall be submitted for approval via the online expense reporting system.

Failure to comply with provisions of this policy may result in disciplinary action up to and including termination.

POLICY

Meals at Local Seminars or Meetings

Per IRS regulations, meals not included in the registration for an event (training seminar, etc.) not requiring an overnight stay will be at the expense of the staff member. When meeting with business clients, hotel community, industry peers, or local community constituents and a substantiated business connection occurs during the meal, staff can charge the meal on a Bureau credit card or request reimbursement if payment is made personally. Documentation including the date, location, and the purpose of the meeting shall be included on the receipt.

Cash Advances

1. Advances up to \$100 per person are permitted for in-town promotions such as the Byron Nelson, fam tours, press tours, sporting events, etc. to cover gratuities and incidental expenses.
2. Advances of up to \$50 per day, including travel days, are permitted when traveling out of town.
3. Additional amounts must be approved by an Assistant Executive Director or Executive Director.

4. Cash advances will not be issued until any prior advance(s) and correlating expense report(s) are reconciled with the Bureau Accountant. If back-to-back events/trips are scheduled, both advances can be requested at the same time.

Tips and Gratuities

1. Tips to a hotel bellman, doorman, concierge, etc. for package deliveries, luggage, etc. as well as housekeeping tips are reimbursable expenses. When traveling out of town, tips shall be reasonable and in accordance with local custom, and included on the trip's expense report.
2. If the expense is made locally and is \$75.00 or less, reimbursement can be made from petty cash.
3. Reimbursement for gratuities over \$75.00 paid to bus drivers, suite attendants, etc. require a receipt signed by the driver/attendant, and will be reimbursed via the expense reporting system. If a signed receipt is not submitted, the maximum reimbursable amount is \$75.00. All receipts must include the name of person who received the gratuity.

Entertainment

1. Entertainment of business clients is acceptable when business is the primary purpose and the Bureau goals are enhanced by the expense. Business clients include: hotel community, industry peers, employees of other city departments who are Bureau partners, industry suppliers who provide mutual business development opportunities, and community constituents. Sexually-oriented entertainment is not allowed under any circumstances.
2. Client name(s), company, date and location of entertainment, and the nature of the business discussion or activity shall be detailed within the expense reporting system.
3. Expenses for entertainment at a staff member's private residence will not be reimbursed.
4. Entertainment involves staff members and client(s). If the client brings a guest, staff may also do so. If the client does not have a guest, staff shall obtain supervisor approval to bring a guest. If the client was expected to bring a guest, and the guest is a late cancellation, the staff member may still bring a guest, but the cancellation should be noted on the receipt. If no clients are available to attend, rather than leaving seats empty, additional CVB staff and/or guests may be invited in order to fill the table. The supervisor's approval must be noted on any receipt involving staff guests.

Client Amenities

1. Purchases of items for clients such as cookies, pastries, flowers, gift baskets or gift cards of reasonable value are allowable expenses. Documentation shall include the name of the client(s) and purpose for giving the item to the client(s). Purchases require supervisor approval.
2. Purchase of amenities or gifts for clients for personal occasions (birthday, wedding, birth of child, retirement, memorials for condolences, etc.) requires prior written approval by an Assistant Executive Director or the Executive Director.

Budgeted and Unbudgeted Travel

1. Budgeted travel includes those trade shows, conferences and events that are specified in the annual budget process and approved by the Board of Directors and City Council. Upon adoption of the budget, staff members are authorized to proceed with arrangements to attend the show or event.
2. Unbudgeted travel includes additional travel opportunities that arise during the budget year and are not specified in the annual budget process. An individual travel budget worksheet shall be completed by the traveler and approved by supervisory personnel for unbudgeted travel. The worksheet shall include all expenses such as registration, booth fees and expenses, and travel costs and shall be saved in the individual's budget folder.
3. Travel by the Board of Directors shall be included in the annual budget process and approved by the Board of Directors and City Council. Unbudgeted travel by the Board requires Board and Council authorization.

Transportation

1. Air Travel

- a. Travelers are expected to purchase tickets at the lowest coach fare available. If the flight duration exceeds 5 hours, travelers may purchase tickets at the lowest business class fare available.
- b. If a substantially reduced airfare is available with a Saturday night stay over, the Bureau will cover additional hotel and meal expenses provided the total of these expenses do not exceed the airfare savings. To support the additional day's expenses, the traveler must attach a copy of both airfare quotes to the expense report. Prior approval by an Assistant Executive Director or Executive Director is required.
- c. If the cost of the airline ticket is \$1,000 or over, approval from the Executive Director must be obtained prior to purchasing the ticket.
- d. Changes to tickets that result in an increase in net cost for the trip require written justification and supervisor approval. Documentation should be attached to the changed ticket. Changes for non-emergency personal reasons are the responsibility of the traveler.
- e. The cost for additional flight insurance is not an allowable expense.
- f. The cost for in-flight entertainment (i.e., headsets, movies, etc.) is not an allowable expense.
- g. The cost for internet usage (within reason) while in-flight is an allowable expense.
- h. The cost for preferred seating (within reason) is an allowable expense; this is specific to aisle or window seats, not to first class or business class seating, other than when those are allowable expenses.
- i. The cost for additional suitcases/baggage (within reason) is an allowable expense; this includes the surcharges airlines have implemented for checked luggage, including a second checked bag. If overnight delivery of luggage (via Fed Ex, UPS, etc.) is cost-effective for a particular trip, this is an allowable expense.
- j. Enrollment in an FAA/Customs Registered Traveler Program, or other such programs that may be established, is an allowable expense.
- k. If choosing to personally upgrade to a first-class seat, documentation for the same flight at coach cost must be included, and you must reimburse the bureau for the difference, less \$60 for preferred seat selection and \$50 for round trip luggage (unless you only carried on), which the bureau would have paid for regardless.

2. Ground Transportation

- a. A maximum of \$100.00, excluding gratuities, for ground transportation (includes mileage, parking, tolls, taxi/Uber) to/from DFW Airport or Love Field is allowed per trip.
- b. Mileage and tolls to/from DFW Airport or Love Field shall be included on the expense report. Mileage is calculated to/from the Bureau offices for weekdays; to/from home on weekends and city holidays.
- c. The costs for ground transportation at the destination are reimbursable only if required for business purposes. Receipts shall include the date, the originating location and the destination. If a receipt is not available, the same information shall be included on the expense report.
- d. If approved by an Assistant Executive Director or Executive Director in advance, the traveler can use a personal vehicle for a trip. Mileage will be paid up to the cost of an airline ticket. Reasonable incidentals, such as tolls and parking at the destination, are not included in the calculation and are reimbursable. Mileage shall be included on the expense report. The traveler is responsible for gas, cleaning, repairs and insurance costs for his/her personal vehicle.
- e. Car rentals shall be at the mid-size level if the traveler is alone; upgrades are allowed if traveling with other passengers/clients or large quantities of business materials. Rental insurance shall not be purchased; the City of Irving's insurance coverage is applicable. The traveler is expected to fill up the car with gas prior to returning to the rental agency; purchasing the pre-paid gas option is discouraged. If receiving free upgrades to a higher-level vehicle, documentation must be included reflecting same rates of the original level vehicle.
- f. Traffic fines and violations are not reimbursable expenses.

3. Local Transportation

- a. Mileage for business-related travel will be reimbursed at the current IRS allowable rate, as well as tolls incurred. Expense reports shall be submitted requesting reimbursement at a minimum on a quarterly basis. Mileage & tolls submitted after the closing of the books for the prior budget year will not be reimbursed. Refer to the City of Irving Mileage Policy for additional information.

- b. Staff members who drive personal vehicles for Bureau business will be responsible for maintaining a valid driver's license, maintaining proper insurance coverage, and keeping the vehicle in road-worthy condition. In the event of an accident, staff should contact their own insurance company for processing. Staff will be required to provide a valid driver's license and proof of insurance to the Bureau upon request. Staff are responsible for cleaning and upkeep of their personal vehicles. In limited circumstances (i.e., company vehicle is not available), a standard cleaning at a local car wash may be authorized by the Assistant Executive Director or the Executive Director.
- c. Bureau-owned/CC-leased vehicles are for business purposes only. Staff members are not authorized to use company vehicles for personal business. Bureau activities may occasionally require the staff member to keep the vehicle overnight. Vehicle users are expected to return vehicles with at least ½ tank of gas and in good condition inside (clean, no trash, food papers, etc.) and out. Vehicles shall be filled with mid-grade gas using a Bureau credit card or cash. Receipts shall note the mileage at the time of refueling.
- d. Traffic fines and violations are not reimbursable expenses, unless the violation is a result of the Bureau's negligence (i.e., expired inspection sticker, etc.).

Lodging

1. Lodging shall be secured at the most reasonable rate available. Travelers are encouraged to use the designated hotel room block when applicable.
2. If the room rate exceeds \$350 for any day (prior to taxes), prior approval must be obtained from the Executive Director. Written documentation shall be included with the expense report noting why that specific hotel property was booked.
3. Lodging shall be charged on a Bureau credit card at check-out. The traveler is responsible for verifying the accuracy of the statement and resolving any discrepancies with the charges.

Meals (Personal/Non-entertaining)

1. Actual expenses for personal food and beverage when traveling out of town are allowed up to a total amount of \$100 multiplied by the number of days the employee is traveling.
2. A receipt from the eating establishment shall be included with the expense report. If paying with cash and a receipt is not available, the name and location of the eating establishment, the date, and cost shall be detailed on the expense report.
3. Staff are encouraged to request split checks when dining together without clients, as the individual per diem rate applies.

Long Distance Phone Calls /Internet

1. For employees who receive a phone allowance, phone calls must not be made on hotel phones. When traveling out of town, employees who do not receive a phone allowance may be reimbursed for business calls and one personal call per day via their personal phone, if there is an additional cost above their regular plan charge. Long distance calls on hotel phones when traveling are extremely discouraged.
2. Reasonable internet connection charges are allowable expenses.

Miscellaneous

Local

1. When paying personally for the purchase of office supplies, meeting refreshments, etc., the employee is responsible for providing the vendor with a tax-exempt certificate so that tax is not added to the purchase. If a receipt is submitted that includes a significant tax amount, the tax will not be reimbursed. Every effort should be made to have the tax removed. Additionally, receipts under \$75 may be submitted to petty cash for reimbursement.
2. Employees may stay at the conference/headquarters hotel when serving as a member of the host committee for an in-area convention/conference, and may request approval in advance from their supervisor for other in-area conventions/conferences. Food & beverage maximums will apply just as if the conference was being held out of town.

When Traveling

3. Personal expenses (other than meals) will not be reimbursed. These include, but are not limited to: health club, airline club memberships, pay television, personal entertainment expenses, books, magazines, newspapers, toiletry items, spouse/companion travel expenses, passports.

4. Supplemental convention/tradeshow activities (which may occur prior to or immediately following the core event, as well as during the core event) can provide additional networking or client development opportunities; these expenditures must be approved in advance by an Assistant Executive Director or Executive Director.
5. Business trips that are preceded by or extended into personal trips require prior approval by a supervisor. A copy of the airline fare that would have been purchased if the trip did not include a personal side trip shall be submitted with the actual airline ticket purchased along with reimbursement due to the Bureau for any increase in the cost of airfare. The traveler will be responsible for all expenses up to the final meal on the day prior to the first day of business and/or the first meal on the day after the conclusion of business.
6. For business trips that are 5+ days in length, reasonable dry cleaning charges will be reimbursed.
7. In the event that an emergency situation arises for the traveler while out of town on Bureau business, the Bureau will cover the cost to return the traveler to Irving. The Executive Director has the authority to define an emergency situation.
8. In the event of FAA-, airline-, weather or other such non-traveler-induced flight delays or cancellations, the traveler may be reimbursed for reasonable expenses as approved by the Executive Director.

General

9. When attendance at a black-tie event is required, the Bureau will rent black-tie/formal attire if necessary. If a staff member owns his/her own formal attire, the Bureau will reimburse for reasonable dry cleaning charges before or after the event (but not both) upon submission of a receipt from the dry cleaner; dry cleaning can also be charged to the hotel if traveling.
10. The Bureau will pay for raffle tickets purchased at industry events where the tickets are used to support the association, or for mulligans purchased for clients and staff when playing golf in a Bureau-hosted event. If a prize of significant value (\$25 or more) is won by a staff member and the Bureau has paid for the raffle ticket or mulligan, the prize will become the property of the Bureau. It is the responsibility of the employee to report any personal gains to the Internal Revenue Service, and to report any company gains to the Bureau.

EXPENSE REPORTING

1. Expenses (other than transportation) incurred prior to arriving at the local airport before a trip and after leaving the local airport upon returning from a trip are not allowed.
2. All expenses relating to the trip shall be included on the expense report, including but not limited to: registration, airfare, hotel, meals, local mileage to/from airport, entertainment, gratuities, car rental, transportation and parking at the destination, and allowable incidentals.
3. All cash and charge items entered into the expense reporting system shall include the vendor name, date, amount and purpose for the expense. If a receipt is unavailable, the same information shall be detailed on the expense report. A receipt for any single reimbursable expense over \$75 is required. Staff members are encouraged to obtain a bona fide receipt, completed by the vendor, when using cash. Excessive cash receipts will be examined closely.
4. Reimbursement of unexpended funds from cash advances and any reimbursement for non-allowable expenditures are due within 3 days after verification & approval by accountant.
5. All credit card charges showing in the Expense Reporting System must be coded by the last day of every month, even if the expense report is not completed.
6. Out-of-town expense reports shall be submitted to your supervisor within 10 business days following the return to the Bureau. In the event of back-to-back trips, reports are due within 10 business days following the return to the Bureau after the second trip. Failure to submit a report within the 10 business days may result in cancellation or revocation of the Bureau credit card at the direction of the Executive Director. The card may not be returned to the employee until all delinquent reports have been submitted to the employee's supervisor.
7. Local expense reports shall be submitted weekly for non-out-of-town travel and other credit card expenditures.
8. Expense reports for Mileage and Cell Phone Reimbursement must be submitted monthly by the 30th of the following month in which the expenses were incurred, otherwise reimbursement for that month may not occur. For clarification, cell phone expense incurred date means the "Due Date" of the monthly cell phone bill.
9. Per IRS regulations, reimbursement of all expenses **submitted** after 60 days of occurrence will be included on the employee's W-2 as taxable income.

10. Supervisors shall have 5 business days to review and accept/reject submitted expense reports.
11. At Year-End (September 30), ALL expense reports must be submitted for review by October 5 or other date as directed by the Accountant.
12. The Bureau Accountant has autonomy when auditing expense reports. Reports will be audited within 5 business days of the receipt of the report by the Accountant and will be returned to the employee for additional information or clarification if necessary. Reimbursement of expenses may not be processed until he/she completes their verification of accuracy and compliance with the travel policy, all receipts are received, and all outstanding questions on the report are answered. The Executive Director's reports will be reviewed and approved by the Chair of the Board or the Vice Chair in his/her absence.
13. Expense reports are the responsibility of the employee, not the support staff nor the Accounting Department. Falsification of receipts or other expenses will subject the employee to disciplinary action, up to and including termination of employment.

*Any exceptions for staff members to these guidelines shall be submitted in writing and approved by the Executive Director.
Any exceptions for the Executive Director shall be submitted in writing and approved by the Chairman of the Board.
Documentation shall be submitted to the Bureau Accountant with the expense report.*