

City of Minneapolis
LOCAL TRAVEL AND REIMBURSEMENTS POLICY
For City Employees and Officials

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| Title | Travel Policy - Local Travel Section |
| Origin | Council approved policy |
| Dates | Approved as of 4/03 (current as of June 2018) |
| Links | http://www.ci.minneapolis.mn.us/www/groups/public/@finance/documents/webcontent/wcmssp-211578.pdf |
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1.0 Policy Purpose

The City of Minneapolis recognizes the need for local business travel by its employees and by its elected or appointed officials (hereafter “officials”) and through this policy, assigns the responsibilities connected with local travel for government business purposes.

2.0 Policy Scope

This Local Travel Policy applies to business travel expenses incurred by City employees and officials when the trip does not involve overnight travel. The City’s Ethics Policy shall be incorporated into this Policy by reference.

3.0 Public Interest Requirement

The primary purpose of all local travel must serve a public interest related to the City of Minneapolis government. Business travel satisfies the “public interest” requirement if the authorized trip’s primary purpose is to accomplish work-related tasks or for professional development.

4.0 Travel Expenses and Reimbursements

4.1 All travel expenses must be approved by an authorized signatory in the traveler’s department. An authorized signatory is any person in a job title that is identified as a “position authorized to sign contracts” according to the Finance Department records. The City will reimburse appropriate and documented business expenses incurred while traveling as a City of Minneapolis representative.

4.2 Local transportation expenses that may be reimbursable include business mileage and parking fees for the following types of trips:

- a)** Going between two City of Minneapolis government facilities or job-sites, all within the scope of City employment.
- b)** Going to or from a City-related business meeting, training session or temporary workplace away from your regular City workplace(s).

5.0 Policy Responsibilities

5.1 Mayor/City Council

The Mayor and City Council will set travel policies for the City of Minneapolis employees and officials.

5.2 Finance Officer

The City Finance Officer is responsible for interpreting the Local Travel and Reimbursements Policy and shall develop, revise and publish administrative rules and procedures to implement the adopted policy. Those administrative rules and procedures shall be incorporated into this Policy by reference.

5.3 Department Heads

Department heads are responsible for ensuring that local travel is for City business and is consistent with City policies and procedures. Department heads or their authorized signatories shall approve expense payments for local travel. Department heads may choose to implement more stringent travel policies and procedures for management purposes.

5.4 Travelers

Travelers are responsible for following the City's policies and procedures and must promptly submit requests for reimbursement with the appropriate documentation.

6.0 Effect on Other Policies

This policy supercedes any and all previous City of Minneapolis policies on business travel unless an exception is listed below.

6.1 Any City of Minneapolis ordinance related to local travel or parking by employees for business purposes shall supplement this policy if there is no conflict between the ordinance and this policy. Any relevant ordinance shall supercede this policy if there is a conflict.

6.2 Overnight business travel by City employees and officials is governed by the City's Overnight Travel Policy.

6.3 Historically, Council members and their staff have not received any mileage reimbursement because local travel was a required part of their job duties and because the salaries had been previously increased to account for this business expense. This rule was modified on April 21, 2000 through the following Council action:

“[Council Member Joan] Campbell moved that when traveling outside the seven county area on City related business, Council Members and their staff be reimbursed for mileage at the federally authorized rate.” (The seven-county metropolitan area includes Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties.)

6.4 This Policy does not apply to the Police Department's business travel account for crime investigations.

6.5 This Policy does not apply to travel expenses incurred by consultants performing work on behalf of the City of Minneapolis. Those items are governed by the City's contract management policies and procedures.