

## TOWN OF LANCASTER

### EXPENSE AND REIMBURSEMENT POLICY

Adopted by the Town Board of the Town of Lancaster, NY on June 21, 2021

#### PURPOSE

The Town of Lancaster has adopted this policy to establish criteria for reimbursement of eligible expenses incurred by Town departments, boards, committees, employees and officers.

#### SCOPE

This policy is the standard that applies to all regular and seasonal, part-time and full-time Town employees, consultants, departments, boards, committees, and officers.

#### POLICY

The following are reimbursable expenses which will be considered upon submission of an itemized receipt attached to a voucher/purchase order or expense report signed by the department head to the Assistant to the Town Supervisor within 90 days of incurring the expense:

1. Supplies purchased for business purposes can be reimbursed at cost and will become permanent property of the Town (itemized receipt required).
2. Attendance at Town business-related conferences, association meetings, seminars, and trainings - **must be authorized in advance by the Town Board.**
  - A. Registration Fee for event.
  - B. Purchases of reference materials for use by Town departments and will become permanent property of the Town.
3. Town requested/required professional licenses and renewals.
4. Travel (including pre-approved trips) may be reimbursed regardless of the type of transportation used with the following guidelines being implemented:
  - A. Use of Town-owned vehicles is encouraged whenever possible.
  - B. No official or employee shall request or permit the use of Town-owned vehicles for personal convenience or profit.
  - C. When two (2) or more Town employees and/or officials are attending the same function that requires travel, such individuals are encouraged to travel together.

D. Should an accident occur while traveling for Town business, immediately report it to the Town Clerk's Office (716) 683-9028.

E. Mileage:

- 1) Reimbursement for private vehicles used while conducting Town business will be at the rate established annually at the Organizational Meeting.
- 2) Purchases for fuel in Town-owned vehicles only.
- 3) For local destinations, round trip to location of meeting (only), starting from a Town Building or legal residence of the driver to the event and by most direct route; and returning to Town Building or legal residence of the driver where the trip originated from.
  - a. If most direct route is not used and additional expenses are incurred, such expenses shall be considered with limited reimbursement accordingly.
- 4) For over-night destinations, round-trip starting from Town Building or legal residence of the person driving to hotel/motel and round-trip from hotel/motel to the location where the employee is expected to attend training or conduct Town business and from hotel/motel or business location returning to Town Building or legal residence of person driving where the trip originated from.
- 5) Miles will be calculated using <https://www.mapquest.com/directions>.

F. Air Transportation with receipt

G. Public Transportation – Cab, buses, train, etc. explanation of charge to be included with receipt.

H. Thruway Tolls & Parking.

5. Phone Calls from destination to acknowledge safe arrival, Emergency phone calls & business calls to Town.

6. Meals will not exceed \$8.00 for breakfast, \$10.00 for lunch and \$14.00 for dinner. No more than two (2) en-route meals to be allowed. **An itemized receipt detailing the allowable meal items must be provided.**

A. Gratuities on Meals, limited to 18% of total cost of meal (for authorized individual/employees only), per approved amounts state above.

7. Gratuities for Other Items shall be individually specified on voucher with documentation attached to support validity.

8. Lodging a hotel/motel receipt to accompany claim. Should multiple people share a room only one authorized individual will be reimbursed.
  - A. A hotel tax exempt form (ST-129) must be completed and utilized for all lodging with New York State.
  - B. Lodging shall be at a hotel/motel reasonably close to the location where the employee is expected to attend training or conduct Town business.
  - C. Hotels and motels that offer governments rates to public employees shall be given first consideration.
  - D. Family members or other persons traveling on an official trip with the employees are allowed. However, expenses attributable to these other individuals will not be reimbursed by the Town of Lancaster.

### **NON-APPROVED EXPENSES**

The Town of Lancaster WILL NOT honor claims for reimbursement for the following items (exclusions):

1. Tax paid on any purchase.
2. Alcoholic beverages, mixers, ice, snacks or related items.
3. Vehicle repairs & equipment of personal vehicles when used for business (i.e. tires, wiper blades, brakes, etc.)
4. Valet Services
5. Loss or damage of personal vehicle or property.
6. Traffic violations and related fines or penalties.
7. Court charges.
8. Laundry Services
9. Entertainment
10. Liabilities.
11. Medical payments or medications unless the result of an accident occurring while on Town business.
12. Transportation expenses other than mileage, parking or tolls.
13. Additional insurance premiums.
14. Damage claims against authorized agent/s.
15. Additional gratuities on package plans where gratuities are already included.

### **VIOLATIONS**

Any employee violating this policy will be subject to disciplinary actions up to and including termination of employment, pursuant to applicable disciplinary standards and procedures established by law and/or collectively bargained agreements.