

**TOWN OF KEYSTONE
Summit County, Colorado**

RESOLUTION 2024-48

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
ADOPTING TRAVEL REIMBURSEMENT POLICIES AND PROCEDURES**

WHEREAS, Colorado law, C.R.S. § 31-15-302(1) provides that a Town has the authority to “provide for payment of debts and expenses of the municipality”; and

WHEREAS, The Keystone Town Charter Articles 1 and 10 reaffirms the authority of the Town to make expenditures in the best interests of the Town; and

WHEREAS, Town Council desires to approve the reimbursement or payment of all costs and expenses connected with travelling for Town purposes.

Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that:

Section 1. The Travel Reimbursement Policies and Procedures attached hereunder shall be adopted as the policies and procedures of the Town of Keystone

Section 2. Effective Date. This Resolution shall take effect upon its approval by the Town Council.

ADOPTED by a vote of 6 in favor and 0 against, this 11th day of June, 2024.

DocuSigned by:
By: Kenneth D. Riley
FFCC105F18734F9
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

DocuSigned by:
By: Madelaine Sieber
34E4BE3F50A1A21
Town Clerk

DocuSigned by:
By: Jennifer Madsen
89753094A1B74EC
Town Attorney

TRAVEL REIMBURSEMENT POLICY AND PROCEDURES

1. PURPOSE

This policy establishes uniform procedures for Town of Keystone reimbursement of travel expenses.

2. GENERAL

- a. **Applicability.** These Policies and Procedures apply to all employees, elected officials, and appointed officials who travel on behalf of the Town (“traveler”).
- b. **Responsibility.** It is the responsibility of both the traveler and the Town Manager to ensure compliance with the Town’s travel policies and procedures.

3. POLICY

- a. **Travel on Town Business.** It is the responsibility of both the traveler and the Town Manager to ensure that all travel charged to the Town, including transportation, lodging, meals, and incidental expenses, is necessary and accomplished for the benefit of the Town and that such travel is accomplished at the most economically reasonable cost.
- b. **Prior Approval of Travel.** All travel for the benefit of the Town must have prior approval of the Town Manager for payment or reimbursement of travel costs.
- c. **Tax-exempt Certificates.** All travelers should obtain a copy of the Town’s tax-exempt certificate and use it to waive taxes whenever possible.
- d. **Travel Expense Reimbursement and Advances.** The Town will reimburse certain reasonable and necessary expenses incurred by employees and non-employees for travel expenses and may pay in advance for the expenses. All reimbursements and advances are subject to the following rules and restrictions:
 - i. The amount of the reimbursement or advance does not exceed the maximum reimbursement rates established in these procedures for the period in which the travel is to be performed.

- ii. A reimbursement or advance is not available if travel is provided at no cost to the Town or provided by a non-employee.
 - iii. Full settlement of travel reimbursement claims should be made within thirty days after travel is completed. No additional reimbursements or advances will be made until settlement of outstanding reimbursement travel claims is fulfilled.
 - iv. Meals and other expenses which are covered in a pre-submitted registration fee may not be included in the request for reimbursement or advance.
- e. **Transportation.** The most economically reasonable transportation must be used to accomplish the purpose(s) of the trip.
- i. Whenever reasonable, only one vehicle should be used when more than one person is traveling to the same location.
 - ii. If available, a Town owned vehicle should be used for all authorized regional travel unless circumstances and conditions make the use of other types of transportation more advantageous to the Town. Receipts for gas purchases should be saved and given to the Town Manager upon completion of travel.
 - iii. The U.S. General Services Administration lists two rates for the use of privately-owned vehicles; a higher rate when a government owned vehicle is not available or when use of the private vehicle is approved, and a lower rate when a government owned vehicle is available and the employee elects to use their privately owned vehicle. The Town will reimburse mileage by utilizing this criterion. To view the current rates for milage go to <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement>
 - iv. Rental or leased cars may be utilized when authorized by the Town Manager. Every effort should be made to rent from those agencies offering discounts for governmental employees.
- f. **Lodging and Meal Allowances.** Rates will be based on the current year's rates set by the U.S. General Services Administration. To view the current

rates for meals and lodging go to <https://www.gsa.gov/travel/plan-book/per-diem-rates> .

- i. Special Circumstances. When, in the judgment of the Town Manager, the above restrictions pose an undue hardship on the employee, extra compensation may be provided.
- ii. Reimbursement Exclusions. When overnight accommodations are furnished at no cost to the traveler, no reimbursement may be claimed for lodging. When meals are included in a conference or workshop registration fee, transportation fare, or are otherwise furnished at no additional cost to the traveler, no meal allowance may be claimed.
- iii. When making arrangements to attend a conference, if the hotel conference rates exceed the GSA rates, a minimum of three (3) comparable hotels must be obtained and turned in with the travel expenses.

g. Other Travel Expenses. In addition to the expenses referred to above, the following actual necessary and reasonable costs incurred in approved travel may be claimed on the Travel Expense Request for reimbursement:

- i. *Registration fees (receipt required)
- ii. *Local transportation costs actually paid by traveler. Receipt required if over \$20.00 for each individual ride in commercial vehicle.
- iii. * Parking fees (receipt required if over \$10.00)
- iv. *Rental car costs (receipt required)
- v. *Road toll charges
- vi. *Gratuities not to exceed 20% of total cost of bill
- vii. *Other incidental expenses if approved by the Town Manager

h. Non-reimbursable Expenses. Only those expenses detailed above are eligible for reimbursement or advanced payments. Any other expenditures by the traveler (including those listed below) ARE NOT AUTHORIZED for reimbursement:

- i. *Entertainment expense
- ii. *Personal expenses, such as laundry, valet services, etc.
- iii. *Cost of travel insurance or airfare change fees
- iv. *Cost of alcoholic beverages