

CHARLOTTE FIREFIGHTERS' RETIREMENT SYSTEM
TRAVEL REGULATION
(Adopted by Board 4/30/96)

Section 1 – General

- A. This regulation shall apply to all trustees and staff of the Charlotte Firefighters' Retirement System who submit a travel voucher for expenditures/reimbursement. This regulation shall also apply to any other person who has received prior approval from the Board of Trustees and submits a travel voucher for expenditures/reimbursement.
- B. It shall be the responsibility of the Administrator to ensure compliance with this regulation and shall certify such compliance on the travel voucher. The Treasurer shall be responsible for all travel performed by the Administrator and shall certify such compliance on the travel voucher. The Board of Trustees shall have the right to question any travel voucher which does not appear to comply with this regulation and/or waive any portion contained herein when warranted by special circumstances.
- C. Any person traveling under the provisions of this regulation must have prior authorization of the Board and is expected to exercise comparable care in incurring expenses that a prudent person would exercise if traveling on personal business. The Chairman of the Board may authorize travel on behalf of the Board when the estimated expenses are less than \$1,000 and warranted by the circumstances. The Chairman must poll the Board for authorization when the estimated expenses are \$1,000 or more.
- D. Any travel voucher submitted pursuant to the provisions of this regulation must be approved at a proper meeting by the Board. Upon approval by the Board, the Chairman and Treasurer shall sign said voucher certifying such approval. The Chairman or the Treasurer shall have the authority to approve any cash advance or pre-paid expenditure relative to any authorized travel under this regulation.

Section 2 – Cash Advance

- A. Any person authorized to travel under this regulation may request a cash advance for the estimated travel expense through the Administrator.
- B. Any person who has received a travel advance must file a Travel Expense Voucher with an accounting of the actual expenses incurred, plus any required receipts and documentation, within 15 days after completing authorized travel. If said person owes the System money (cash advance exceeds travel expense less any pre-paid expense), then the amount owed must be paid to the system before a second cash advance may be issued, unless the subsequent travel shall commence within 15 days after completing authorized travel. In no case shall more than two cash advances be outstanding.

Section 3 – Travel Expense Voucher

- A. Any person who has been authorized to travel pursuant to the provisions of this regulation must complete and file the form Travel Expense Voucher with the Administrator within 15 days after completing such travel. This form is used to properly account for the actual expenses and to determine any amount that may be owed to the System or the traveler as a result of authorized travel.
- B. It shall be the responsibility of any person authorized to travel pursuant to this regulation to maintain an accounting of expenditures properly chargeable to the System so that the information is available to prepare the voucher upon the completion of the authorized travel. All supporting receipts must be attached to the voucher for all items of expense

when required by this regulation. All receipts must be original or copies certified by the party accepting payment for the expense.

- C. Any person completing and filing a Travel Expense Voucher with the Administrator must certify the appropriateness of such voucher.

Section 4 – Transportation

- A. Transportation for all authorized travel pursuant to this regulation is to be accomplished in the most direct and usually traveled route. If any person travels by an indirect route due to personal choice, such person shall personally assume any costs that exceed the most direct and usually traveled route.
- B. Public Carrier:
 1. Any person traveling pursuant to this regulation and when travel is to be by public carrier shall make such necessary arrangements through the Administrator.
 2. All travel is to be by the most economical mode of transportation at the coach-class fare. Any person traveling by other than the most economical and/or coach-class fare shall personally assume any cost which exceeds such authorized transportation.
- C. Privately Owned Vehicle:
 1. Any person traveling by privately owned vehicles shall be authorized reimbursement/expenditure at the mileage rate established by the City of Charlotte for similar travel from time to time, subject to any limitations contained herein. The Administrator shall verify such rate with the Finance Department, City of Charlotte.
 2. Any person traveling by privately owned vehicle so as to include a vacation or some other personal travel may do so; however, the maximum authorized reimbursement/expenditure shall be the lesser of the actual or permitted miles multiplied by the established mileage rate, plus parking fees and toll way charges, or the transportation cost had the most expeditious commercial air travel been utilized, including airfare, round-trip mileage from traveler's personal residence to the airport, parking, taxicab, etc.
 3. Any claim for allowable mileage must be reported on the Travel Expense Voucher for reimbursement/expenditure. Within the meaning of this regulation, allowable mileage shall be that mileage which is reasonable and direct from point to point as determined by the Administrator.
 4. Other than the allowable mileage multiplied by the established mileage rate, any expenses associated with operating a privately owned vehicle within the provisions of this regulation shall not be eligible for reimbursement/expenditure.
 5. It is the responsibility and liability of any person traveling on authorized travel pursuant to this regulation by means of a privately owned vehicle to ensure that both driver and vehicle are properly licensed and also be adequately protected by personal liability and property damage insurance. The Charlotte Firefighters' Retirement System shall assume no liability for any use of a privately owned vehicle pursuant to the provisions of this regulation.

- A. The maximum allowable travel time from point of departure to point of destination, and vice versa, for the determination of lodging and meals qualifying for reimbursement/expenditure is 24 hours. For the purpose of this regulation, the maximum allowable travel time means the continuous 24-hour period that immediately precedes the commencement of business activity for which the travel has been authorized. The Administrator has the authority to extend such travel time beyond 24 hours if in his or her judgment reasonable direct public carrier accommodations could not be accomplished and/or it is most economical for the Retirement System.
- B. The maximum allowable lodging for reimbursement/expenditure will be the lesser of the single occupancy rate or the actual lodging expense paid. Lodging must be itemized by day on the Travel Expense Voucher and supported by a paid receipt attached to the voucher.

When hotel or other lodging can be shared with another person authorized and traveling on System business, such sharing shall be encouraged. If hotel or other lodging is shared pursuant to this paragraph, reimbursement will be reduced by an appropriate amount of the bill, based on the number of persons occupying the room.

- C. When a traveler is entitled to a full day's allowance for meals, the amount expended for any particular meal is left to the discretion of the traveler, but the total for all meals in one day shall not exceed the maximum daily allowance of \$40, except when a receipt is provided for any meal that exceeds the per meal allowance as specified in this subsection.

Whenever meals are served on plane flights, which are two or more hours, or whenever meals are included in conference (workshop, etc.) activities, then the traveler shall not be entitled to any meal allowance for those particular meals. An exception may be made if the traveler has a valid reason for not partaking of such meal(s). The reduction to the maximum daily allowance for those particular meals that the traveler is not entitled to such allowance shall be computed at a rate of \$8 for breakfast, \$12 for lunch, and \$20 for dinner.

The cost of guest meals is allowable only if it can be shown that such cost was incidental and necessary to conduct official System business.

Section 6 – Miscellaneous Expenses

- A. **Registration Fees:** Registration fees, or other similar expenditure, for an authorized conference, seminar, workshop, meeting, etc., are allowable for reimbursement of the actual amount expended. A supporting receipt must be attached to the Travel Expense Voucher.
- B. **Parking Expense Fees:** Parking fees for authorized travel by privately owned vehicles and/or rental cars are allowable for reimbursement of the actual amount expended. A supporting receipt must be attached to the Travel Expense Voucher.
- C. **Toll Way Charges:** Toll way charges for authorized travel by a privately owned vehicle and/or rental car is allowable for reimbursement of the actual amount expended.
- D. **Taxicab, Limousine, and/or Rental Car:** Necessary taxicab and/or limousine fees are allowable for reimbursement for the lesser of the reasonable or actual amount expended only when a traveler can justify its use instead of taxicab and/or limousine use. A

traveler, at personal liability, may utilize a rental car in lieu of taxi or limousine and be reimbursed up to the cost of taxi/limousine.

A supporting receipt must be attached to the Travel Expense Voucher for each individual claim of \$10 or more.

- E. **Gratuities:** Reasonable and appropriate gratuities and tips are allowable for reimbursement of the actual amount expended, subject to the following maximums:
1. **Waiter** – The maximum daily tip for meals is 15% of the allowable amount of the maximum daily meal allowance;
 2. **Baggage Handling** – The maximum amount allowable for reimbursement shall be the lesser of the actual expenditure or \$2 for each handling/checking of baggage; and
 3. **Taxicab and/or Limousine** – The maximum tip allowable for reimbursement shall be the lesser of the actual expenditure or 15% of the taxi fare.
- F. **Other Miscellaneous Fees:** Any fee or charge not otherwise specifically stated in this regulation may be allowed for reimbursement for the lesser of the reasonable or actual expenditure; provided, however, the traveler justifies and explains on the Travel Expense Voucher why such expenditure was incidental and necessary to conduct official System business.

A supporting receipt must be attached to the voucher for each individual claim of \$10 or more.

Section 7 – Sponsored Travel

The travel expenses of trustees and/or staff may be paid by a third-party when the travel is related to the traveler's participation as a speaker, moderator and/or in a planning/organizing/oversight capacity. The Board of Trustees shall be promptly notified when a trustee or staff member will have any amount of their travel covered by a third party.