CITY OF MILTON

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Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Al Hulick, City Administrator
Date: April 19, 2016
Subject: Discussion and Possible Action Regarding Changes to the Business Travel Policy

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Summary

The Milton Employee Handbook (Section 6.12 Business Travel Expenses) covers how employees are reimbursed for reasonable business travel expenses incurred while on assignments away from the normal work location. As the needs for travel and the expenses related to travel continue to change, the City has often times found itself in a position where training has become unaffordable due to distance barriers. Therefore, the City Administration is recommending a change to the mileage reimbursement portion of the Employee Handbook.

The proposed changes eliminate the 70-mile distance restriction. However, it also lowers the reimbursement amount on personal vehicle usage from the IRS Business Rate of $0.565/per mile to be tied to the IRS Charitable Rate of $0.145/per mile. This rate only applies of the employee chooses to take their own vehicle for travel and an alternate City owned vehicle is available. If a City owned vehicle is not available, the employee who then has to use their personal vehicle will still be reimbursed at the IRS Business Rate of $0.565/per mile.

This change will drastically lower the cost of conference and training travel costs for the City and allow employees to take advantage of more training opportunities throughout the year.

Recommendation

The City Administration recommends the City Council approve the changes to Section 6.12 (Business Travel Expenses) to the City Employee Handbook.