



**TOWN OF HANOVER**  
**BOARD OF SELECTMEN**  
550 HANOVER STREET, SUITE 29  
HANOVER, MASSACHUSETTS 02339  
781-826-5000 ext. 1084

*Brian Barthelmes, Chairman*  
*Susan Setterland, Vice-Chair*  
*Robert O'Rourke*  
*David Delaney*  
*John Tuzik*

**TRAVEL & EXPENSE POLICY**

**17 - 02**

**I. Purpose:**

It is the purpose of this policy to provide the Town Manager's direction to Department Heads regarding what employee expenses are reimbursable, under what circumstances, and the procedures to request such reimbursement.

It is the responsibility of the traveler to make prudent travel decisions in compliance with the policy, to keep costs within reasonable limits, and to report expenses according to established expense reporting policy. Failure to comply with these policies may result in the employee incurring personal charges and/or reduced reimbursement, and may lead to disciplinary action, up to and including termination. Employees need to submit documentation when necessary.

It is the responsibility of each manager to review expenses, authorize expenditures and exceptions under this policy.

**II. Allowed Reimbursable Expenses**

- A. Generally, allowed reimbursable expenses are those that employees must incur as a result of completing their normally assigned duties and responsibilities for the Town, including conferences, meetings and seminars, and shall be conducted in the most reasonable, cost-efficient manner possible.
- B. Such expenses may include meeting refreshments, postage, copying, auto mileage, conference registration fees, airplane tickets, food and beverages while at professional meetings, parking charges, tolls, valet services, customary tips, taxi charges, rental cars, internet connection fees or similar incidental expenses.
- C. Reimbursements should be made only for charges reasonably needed to conduct Town business and not for the purpose of personal convenience.

**III. Prohibited Expenses**

Expenditures of a personal nature, unreasonable or excessive expenses, and those not specifically related to the Town are not reimbursable. The following are examples of the type of expenditures which are prohibited:

- A. Payment of spouse or personal guest travel
- B. Excessive or extravagant costs (exclusive restaurants, first class travel)
- C. Personal entertainment
- D. Fines for traffic or parking violations
- E. Unexplained or undocumented expenses
- F. Personal expenses such as alcohol, room service, movies, laundry, dry cleaning, gym fees

#### **IV. Procedures to Request Reimbursement**

- A. An original itemized receipt, invoice, or bill is required.
- B. The invoice or receipt must state a minimum of the following:
  - The provider of the service or goods
  - Dates of service and/or invoice date
  - Itemized list of what was purchased
  - Itemized amount of what is owed
- C. It is recognized that in rare circumstances it may not always be possible to obtain such a receipt, e.g., a “fast lane” toll. In that case, the timing, reasonableness and setting of the requested reimbursement will be considered.
- D. Reimbursements which are not validated with a receipt will be paid only if deemed reasonable by the Town Accountant.
- E. If it is not clear from the receipt/invoice documentation who actually paid the bill, then additional documentation, such as a charge card statement, will be required.
- F. When a credit card payment is being reimbursed:
  - If the receipt displays the last 4 digits of the card used, then submit a legible copy of the credit card showing the name and matching 4 digits.
  - If the receipt does not display the credit card number, then submit a copy of the credit card statement showing the charge to be reimbursed.
- G. The Town cannot legally, and will not, reimburse or pay sales tax. It can, however, pay meals and hotel/motel excise taxes.
- H. The reimbursement requests shall be submitted and approved within **60 days** via a submitted signed receipt that contains:
  - Authorized signature (Department Head or a majority of the related Board)
  - Department to be charged
  - Vendor to be paid
  - Invoice date, invoice number and due date
  - Appropriate accounts and amounts to charge
  - Description field completed for each line item

#### **V. Guidelines**

- A. Mileage reimbursement for use of private vehicles will be made at the current IRS rate. Mileage shall be reimbursed only if a Town-owned vehicle is not available on the day of travel. Mileage shall be calculated from the employee’s office location to the destination points. Mileage to or from an employee’s place of residence is not reimbursable. Expenses for tolls and parking shall not be included in this mileage rate, but may be submitted for reimbursement according to the provisions of section II. B of this policy. A completed Town mileage reimbursement form shall be submitted as supporting documentation for the miles being reimbursed for.

1. The Town of Hanover will reimburse personal car use when, in the opinion of the employee's manager, this mode of travel is more efficient and more cost effective than air, rail travel, town share vehicle or other ground transportation.
  2. Use of alternative transportation (air, rail travel, car rental, town share vehicle) should always be considered for longer distances or travel times since these alternatives are typically more cost effective. The most economical transportation that achieves the required business result should be chosen.
- B. Food reimbursements, including tips, will not exceed the United States General Services Administration daily per diem guidelines (M&IE Rate) for the county or city in which the expense was incurred. Please note the individual meal allowances.

Meal	Maximum Allowance	Applicable Period
Breakfast	\$ 7.00	On work status before 8:00 a.m.
Lunch	\$11.00	On work status from 8:00 a.m. to 4:00 p.m.
Dinner	\$18.00	On work status after 4:00 p.m.

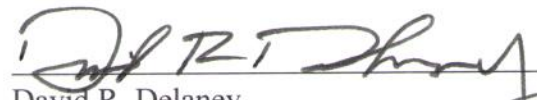
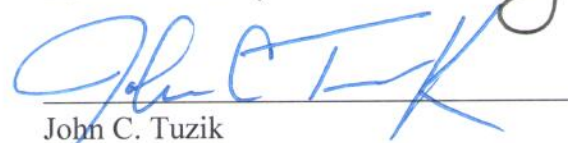
- C. If charges for meals exceed this guideline it will be reimbursed in full, only if the meals charges are required as a part of a professional meeting.
- D. Employee should not claim reimbursement when meal(s) are included as part of a conference fee.
- E. Reimbursement rates shall be consistent with collective bargaining agreements.
- F. If conference sponsored hotel lodging rate exceeds amounts listed below the conference rate will be accepted.
- G. Lodging selected must not exceed the maximum nightly rates listed below (before taxes) without prior approval from the Town Manager:

**United States:**   **\$275** - New York City  
                          **\$250** - Washington D.C.  
                          **\$150** - All other U.S. locations, except Seattle  
                          **\$180** - Seattle

- H. At times, when demand is high and hotels are sold out, the hotel rooms still available are priced higher than the foundation's stated maximum rate. In this case, employees shall book the most reasonable option and retain a record of why the maximum rate was exceeded.

**EFFECTIVE DATE:** This policy was approved by the Board of Selectmen on May 1, 2017 and is effective immediately.

**BOARD OF SELECTMEN**

  
\_\_\_\_\_  
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Date	Purpose (Origin & Destination)	Odometer (Start)	Odometer (End)	# Miles	Total *
	TOTAL →				