



Thomas A. Golden, Jr.
City Manager

City of Lowell
Travel Allowance & reimbursement policy

PURPOSE: The City of Lowell recognizes the need to reimburse employees who incur certain expenses essential to the transaction of official city business. Approval must be given by the Department Head and City Manager (approved purchase or service order on file) before departure.

AUTHORIZATION: A Department Head or person in higher authority shall have the sole discretion in authorizing employees to expend personal funds for said purpose. Employees who have not received prior authorization from the correct authority will not be eligible to be reimbursed for expenses incurred.

APPROVAL: In order to be reimbursed an employee must submit travel reimbursement requests to the City Auditor within 45 days of the date of travel. All out-of-state travel requests must be approved, by vote of the Lowell City Council.

ELIGIBLE EXPENSES: Any employee who is authorized to use their personal motor vehicle in conjunction with conducting city business shall be reimbursed for mileage expenses at the per mile rate currently approved by the Internal Revenue Service. Employees will be reimbursed for miles traveled to the location from work, or miles travelled from home to the location, whichever is less. Employees who use other modes of transportation such as bus, taxi, airplane, motor rail or train will be reimbursed for the cost of the fare upon submission of a receipt for such expense(s). Travel expense may also include tolls and parking fees that are charged on route to the designated location and/or return trip (documentation is required). Parking or other traffic violations or maintenance charges do not apply. The City Auditor may require any other additional proof of expenditure such as copies of notices, vouchers, receipts, and canceled checks, prior to reimbursement.

LODGING AND MEALS: The city will allow a fixed per diem rate, for each day that an employee is traveling while conducting official city business. The per diem rate shall be set per the U.S. General Services Administration rates, at the time of travel.¹ Reimbursement for meals may include gratuities up to 20% for breakfast/lunch and up to 20% for dinner, and other incidentals (excluding alcohol). Gratuities in excess of 20% may be approved, subject to review by the City Manager, so long as said gratuities are reasonable. Meal allowance and reimbursement forms are to be completed by all employees who wish to be compensated for meal expenses each month that they are incurred.

AIRFARE: Employees are required to use the lowest available coach accommodations for all flights.

Signed and approved: _____

Thomas A. Golden, Jr., City Manager

¹ Per current rate for ZIP CODE 01852 at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>