

**CITY OF SALEM**  
**TRAVEL REIMBURSEMENT POLICY**  
 Last Revised: June 10, 2009

All individuals attending a conference, seminar or meeting must pay all related expenses first (excluding mandatory prepaid conference fees). Each employee will be subsequently reimbursed after proper documentation is submitted. Reimbursements will only be made AFTER attendance to conference, seminar or meeting.

**ALL EMPLOYEES MUST SUBMIT REIMBURSEMENT REQUESTS TO DEPARTMENT WITHIN 15 DAYS OF RECEIPT OR EVENT DATE.**

The following is a list of reimbursable items and the required documentation necessary for reimbursement:

**ONE DAY CONFERENCE/SEMINAR**

REIMBURSABLE COSTS	DOCUMENTATION REQUIRED
<b>A. Meals (Lunch)</b> \$10.00 Maximum if not part of conference fee - Maximum 20% gratuity reimbursed.	1. Completed reimbursement form- Include Conference Name and Dates 2. Original dated meal receipt and/or bill from restaurant - non itemized charge slips will NOT be excepted.
<b>B. Mileage -</b> From Salem the total miles to conference and back to Salem. Leaving from residence not in Salem the total miles to conference and back to home.	1. Completed reimbursement form- Include Conference Name and Dates <b>City Departments Jan 1st IRS Rates:</b> effective as of 7/1 to 6/30 (See Reimb Request form for Rate) <b>School Department Jan 1st IRS Rates:</b> effective as of 9/1 to 8/31 (See Reimb Request form for Rate)
<b>C. Tolls &amp; Parking</b> Only <u>parking meter</u> reimbursements will be given without a receipt.	1. Completed reimbursement form- Include Conference Name and Dates 2. Original receipt from parking garage, lot and toll booth. 3. No reimbursement will be given without a receipt.

**MULTIPLE DAYS (OVERNIGHT)**

REIMBURSABLE COSTS	DOCUMENTATION REQUIRED
<b>A. Meals</b> \$50.00 Maximum per day - Maximum 20% gratuity reimbursed.	1. Completed reimbursement form- Include Conference Name and Dates 2. Original dated meal receipt and/or bill from restaurant or hotel - non itemized charge slips will NOT be excepted.
<b>B. Taxi/Public Transportation</b>  Between airport & home and Airport & Hotel Only	1. Completed reimbursement form- Include Conference Name and Dates 2. Original transportation receipts. 3. No reimbursement will be given without a receipt from taxi or public transport.
<b>C. Tolls &amp; Parking</b> Only <u>parking meter</u> reimbursements will be given without a receipt.	1. Completed reimbursement form- Include Conference Name and Dates 2. Original receipt from parking garage, lot and toll booth. 3. No reimbursement will be given without a receipt.
<b>D. Airline Tickets</b> Tickets obtained with frequent flyer miles will NOT be reimbursed.	1. Completed reimbursement form- Include Conference Name and Dates 2. Must provide detailed receipt from Airline showing flight was paid for and taken. Will not pre-pay for airline tickets.
<b>D. Hotel</b>  Note - Mini bar/Interior bar, internet access, toll calls, movie charges, gym, and spa are NOT reimbursable.	1. Completed reimbursement form- Include Conference Name and Dates 2. Must provide ORIGINAL itemized receipt from Hotel - to include charges and dates of stay. Will not pre-pay for Hotel stays.

**ITEMS INELIGIBLE FOR REIMBURSEMENT**

**Liquor, entertainment, mini-bars, interior bars, internet access, toll calls, movie charges, gym/spa fees, Limousine/Car Services, AND any items for which proper detailed documentation have not been provided.**