



FIN 6.13 OVERNIGHT AND OUT-OF-TOWN TRAVEL

Purpose

This Administrative Rule establishes the City’s policy for overnight and out-of-town travel on City business, when the expenses for such travel are paid for by the City of Portland. This policy is consistent with the Internal Revenue Service regulations for travel payment.

Responsibility

The Accounting Division, in the Bureau of Revenue and Financial Services maintains the authority to adopt administrative rules to govern the accounting and financial aspects of City of Portland expenses associated with travel for City business.

The Bureau of Human Resources maintains the authority to adopt administrative rules to govern employee behavior and expectations regarding travel for City business.

Scope

This policy applies to the following types of travel:

“Out-of-town travel” means travel on City business away from the regular work place or residence to a destination that is at least 100 miles away from City Hall.

“Overnight travel” means travel that requires an overnight stay, whether it is local or out of town.

“Qualifying day travel” means out-of-town travel that requires an employee to be away from the regular work place or residence for at least 12 hours, but does not require an overnight stay.

Other types of travel, including vehicle travel in town for City business, are not covered by this rule. Travel for City business that is paid for by an individual or agency other than the City of Portland is not covered by this rule.

Persons Eligible for Reimbursement for Travel-related Expenses

The following categories of individuals are eligible to be reimbursed for travel-related expenses in accordance with the City travel policies and procedures.

- a. City employees.

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- b. Volunteers who serve as members of boards, commissions, or advisory committees, or who provide other authorized services to the City without pay.
 - c. Individuals who are neither City employees nor volunteers, but who provide a service to the City or are being considered as candidates for City positions, subject to the approval of the Commissioner-in-Charge.

For purposes of this policy, the term “traveler” is used to describe any person who is authorized to travel for City business.

**Allowable Expenses
Related to Travel**

Travel for City business includes conventions, conferences, meetings of professional associations, trainings, and meetings with others from which the City will derive benefit through the attendance of a representative.

Allowable expenses related to travel include airfare and other transportation expenses, conference and event registration fees, lodging expenses, per diem for meals and incidental expenses, and certain miscellaneous expenses as described in [FIN 6.13.01 Allowable Expenses Related to Travel](#). The City uses nationally established rate guidance for these travel expense categories as described in [FIN 6.13.01 Allowable Expenses Related to Travel](#).

**Purchase of Air
Travel**

City offices and bureaus are required to coordinate and purchase all air travel in a manner that allows for direct payment by the City. Air travel may be purchased through the City travel agents, through a conference-designated travel agent, or by using a City-issued procurement card to purchase a ticket via the internet based on a comparison of airfare alternatives. Reimbursement of airfare based on receipts is not permitted.

City Travel Agent

The Procurement Services Division of the Office of Management and Finance is responsible for contracting with one or more travel agents who will be responsible for providing any requested travel agency services to the City. City offices and bureaus may use the City travel agent to reserve and purchase air travel, lodging, rail travel, rental cars, and other travel as requested.

**Per Diem Rates for
Meals and
Incidentals**

It is the City’s policy that travelers will be reimbursed based on a per diem rate schedule as established in [FIN 6.13.01 Allowable Expenses Related to Travel](#) for meals and incidental expenses. Reimbursement based on receipts is not permitted.

Travelers are eligible for 75% of the established per diem rate for the destination for the first and last overnight travel days regardless of the time of day of their departure and return. The per diem shall be adjusted for meals provided to the traveler as part of conference registration or other hosted

events. The per diem rate for meals may be reduced further at the discretion of the traveler.

Qualifying Day Travel Meals and Incidentals

Travelers may be reimbursed for expenses incurred during qualifying day travel for meals and incidentals. The amount of the reimbursement is equal to 75% of the destination's Meals and Incidental Expenses (M&IE) rate as described in [FIN 6.13.01 Allowable Expenses Related to Travel](#). This amount shall be adjusted for meals provided to the traveler as part of conference registration or other hosted events, and may be reduced further at the discretion of the traveler.

Vehicle Mileage Reimbursement

Use of a personal vehicle is an allowable transportation expense for overnight and out-of-town travel. The City will reimburse at the Internal Revenue Service Standard Mileage Rates for business use for the lesser of A) the distance between the employee's home and the travel destination, or B) the distance between the employee's normal reporting location and the travel destination, however will not reimburse for an amount greater than the cost of available roundtrip airfare to the destination, without written justification.

Ineligible Expenses related to Travel

Expenses incurred at the request of the traveler that are unrelated to City business are not eligible for reimbursement by the City. Examples include the additional cost of travel by an indirect route, travel for accompanying companions, and incremental costs incurred to add personal travel to travel for City business. The traveler shall pay any penalties for changes to or cancellation of personal travel, regardless of cause.

Approval of Travel-related Expenses (Pre-travel)

All travel-related expenses must be authorized in advance of the travel occurring, using the Travel Authorization/Expense Report form, and must be approved by the bureau director and the bureau's Commissioner-in-Charge.

Commissioners-in-charge can authorize one or more designees to approve such travel requests on their behalf, if the authorization is in writing and submitted to the City Controller.

Bureau directors can authorize one or more designees to approve such travel requests on their behalf, if the authorization is in writing and submitted to the City Controller.

Approval of Travel by Bureau Directors: Travel expenses for bureau directors must be reviewed and approved by the director's Commissioner-in-Charge, or designee.

Approval of Travel by Elected Officials: Administrative Rule [ADM 16.01 Elected Official Payment Approval](#) authorizes each elected official of the City of Portland to officially sanction trade-promotion and fact-finding missions and trips, and to approve acceptance of payment for his or her own

reasonable expenses for officially designated or officially sanctioned activities. No further approvals are required.

Travel Advances

In general, travel advances are not permitted. Bureau directors have the authority to approve individual exceptions to this requirement on a case by case basis only for per diem for meals and incidental expenses. The intent of allowing such an exception is to avoid creating a financial hardship for an individual traveler. The exception must be supported by written justification and approval by the bureau director.

Approval of Travel-related Expenses (Post-travel)

- All travel-related expenses must be reviewed after the travel occurs.
- a. If the actual travel-related expenses are less than 10% above the pre-travel approved estimate, bureau director approval is not required. However, the bureau shall ensure that there is review and approval of actual expenses by an authorized staff person to ensure accuracy and completeness of the travel documentation.
 - b. If the actual travel-related expenses are 10% or greater above the pre-travel approved estimate, the actual expenses must be submitted by the traveler with a written justification for review and approval by the bureau director, or designee.
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Prohibited Travel Destinations

The Mayor and/or the City Council may determine, from time to time, that the City of Portland should not use City resources to travel to certain jurisdictions, states, or countries that have enacted discriminatory laws or statutes. Travel procedure [FIN 6.13.02 Prohibited Travel Destinations](#) will be updated by the Chief Administrative Officer at the direction of the Mayor or the City Council to identify these prohibited travel destinations. The responsibility for ensuring compliance rests with bureau directors. Exceptions may be granted in writing only by the Commissioner-in-Charge.

Exceptions

Bureau directors are authorized to request exceptions to this Administrative Rule and related procedures for specific unique situations, based on extraordinary circumstances. All exceptions must be pre-approved by the City Controller, based upon a written request and justification provided by the bureau director.

Authority

The Chief Administrative Officer is authorized in City Code 3.15.010 to adopt procedures that are consistent with this policy.

Related Policies and Procedures

- [FIN 6.13.01 Allowable Expenses Related to Travel](#)
 - [FIN 6.13.02 Prohibited Travel Destinations](#)
 - [FIN 6.13.03 Payment Methods for Travel](#)
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[HRAR 4.10 Travel](#)
[HRAR 4.07 Awards, Gifts, Prizes and Promotional Items](#)
[ADM 16.01 Elected Official Payment Approval](#)

**Administrative Rule
History**

Adopted by Ordinance 181046, effective July 1, 2007.
Revised by Chief Administrative Officer March 30, 2015.
Revised by Ordinance 187619, effective April 1, 2016.
