



## OPERATING POLICIES

O.P. NUMBER	TITLE	ISSUE DATE	REVISION DATE
<b>C-04</b>	<b>Business Travel</b>	<b>3/15/99</b>	<b>5/26/05</b>

**SUMMARY** This document defines Metropolitan’s business travel policy.

**SUPERSESSON** This Operating Policy supersedes Operating Policy C-04, Business Travel, issued March 15, 1999 and revised June 19, 2001 and replaces Operating Policy C-06, Cash Advances, issued February 23, 1998 and revised December 8, 1998.

**AUTHORITY** The Chief Executive Officer (CEO) delegates the authority to approve business travel to the Chief Operating Officer (COO) or designees, and delegates authority to maintain business travel expense procedures to the Controller.

**DEFINITIONS** **Business Travel** is associated with attendance at meetings, conferences, or other functions on Metropolitan business at other than the employee’s or director’s normal location for these functions as defined in Administrative Code Section 6323, or any time an employee is on overnight travel status as defined in the appropriate Memorandum of Understanding.

**Travel Guide** is a document that details the practices and procedures that are used when traveling on Metropolitan business.

- POLICIES**
1. Business Travel expenses are eligible for reimbursement if they are reasonable and necessary for an activity that has a significant and meaningful link to the purposes, policies, and interests of Metropolitan and if they are in accordance with Administrative Code Section 6326.
  2. Reasonable and appropriate expenses for meals, while on Business Travel status, are reimbursed if in accordance with Administrative Code Section 6321 and the Travel Guide.
  3. Travel expenditures are forecasted and justified during the annual budget process.



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**POLICIES (continued)**

4. Metropolitan employees who travel on business at Metropolitan expense are to comply with procedures contained in the Administrative Code and the Travel Guide.
5. Employees processing travel or reimbursement requests related to director travel are to comply with procedures contained in the Administrative Code and the Travel Guide.
6. Business travel by agency temporaries and consultants on behalf of Metropolitan is to comply with provisions for such travel contained in their contracts with Metropolitan. The maximum reimbursement shall not exceed the maximum allowable under applicable Internal Revenue Service guidelines and regulations.
7. Temporary cash advances are provided to employees who require interim funds for travel expenses or other authorized Metropolitan activities, and do not have Metropolitan-issued credit cards, as prescribed in Administrative Code Section 6329 and the Travel Guide.
8. Metropolitan makes advance payments directly to the vendor for such items as conference registrations and hotels.
9. Metropolitan business travel and estimated travel expenses are authorized in advance by the appropriate level of management using a Travel Authorization Request, EForm 546.
10. All authorized business travel expenses are to be documented in accordance with the Travel Guide and Operating Policy C-03, Reimbursable Expenses. This includes:
  - Description of the expense,
  - Reason the expense was incurred, and
  - Supporting documentation - receipts, itemized bills, charge tickets, etc.



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### POLICIES (continued)

11. Employees who make arrangements for approved travel without the assistance of the Travel Coordinator are reimbursed at the lesser of:
  - Metropolitan’s cost for the same item, or
  - The actual price of the item.
  
12. Appropriate documentation must be provided to receive reimbursement and claims are subject to audit review.

### RESPONSIBILITIES

**Employees** are obligated to demonstrate appropriate use of public funds by following the procedures in the Travel Guide, including:

- Submitting the Travel Authorization Request sufficiently in advance of the requested travel dates.
- Making reservations and requesting travel advances in a proper and timely manner.
- Protecting cash advance funds in their possession.
- Immediately reporting any loss or theft of funds.
- Limiting expenses to necessary items and reasonable amounts.
- Repaying any disallowed expense.
- Returning the portion of a cash advance that is not substantiated in accordance with procedures outlined in the Travel Guide.
- Maintaining accurate and thorough documentation of expenses.
- Completing accurate travel expense reports in accordance with procedures outlined in the Travel Guide.

The **Travel Coordinator** is responsible to:

- Obtain tickets, hotel reservations and car rentals, when required; and distribute tickets upon receiving a copy of the approved Travel Authorization Request.
- Comply with Metropolitan’s procedures in making arrangements for approved Metropolitan business.

The **Controller** is responsible for maintaining a current list of employees who receive cash advances, the cash amount, and the due date of each cash advance.



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**RESPONSIBILITIES  
(continued)**

The **Vice President, External Affairs**, is responsible to approve attendance at legislative, special, and specially sponsored inspection trips; and speaking engagements.

**Managers** are responsible to:

- Approve Travel Authorization Requests in accordance with Travel Guide procedures.
- Approve method of reimbursement of overnight travel status.
- Approve requests for cash advances.
- Approve travel expense reports to ensure their accuracy and appropriateness.

**Accounts Payable** is responsible to review and expediently process all requests for cash advances and travel expense reports in accordance with applicable policies and procedures.

**REFERENCES**

- [Administrative Code Sections 6320 – 6332](#)
- Memoranda of Understanding (various)
- [Operating Policy C-03, Reimbursable Expenses](#)
- [Travel Guide](#)
- Payroll Administration Guide, Withholding: Regulations, Section 31.340(A)–4(c)

**APPROVAL**

signed \_\_\_\_\_  
Dennis B. Underwood  
CEO/General Manager

06/02/05  
Date