

CITY OF KERRVILLE, TEXAS
RESOLUTION NO. 03-2026

A RESOLUTION ADOPTING THE CITY OF KERRVILLE TRAVEL POLICY WHICH APPLIES TO THE USE OF FUNDS FOR TRAVEL PURPOSES RELATED TO CITY BUSINESS

WHEREAS, City Council recognizes the need for accountability measures to the City and for transparency standards to its citizens regarding travel by its employees and other officials, where travel is required for City business; and

WHEREAS, City Council desires to establish a travel policy containing rules for the expenditure and reimbursement of funds for travel purposes; and

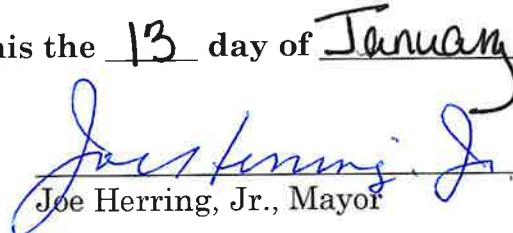
WHEREAS, City Council having reviewed said policy, concurs in the City staffs' recommendation and finds that it is in the public interest to adopt a new policy concerning the expenditure of funds for travel purposes;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KERRVILLE, KERR COUNTY, TEXAS:

SECTION ONE. The *Travel Policy* for the City of Kerrville, Texas, attached as **Exhibit A**, is adopted.

SECTION TWO. All previous Travel Policies adopted by the City Council and any corresponding resolutions are terminated and repealed respectively.

PASSED AND APPROVED ON this the 13 day of January, A.D., 2025.


Joe Herring, Jr., Mayor

APPROVED AS TO FORM:


Michael C. Hayes, City Attorney

ATTEST:


Shelley McElhannon, City Secretary

City of Kerrville Travel Policy

This policy applies to all City of Kerrville (“City”) employees and officials who are authorized to travel for City-related purposes. City officials include councilmembers or other board members.

I. Authorization

An employee must estimate the cost of travel, check for available budget, and obtain approval from his/her supervisor prior to incurring any business travel expense. A city official will work a similar process with the City administrator who oversees their board. A department director or designee (“Director”) must approve all travel expense reports and is responsible for managing a department’s travel budget.

II. Eligible Expenses

Only travel expenses specified within this policy are eligible to be charged to a department’s travel expense budget and/or reimbursed to an employee or city official. A Travel Expense Report (“Report”) provided by the Finance Department (“Finance”) is required for all business-related travel where an employee or city official intends to utilize City funds for travel. The employee or city official must submit the Report to Finance no later than five (5) business days following the end of travel to include all supporting documentation. Supporting documentation includes receipts specifying all travel expenses such as registration information for the conference or event, maps if requesting mileage reimbursement, and other information upon request. Receipts for meals are not included as the City reimburses meals based on standard per-diem rates. As for mileage, the employee or city official shall provide the City with evidence of a valid insurance policy applicable to their use of a personal vehicle. The City will reimburse eligible expenses incurred by an employee or city official. However, where the City has approved an employee’s use of a City-issued Purchasing Card (“P-card”), the City encourages its use for expenses (other than meals) when available. The following costs are eligible expenses for reimbursement resulting from official travel:

A. Registration: Registration fees for conferences, seminars, and classes.

B. Lodging: Room rate and tax. (City is not exempt from occupancy tax)

1. The employee or city official arranging travel shall use reasonable efforts to obtain the lowest available rate, including use of government rates when available. If the employee or city official is staying at the conference/convention hotel associated with a conference, meeting, or other event, the City will limit allowable expense to the conference or convention block rate where one exists. Allowable room rates are based on the single occupancy rate unless more than one employee or city official share a room. See section V below relating to where an employee or city official travels with a family member.
2. Use of Short-Term Rentals (“STR”) for travel is allowed so long as pricing is comparable to hotels. In order to utilize an STR in lieu of a hotel, the employee or city official must provide price documentation comparing the price of the

STR to the hotel. Prior to reservation of a STR, the Director must provide written approval for the request to the employee or city official. Written approval may be in the form of an email or memo. Approval must be attached to the Report.

C. Per Diem (Meals & Incidentals): A per diem payment is a daily allowance that the City may pay to an employee or city official to cover expenses incurred while traveling for work. The City pays this amount to cover the cost of meals, taxes, and gratuities, such as cash tips for baggage handling and valet. Pursuant to the per diem payment, an employee or city official is not required to submit receipts for meals. The following policies apply to the City's per diem payments:

1. The City will reimburse meals using a standard daily rate (per diem) set annually by the US General Services Administration (GSA). GSA rates are available at: <https://www.gsa.gov/travel-resources>. A copy of the rate obtained at this site should be attached to Report to be considered for reimbursement. Meal receipts are not required. The City calculates per diem payments for travel days (*i.e.*, day of departure and day of return) at 75 percent of the daily rate provided by GSA.
2. The City does not pay per diem for travel that does not include an overnight stay.
3. An employee or city official may not charge a meal to a P-card or request reimbursement for meals for day travel.
4. A per diem payment from the City is not taxable to the employee or city official.

D. Transportation: Transportation costs for air travel, mileage, car rental, shuttle, taxi, transportation network companies (*e.g.*, Uber), tolls, parking, and public transportation are eligible expenses for which an employee or city official may seek reimbursement from the City.

1. Air Travel: The City will reimburse an employee or city official for commercial air travel at the economy rate only. An employee or city official should travel on the most economical airline available to the destination. The employee or city official must provide pricing from 2 airlines to validate expenses prior to purchase and seeing reimbursement from the City.
2. Car Rental: an employees or city official should compare the cost of public/private transportation, for example Uber/Lyft, to car rental and choose the best value for the trip. An employee or city official should choose the least expensive car rental company and car class that will meet the business needs for a trip. The employee or city official must provide pricing from 2 car rental companies to validate expense prior to purchase and seeing reimbursement from the City. In addition:
 - a. additional insurance coverage through the rental car agency is not necessary. The City will not reimburse for such cost.
 - b. An employee or city official must provide proof of personal vehicle liability insurance with the Report.
 - c. An employee or city official must return the rental car with a full tank of gas to avoid more expensive fuel rates.

- d. An employee or city official must avoid toll roads, when possible, to minimize expense.
- 3. Public/Private Transportation (Uber/Lyft, etc.): an employee or city official must provide itemized receipts, including departure and destination as well as gratuity, to validate the City's reimbursement or P-card charges.
- 4. Mileage: The City will reimburse expenses at the IRS standard rate when an employee or city official uses a personal vehicle for business travel. In addition:
 - a. The City reimburses mileage at the IRS standard mileage rate, which is calculated from the employee's work place (not home) to the travel destination with mapquest.com or googlemaps.com. The employee must attach mileage documentation to the Report.
 - b. An employee/official must provide proof of personal vehicle liability insurance with the Report.
 - c. An employee/official must avoid toll roads, when possible, to minimize expense.
 - d. Employees receiving a vehicle allowance are eligible for mileage reimbursement for travel in excess of 150 miles per trip.
- 5. Fuel: The City will reimburse an employee for the purchase of fuel, but only when the employee/official uses a City vehicle or rental car. The employee should return a City vehicle with a full tank of fuel. The employee must attach receipts for fuel to the Report. Fuel for personal vehicles is not a valid travel expense as it is included as part of mileage reimbursement and the City will not reimburse for this expense.

E. Miscellaneous: Upon approval, the City will reimburse an employee or city official for any other necessary business expenses such as internet access, copies, etc. A Director must approve all expenses.

III. Payment Methods

The City's payment methods for travel include various direct payments to the employee or through reimbursement. Payment methods are as follows:

- A. Purchasing Card: A City-issued P-card is the preferred method of payment for travel expenses such as registration, hotel, airfare, car rental, and fuel. P-cards should not be used for meals or fuel for personal vehicles due to the City's per diem payment and mileage reimbursement.
- B. Fuel Card: Fuel cards are available for check out from Finance or designated officials in the Police and/or Fire Departments. These cards may be used if an employee is traveling in a City-owned vehicle but does not have a P-card.
- C. Travel Advances: An employee or city official may request an advance per diem payment which, if approved, will be paid via direct deposit (EFT) into the bank account of the employee or city official. Requests for advance must be submitted in the form of a requisition to the Director. Requisition must be approved for payment by Director no later than 7 days before funds are needed. Example: If traveling on

a Monday, the requisition must be approved for payment the Monday prior to the following Monday and travel day. The Finance Department process EFT payments on a weekly basis. It is the responsibility of the Director to ensure timely approval of advance requests. In the event that an employee or city official receives a travel advance but does not travel, the employee or city official must repay the City as soon as possible, but no less than 5 business days following the date that the travel is cancelled, by submitting payment to Finance.

IV. Documentation

The following travel forms are available in the City's shared files (e.g., P:/Forms/Finance):

- A. Travel Advance Form: An employee/official must submit this form through the requisition process only if requesting a travel advance.
- B. Travel Expense Report: This Report outlines the entire cost of the trip, including the amount of reimbursement requested. Finance will pay reimbursement for eligible expenses through the requisition process as a direct deposit (EFT) to the employee or City official. An employee or city official shall file a Report with Finance for all business travel even if there is no request for reimbursement.

V. Traveling with Family Members

An employee or city official may travel with a family member(s) as long as City business is not impacted. The City will not incur any costs related to travel for a family member(s) to include:

- A. The City will reimburse/incur expenses related to the employee or city official only.
- B. The City will only pay for lodging expenses at the single occupancy rate. The employee or city official must pay any difference in a lodging rate to accommodate a family member(s).
- C. The City will pay for rental cars and other transportation at the lowest rate necessary for business travel. The employee or city official must pay any difference in a rental rate to accommodate a family member(s).
- D. An employee or city official is prohibited from using City-owned vehicles for family travel.
- E. A family member(s) is fully responsible for his/her own travel expenses, to include additional guest fees at conferences.

VI. Audit and Records Requirements

- A. All travel expenses are subject to review by Finance, the City Manager, the City's audit firm, IRS, and public information requests.
- B. All Reports and supporting documentation are retained by Finance in compliance with the IRS and other retention requirements.