

**CITY OF MANCHESTER, NH
BUSINESS EXPENSE POLICY**



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**Business Expense Policy
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SECTION 1 TRAVEL AND TRANSPORTATION

TRAVEL POLICY

I. Purpose

This policy is provided to assist City employees, appointed officials and members of City trusts, boards and commissions, when traveling for public business purposes. It is designed to be an accountable plan under Internal Revenue Service (IRS) guidelines. The IRS requires all travel advances or expense reimbursements to be included in wages and subject to FICA, FUTA and income tax withholding **unless** certain requirements are met. The following three conditions shall be met for an accountable plan:

1. **Business Connection.** This requirement is satisfied if the expenses are incurred in connection with the performance of services as an employee or appointed official
2. **Substantiation.** The employee or appointed official shall submit information to the employer sufficient to meet IRS regulations of substantiation requirements for an accountable plan. This includes a log of expenses and appropriate documentation to substantiate the amount, time, place and business purpose of the expenses paid or incurred in traveling away from home.
3. **Return of Excess Amounts if Applicable.** The employee or appointed official shall return amounts received in excess of those substantiated or deemed substantiated within a reasonable period of time. This situation only applies to claims involving a travel advance issued to a City employee or appointed official.

II. Application

This policy governs reimbursements for conferences, seminars, training sessions, and other beneficial situations where common expenses are for transportation, registration, lodging, and meals during overnight stay and appropriate incidental expenses. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City when traveling for a public business purpose.

Additionally, this policy pertains to the reimbursement of business related travel expenses incurred while traveling away from home for a period substantially longer than an ordinary workday and is reasonable to need sleep or rest. Mileage reimbursement claims pertaining to business related travel within a 65 mile radius of the City are to be filed in accordance with established City policies for vehicle mileage reimbursement.

III. Policy

A. GENERAL REQUIREMENTS

1. Employees are encouraged to use a City purchasing card whenever possible for travel related expenses.
2. Departmental directors are responsible for informing claimants of travel policies and procedures and ensuring adherence and compliance. The department submitting the travel claim is responsible for determining the reasonableness and business purpose of the requested reimbursement for travel expenses.
3. The Office of the Mayor shall be advised by memo of the absence of a departmental director; including location, purpose and dates of the trip at least one week prior to the trip. Arrangements to be reached in case of emergency should be included in the travel notification.
4. Any expenses related to a traveling companion of a claimant are not reimbursable by the City.
5. A Travel Request Form (See attachment A) shall be completed for reimbursement of any travel related expenses. Each employee or appointed official shall complete a separate form.
6. The claimant may not authorize or otherwise approve their own Travel Request Form, justification for rental car or other expenditure. Such authorization shall be made at the level of the claimant's supervisor or higher. In the event of a reimbursement claim being filed by a Department Director the Mayor or his designee shall provide such authorization or approval.
7. Failure to comply with the City's travel policy or falsification of expense reports, may result in denial of reimbursement, the loss of travel privileges and/or disciplinary action including possible termination and criminal prosecution.
8. The standard mode of out-of-state travel is by commercial airline coach class.
9. Travel time is defined to be 24 hours before and after the times in the official conference registration information unless it is less expensive to arrive or leave at another time due to the price of air fare.

B. REGISTRATION

1. The City may reimburse claimants for registration for City-related workshops, conferences and seminars. Special events and tours that are not job-related and are leisure activity such as golf tournaments and museum outings are **not** reimbursable. If meal(s) have been included on the registration, the City will not reimburse for additional meals during that time, except if special dietary needs are required (refer to E.1.c.of this section).
2. In the event of pre-paid registration, use of the City purchasing card is strongly encouraged. The sponsoring department shall pre-register whenever possible if savings to the City can be realized.

3. Late registration past the discount date shall be approved in writing by the Department Director prior to registration or by the Mayor or his designee in case of late registration by a Department Director.
4. A copy of the official conference registration and proof of attendance shall be submitted along with the Travel Request Form to the Finance Department in order to be reimbursed.

C. TRANSPORTATION

1. **Commercial Airline.** All airline travel should be made more than 30 days in advance in order to take advantage of the lower fares. In most cases it is not necessary to use a travel agent. Such internet web sites such as Expedia.com and Travelocity.com allow for convenient on-line query of all airlines and available flights. The Department Director is responsible to ensure that the lowest possible fare is selected. All travel shall be by coach class. Exceptions to coach class may be granted by the Mayor upon advance written justification from the Department Director. Claimants are encouraged to consider using special travel times, fare discounts or senior citizen rates if the savings in airfare is greater than the cost of additional lodging, meals and incidental expenses.
2. **City Ground Transportation.** Transportation expenses, including private vehicle mileage and/or limousine/shuttle service to and from the Manchester-Boston Regional Airport is **not** reimbursable.
3. **Parking.** Manchester-Boston Regional Airport parking validation may be obtained when an employee is traveling on City business. Employee must park in the garage or long-term parking. Upon completion of travel, City employee parking will be validated at the Airport's first-floor Communications Center (24-hour operation) as long as the employee presents certification from his supervisor that the employee is traveling on official City business, with the dates of travel specified. Employee must bring his/her parking ticket stub and supervisor certification to the Communications Center upon completion of travel. Once the parking ticket stub has been validated, the employee presents the stub to the cashier upon exit from parking.
4. **City Vehicle.** City employees are encouraged to use a City-owned vehicle when traveling on City business within 65 mile radius of the City. If your department does not have an assigned vehicle available a pool vehicle may be made available from the Highway Department. The use of a City-owned vehicle for travel outside of this area may be used if it can be documented as the most cost effective alternative.
5. **Private Vehicle.** An employee may elect to use a private vehicle when traveling outside of the State of NH. Private vehicle mileage will be compensated at the current IRS rate, but only to the extent of the most economical air coach fare or mileage, whichever is less. The comparison rate will be established, documented and approved by the Department Director at the time the reservations are made.

Prior to authorizing use of a private vehicle the Department Director shall obtain a photocopy of the employee's driver's license and proof of insurance.

6. **Seat Belt Use.** Seat belts shall be worn at all times by both drivers and passengers when conducting City business.
7. **Rental Car.** The expense of a rental car for an employee may be reimbursed only if written justification is provided and approved by the Department Director.
8. **Other Transportation.** Other modes of transportation such as bus or train may be used if it can be documented to be the least expensive alternative. Prior approval by the Department Director is required.

D. LODGING

1. The employee is encouraged to prepay for hotel accommodations using a City purchasing card. Employees are to ask for the Government rate as most national chains offer discounted rates to government employees. Hotel accommodations are to be pre-approved by the Department Director. Lodging should be shared with other employees at the discretion of the Department Director.
2. The City will reimburse for actual costs up to a maximum of \$140 per night for lodging and related room taxes. Exception to the \$140 maximum may be granted by the Department Director for employees who are staying at the hotel that the conference/seminar is being held and a less expensive hotel is not in the immediate area.
3. Lodging reimbursement is only allowable when the place of destination is outside of the 65 mile radius of the City.
4. The City will not reimburse for non-business expenses charged to the room.
5. The City will not reimburse for lodging expenses in excess of the single occupancy rate per employee and/or beyond the dates of travel unless it can be proven to be more economical to stay additional days.

E. MEALS

1. General Provisions
 - a. Meal expenses include reasonable tips.
 - b. Alcoholic Beverages are not reimbursable
 - c. If a meal has been included as part of the registration for an event the City will not reimburse for a separate meal, except by special dietary needs. Special dietary needs shall be justified by a doctor's order and pre-approved by the Department Director.
 - d. Meals will not be reimbursed unless an overnight stay is required.

2. Actual Expenses

- a. Reimbursement will be made up to the actual amount claimed up to the per diem meal rates of; \$10 breakfast, \$15 lunch and \$25 dinner or up to \$50 per day. The original receipts shall be included with the reimbursement request form.
- b. With prior approval by Department Director high cost cities such as Boston, Washington DC, Philadelphia and New York City will be granted a higher per diem rate of \$12 breakfast, \$20 lunch and \$30 dinner.
- c. Reimbursement will be prorated for partial days of travel. Travel departing Manchester after 1:00 pm or returning to Manchester before 5:00 pm is reimbursed as a half-day. A half-day is allowed a per diem of \$25 for all meals combined.
- d. Employees are prohibited from submitting more than 3 meal receipts per day. Incidental expenses incurred during the day for non-meal expenses such as soda, coffee, or snacks will not be considered part of the three meal receipts for the day but such expenditures will be included in determining the employees per day total and any amount over \$50 (or \$62 for high cost cities) will not be reimbursed.
- e. In situations where employees are residing in accommodations that allow the purchase/preparation of meals employees are encouraged to do so in order to reduce costs. In such circumstances, the allowable amount of grocery purchases shall be limited so as not to exceed a \$50 per day limit. In instances where an employee purchases groceries they are not prohibited from dining out. They are however, subject to the \$50 per day limit of the combined groceries and restaurant meals. A dated register receipt shall accompany any request for reimbursement. Groceries do not include non-food items.

F. MISCELLANEOUS EXPENSE

1. The City will not reimburse for personal items, services or entertainment, including but not limited to toiletries, medicine, clothing, grooming, laundry, dry cleaning and movies.
2. Expenses noted on the Reimbursement Expense Report shall be accompanied by an original receipt. No receipt is required at parking meters however; their use should be avoided if lower cost alternatives are available.
3. Telephone calls for both toll and local call related to City business are allowable. A list of each call including the date, purpose, person contacted and cost should be attached to the travel request form. Employees traveling overnight are allowed one reimbursable call per day to their primary residence. Primary residence shall include a cell phone of a family member.

4. Gratuities for handling, storage and checking of personal property items (baggage) taxi and meals are allowable providing they are reasonable and shall not exceed 15% of the cost of service.

G. FOREIGN TRAVEL

1. The City will not reimburse the goods and services tax (GST) or any other foreign tax that may be refunded to the employee. The employee is responsible for submitting a claim to the appropriate country for any tax refund.

IV. Travel Payment and Reimbursement Procedures

A. CITY PURCHASING CARDS

1. The Purchasing Card Program (P-Card) is designed to assist the City in reducing its reliance on requisitions, purchase orders, petty cash funds, employee advances and paper checks, and to reduce the need for employees to use personal funds for business purposes.
2. Each cardholder has the responsibility to submit their monthly account statement with the appropriate receipts and signatures for processing and payment to their departmental administrator by the due date. (See City P-Card Policy)
3. **Prohibited Purchases.** Cash Advances, wire transfers, Money Orders, Personal Purchases, Donations.
4. The City encourages purchases be made using the P-Card. All purchases shall be made in compliance with the City's ordinances, Procurement Code and the guidelines set forth in this Guide. Any violation shall result in disciplinary action that may include termination of employment. Only authorized cardholders shall use the P-Card and no authority is permitted or conferred to the cardholder for the delegation of its use. Each cardholder has a designated credit limit for monthly purchases, daily purchase credit limit and single purchase credit limit. Intentional circumvention of these limits is strictly prohibited, for example, splitting a transaction amount with the same vendor or multiple vendors for purchases that would otherwise exceed the cardholder's limits. The City will perform periodic audits electronically and manually to verify adherence to this policy.
5. A cardholder shall have the travel and entertainment purchase option enabled in their account profile in order to use their P-Card for such expenses. The cardholder shall adhere to the City's Travel Policy.

6. Travel & Entertainment Tips

- The P-Card shall not be used for gasoline for personal vehicles when it is used for business purposes. Business travel incurred when using a personal vehicle shall be reimbursed by claiming mileage on an expense report. If traveling with a rental car, then gasoline may be purchased using the P-Card.
- The P-Card may be used to pay itemized hotel bills.
- The City does not provide ATM privileges with its P-Card Program. Any cash needed while traveling shall be from personal funds that are reimbursed in accordance with City ordinances and policies and upon submitting an expense report.

For further information on the P-Card program reference the Purchase Card Program Cardholder Guide.

B. PROCESSING REIMBURSEMENT CLAIMS

Presented below is an overview of the City travel process. Travel authorization shall be granted before the trip.

1. The Travel Form is submitted by the employee (see form attached).
2. The employee's Department Director shall approve the Travel Form.
3. Within 5 days of completion of travel, the employees shall complete the balance of the Travel Form and submit it to the Department Director for approval. If funds are due the employee, the department shall prepare a Payment Voucher. Reimbursable expenses such as mileage, tolls and meals shall reference the original Travel Form. All original receipts shall accompany the Travel Form.
4. The following are examples of the various forms that shall accompany the Travel Form:
 - Airline itinerary, ticket stubs or electronic ticket information
 - Official conference brochure and registration
 - Itemized hotel receipt
 - Receipts for groceries or meals
 - Rental car agreement
5. Upon Department Director approval, the Travel Form, voucher, receipts and supporting documentation are sent to the Finance Department for review and payment processing.
6. The Finance Officer shall process the Travel Form and voucher for payment, if payment cannot be made due to - but not limited to - lack of documentation, computation errors or insufficient appropriation, the Travel Form and voucher shall be returned to the Department Director for follow up with the employee.

C. TRAVEL ADVANCES

1. A travel advance will only be granted under very limited circumstances. Under most circumstances the employee will be issued a P-Card to cover expenses in lieu of a cash advance.
2. Immediately upon return the employee will return any unspent cash to the City Treasury. The employee will be issued a receipt for the returned funds.
3. Failure to submit a completed travel form within 5 days of the employees return could result in a suspension of further travel advances to the department and/or loss of travel privileges.
4. Only one travel advance may be outstanding per employee.

V. Additional Information

A. ATTENDANCE AND CONDUCT

1. Traveling on behalf of the City and using public funds is a privilege. As a City employee or appointed official, the claimant is expected to attend the conference and training session.
2. An employee found to be absent from a substantial portion of the conference, seminar, sessions or other activity without good and justifiable cause will be subject to disciplinary action in accordance with applicable personnel policies and may be held personally liable for all travel expenses.
3. Any City employee whose actions reflect discredit upon the City of Manchester; is involved in any conduct that is offensive; violates the common decency or morality of the community; or whose conduct is unbecoming of a City employee will be subject to disciplinary actions in accordance with the City's personnel policies.

B. CANCELLATIONS

1. If the registration, lodging, and/or transportation has been prepaid by the City and the employee is unable to complete the intended travel, the employee is required to follow-up on the cancellation policy of the sponsoring organization and lodging site. All possible means are to be explored to obtain refunds, partial refunds or options for substituting another employee.
2. The employee shall provide written justification, which is approved by the Department Director, to explain and justify the reason for the inability to travel as previously arraigned. This written justification is to be submitted with the travel form.

C. REFUNDS

- 1 The sponsoring department and the employee have the responsibility for the oversight and administration of seeking refunds to the City and depositing the refunds with the City Treasury.
- 2 Any such refunds will be credited back to the department's budget.
- 3 If the refund is made payable to the employee or appointed official, it shall be endorsed to the City, delivered to, and receipted by the Finance Department.
- 4 If the refund is credited to the employee's personal credit card, the employee is responsible for reimbursing the City for any amount due to the City.

D. REPORTING

Those traveling to conferences and training paid by the City shall provide a report to the Board of Mayor and Aldermen following the attendance to advise of the activities learned.

VEHICLE USE AND REIMBURSEMENT

I. Purpose

To establish a Take-Home Vehicle, Vehicle Mileage Reimbursement, and Vehicle/Car Allowance Policy for employees of the City of Manchester and to ensure that the City is in compliance with IRS regulations.

II. Scope

This policy provides guidelines for the assignment of take-home vehicles, use of City vehicles and reimbursement for the use of personal vehicles in conducting official City business. Excluding public safety departments and certain Aviation Department management personnel excluded by BMA action, this policy applies to employees in City Departments and Divisions, including elected officials. Public Safety Departments and certain Aviation Department management personnel excluded by BMA action will establish internal policies governing the assignment and use of take-home vehicles. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City.

The responsibility for the administration and enforcement of this policy is assigned to the Department Director.

When a City official shall travel on approved official business, the City will either provide the employee with a vehicle or provide reimbursement for the use of a personal vehicle or for the use of public transportation.

For policy and procedures related to travel expense reimbursement for out-of-town business trips, refer to the Employee Travel Policy section.

III. Policy

A. GENERAL PROVISIONS

1. **Safety.** The City reserves the right to prohibit employees with unsatisfactory safety or traffic violation records from operating City vehicles or using personal vehicles for City business.
2. **Licensing.** A valid driver's license is required for an employee to drive a City vehicle or a personal vehicle used in the conduct of City business for which mileage reimbursement is received. The employee will be required to submit evidence of his/her driver's license to his/her department annually or upon request.

3. **Accidents.** All accidents occurring while on City-related business involving City-owned vehicles or personal vehicles in use on City business shall be immediately reported by the employee operating the vehicle to the appropriate law enforcement agency, Highway Department Purchasing Agent and Department Director as soon as possible. A copy of the accident report and a letter from the Department Director describing the circumstances leading up to the accident and any corrective action taken by the department to the City's Risk Manager.
4. **Passengers.** Family members or non-City employees are not allowed as passengers in City owned vehicles unless they are traveling on official City business.
5. **Parking Tickets.** The City will not reimburse for the cost of parking tickets or tow charges due to illegally parked vehicles.

B. TAKE-HOME VEHICLES

1. **Purpose.** Take-home vehicles are provided to respond to emergency situations posing an immediate threat to the safety of the public or have another justified benefit to the public. Take-home vehicles will be authorized when the additional response time required for an employee to travel to the regular work location to pick up a vehicle would significantly increase the threat to the public.

No vehicle assignments are to be made for the personal use or convenience of the employee. Assignment of vehicles is considered a responsibility rather than a privilege. Any employee who uses a City-owned vehicle for personal reasons such as commuting between his/her residence and primary work location will be subject to having the value of such personal use included on the employee's W-2 form. The Department Director shall be responsible for informing employees of the tax effect of using the vehicle prior to assignment of the vehicle.

2. **Human Resources Notification.** Prior to assignment Human Resources will be notified of the assignments and the amount of W-2 income shall be reported quarterly.

C. VEHICLE REIMBURSEMENTS AND ALLOWANCES

1. **Required Information.** In order to obtain reimbursement for mileage careful tracking of mileage is necessary. The employee is expected to log the date, origin, destination, purpose and mileage of every trip that reimbursement is sought. The mileage log will be approved by the Department Director or his designee for reimbursement.

2. **Personal Vehicle Responsibility.** The owner/operator of a personal vehicle assumes responsibility for all costs involved in the operation and maintenance of his/her vehicle while conducting City business. The only compensation shall be the predetermined mileage rate. Miles commuting between the employee's home and normal work location are excluded from reimbursement. If an employee is leaving directly from home to a work location other than their normal work location the normal commute mileage will be deducted from total mileage when calculating amount to be reimbursed.
3. **Department Responsibilities.** Department Directors are responsible for ensuring that all employees using personal vehicles on City business have liability insurance coverage and a valid driver's license.
4. **Compensation.** Reimbursement for use of a personal vehicle will be paid at the rate prescribed by IRS regulations. The Human Resources Department will send a notice to all departments whenever the rate changes.

D. REPORTING UNAUTHORIZED PAYMENTS AND LOSS OF VALID DRIVERS LICENSE

1. **Reporting.** Employees who receive any unauthorized vehicle mileage reimbursements will be responsible for reporting any unauthorized payments or overpayments. Should an overpayment occur for any reason, the employee is required to reimburse the City for the over-payment.

All motor vehicle operators utilizing City vehicles or personal vehicles in the course of employment are required to report to their immediate supervisor, by the close of business the next business day, if their driver's license is suspended, revoked or cancelled.

2. **Disciplinary Action.** An employee who fails to report an unauthorized payment or to report the loss of their driver's license or loss of liability insurance is subject to appropriate disciplinary action, up to and including termination. The Department Director is responsible for communicating this policy to employees approved for vehicle reimbursements or use of City vehicles.

E. EXECUTIVE CAR ALLOWANCES

Car allowances for executives or other management employees awarded as part of their compensation package shall not be allowed except by a majority vote of the Board of Mayor and Aldermen.

IV. Procedure

A. TAKE-HOME VEHICLE REQUEST

A Department Director shall initiate take-home vehicle requests. A written request justifying the need for an after-hours or take-home vehicle shall be forwarded to the Mayor for review and endorsement. Department Directors will be notified in writing of the approval or denial.

It is up to the Department Director to ensure that the vehicle is used for the purpose granted on the Mayor's authorization.

B. REQUEST FOR REIMBURSEMENT OR VEHICLE ALLOWANCE

Mileage reimbursement requests will show the dates of travel, starting and ending destinations, mileage and purpose of trip. The request will also show total miles traveled, mileage rate and total dollar amount of reimbursement requested. This form will be approved by the Department Director or his/her designee and forwarded to the Finance Department for check processing. No employee shall be allowed to approve their own reimbursement request.

C. VEHICLE USE REVIEW PROCESS

Annually the Department Directors will review the amount of miles reimbursed and the amount and cost of miles used for each vehicle under their control and determine if the cost of operating the vehicles is justified and in the best interest of the City and its citizens or if an adjustment to the use, type or number of vehicles is needed.

Refer to the City Fleet Management/Motorized Equipment Policy for procedures governing the purchase, assignment and disposition of vehicles.

SECTION 2 PROFESSIONAL EXPENSES

PROFESSIONAL CERTIFICATION AND LICENSE

I. Purpose

Professional development and certifications enhance employee job skills and contribute to a professional work culture and work product credibility. The City provides continuing professional education, employee training programs and other incentives to encourage employee development toward the achievement and maintenance of professional certification and licenses. This policy addresses professional education and training, examination and occupational license fees, and use of leave related to professional certification and licenses. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City.

II. Scope

This policy governs professional certification and licenses that are;

1. required for job performance or
2. not required for job performance, but enhance job performance.

Additional City policies are in place that provides opportunities to encourage employees to improve job skills through pursuit of professional certification and licenses. See tuition reimbursement program and professional development program policies for applicable procedures for qualifying employees.

III. Policy

Professional certification and license training and examinations involving time away from regular job duties require prior supervisory notification and approval. Options as to date, time, and/or place for training and examinations are at the discretion of the Department Director.

- A. For employees whose job responsibilities require that they possess and maintain professional certification and license:
 1. Required training provided by, sponsored by, and/or associated with the City will be considered regular work hours. Employees are required to give their full time and attention to the course work.

2. Training provided through programs or classes not associated with or sponsored by the City for certifications required to be maintained by the City for job performance may be paid for by the City if approved by the Department Director and budgeted funds are available. Time taken to attend such training will be considered regular work hours. The City will pay examination and renewal fees for certifications and licenses required by the City for job performance as stated in the personal job description, applicable law or regulation, or contract. Employees will be paid regular work hours to take required examinations for certification.
- B. For employees whose job responsibilities are enhanced by the pursuit and maintenance of professional certification and license;
1. Training provided by, sponsored by, and/or associated with the City will be considered regular work hours and should be undertaken by employees with that perspective in mind.
 2. With advance supervisory approval training provided through programs or classes not associated with or sponsored by the City but related to job performance will be treated as regular work hours. Such external training may be paid by the City if budgeted funds are available. Other training not related to City responsibilities, requiring absence from an employee's regular work hours may be allowed using the employees pre-approved leave time.
 3. The City may regularly provide continuing professional education or other employee training programs designed to meet requirements of professional certification and licensing. Employees are required to participate if available in these programs to meet educational/training requirements rather than enrolling in classes outside the sponsored program.
 4. Professional certifications and license examinations not required to perform job responsibilities may or may not be reimbursable by the City. Approval shall be obtained by the Department Director in order to be reimbursed by the City.

IV. Procedures

Employees shall provide proof of attendance and successful completion in order to be reimbursed.

PROFESSIONAL DUES AND MEMBERSHIPS

I. Purpose

Membership in certain professional organizations and associations can enhance and benefit the City in many ways. City membership in a trade, industry or professional organization or association may make industry reports, statistics or analysis available to City staff that can enhance management decisions and contribute to operational efficiencies. Individual employee memberships in trade, industry or professional organizations or associations can provide the same benefits as well as providing peer association opportunities and the benefits that come from networking. This policy addresses the types of memberships and dues that are appropriate for City or employee participation. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City

II. Policy

Professional dues and memberships are appropriate if membership helps carry out the City's mission or, in the case of an individual, the duties of his/her job.

- A. Membership in an organization or association shall provide a direct benefit to the City. Examples of organizations that may be appropriate for the City or employee membership include but are not limited to:
 - 1. Professional organizations
 - 2. Trade associations
 - 3. Chambers of commerce
 - 4. Civic or public service organizations
 - 5. Boards of trade
 - 6. Business leagues

- B. Generally, inappropriate organizations are those organized for non-City business, pleasure, recreation or other social purpose. Examples of organizations not appropriate for City or employee membership include, but are not limited to:
 - 1. Country clubs
 - 2. Golf and athletic clubs
 - 3. Hotel clubs
 - 4. Sporting clubs
 - 5. Airline clubs
 - 6. Social clubs

- C. No professional dues or memberships shall be paid to any organization whose membership is limited in any way due to race, creed, religion, color, sex, age, national origin, ancestry, or disability as defined by the Americans with disabilities Act of 1990, Section 3(2).
- D. Department Directors shall be responsible for determining the appropriateness of membership in any particular organization or association as set forth in these guidelines. Department Directors shall also be responsible for determining the usefulness of or direct benefit to the City for employees to attend meetings, seminars or conferences of these organizations or associations.

SECTION 3 USES OF CITY RESOURCES PROPER USE OF CITY RESOURCES

PERSONAL USE OF CITY RESOURCES

I. Purpose

This policy establishes operational responsibilities of City departments and employees relating to City resources. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City

II. Scope

This policy and procedures established herein govern use, prohibited use, misuse, exceptions and penalties for use of City resources, facilities, and equipment including, but not limited to the use of fax machines, copiers, postage, computers, telephones, pagers and the internet. Department Directors may establish internal departmental policies regarding the personal use of City resources as long as the departmental policy is not less restrictive than the City policy.

III. Proper Use of City Resources, Facilities and Equipment

City resources, facilities and equipment are intended for use in the performance of official City business. City employees may not use City resources for the personal benefit of any other person unless it is as part of the employee's official duties. The term "City resources" refers to City funds, property, supplies, equipment, and employee time. Use of City resources, facilities, and equipment for other than official City job purposes is permitted only under very limited circumstances and only if the use meets all of the following criteria:

1. There is no cost to the City or the accumulated cost to the City is *de minimis* (i.e. a use that results in no actual cost to the City, or the cost to the City is so small as to be insignificant or negligible)
2. It does not interfere with the employee's official duties
3. It is brief in duration, including an accumulation of time used
4. It does not compromise the security or integrity of City information or software
5. It promotes organizational effectiveness or improves the employee's work related job skills.

IV. Prohibited use of City Resources

City resources may not be used for any of the following:

1. Conducting an outside business
2. Supporting, promoting, or soliciting for an outside organization or group unless otherwise provided by law, permit or agreement with the City (e.g., City co-sponsored events)
3. Political campaigning
4. Commercial purposes such as advertising or selling unless otherwise provided by law, permit or agreement with the City (e.g., Verizon Civic Center events)
5. Illegal activities

Personal use of field equipment (e.g., power tools, landscape maintenance equipment, snow removal equipment, etc.) is specifically prohibited.

V. Policy Exceptions

Limited personal use of City equipment may be permissible, if the following conditions are met:

1. Advance supervisory approval
2. the accumulated cost to the City is *de minimis*
3. the use does not interfere with the employee's official duties
4. The use does not violate any laws, ordinances or City regulations

Examples of permitted limited personal use include the following:

1. Limited use of computer outside of work hours
2. Use of a cell phone when the minutes in the plan are not exceeded.
3. Use of a fax machine when the call is local and the accumulated printing cost is *de minimis* or reimbursed to the City
4. Use of internet for personal e-mail or browsing during approved work breaks and outside of work hours when the e-mail content and internet sites visited do not violate City policy
5. Use of a PDA or similar device for personal appointments, addresses, etc.
6. Use of a telephone (to make doctor's appointments etc.) for local calls or when toll calls are reimbursed

Approval for the usage shall be granted through the normal departmental and supervisory process. If the cost to the City does not meet the *de minimis* criteria, the actual cost shall be paid by the employee. Reimbursement to the City shall be made by cash or personal check made payable to City of Manchester and deposited with the City Treasurer.

VI. Conflict of Interest

The following examples of City resources and identity may not be used by an employee to support or represent the employee's outside activities including businesses, hobbies, and political activities:

1. City telephone numbers, and office e-mail or web addresses
2. City affiliations and titles may not be used in advertising
3. City stationary, office supplies and/or equipment such as photocopiers
4. City computing resources and laboratory equipment

VII. Reporting Misuse of City Resources

City employees are encouraged to report instances of improper governmental activities by City officers or employees. Any employee who has reason to believe that there may have been an instance of fraud, improper action, personal use of City resources or other financial irregularity the action shall be reported to supervisory personnel one level above the suspected wrongful act as well as the Department Director and Mayors Office as soon as possible. The Mayor shall notify the City Auditor of all such instances reported. The City Auditor will then investigate as deemed necessary. A report of illegal activity shall also be reported by the Mayor to the appropriate law enforcement agency.

Fraudulent or inappropriate activity may also be reported anonymously to the City Auditor by phone (624-6523).

An employee who reports a suspected fraud or illegality or assists in the investigation may be protected from retaliation in accordance with the City's Whistleblowers Policy. The policy does not protect an employee from disciplinary action for his/her own involvement if they are found to be in violation of the policy.

VIII. Penalties and Enforcement

Employees who violate published City policies regarding the personal use of City facilities and equipment, or policies regarding outside work and conflict of interest are subject to appropriate disciplinary or corrective action, up to and including termination.

SECTION 4 GENERAL BUSINESS EXPENSES

MEALS AND REFRESHMENTS

I. Purpose

This policy provides general guidance for the use of City funds to purchase meals or refreshments for meetings, employee training, employee recognition meetings and/or other gatherings that provide a public benefit. Nothing contained herein shall prohibit the Mayor or his designee from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City

II. Scope

Meals or refreshments shall include food products purchased at a restaurant, catered at a City facility or at another location, or directly purchased and prepared by City employees for a meeting or function.

III. Policy

The purchase of meals or refreshments is appropriate only if it can be demonstrated to provide a public benefit. Meals and refreshments are not provided as a perquisite to City employees, board members, commission members or employees.

IV. Conditions

Meals and refreshments should only be purchased with City funds where a public benefit can be demonstrated. The following is a list of examples where providing meals or refreshments would be appropriate. This list is not inclusive and is intended only to provide examples.

1. Board, commission or other business meetings that extend through a normal meal period.
2. Light refreshments at meetings of volunteer boards, commissions or groups that directly benefit the City. Light refreshments purchased shall not exceed a cost of \$2.00 per person. The \$2.00 per person will be based on the estimated number of people that can be reasonably expected to attend.
3. Reasonable and customary meal expenses relating to volunteer efforts on the City's behalf providing that the event and related expenditure are preauthorized by the originating Department Director.

The Human Resources Department (HRD) is the agency responsible for coordinating and promoting all training, and employee recognition and rewards programs in the City. HRD is responsible for authorizing expenditures of these programs. The following are examples of non-allowable expenditures. Exceptions to these non-allowable expenditures may be obtained if pre-approved by the Office of the Mayor or if a part of a budgeted program such as HRD employee recognition and rewards program

1. Refreshments served at meetings lasting less than 2 ½ hours.
2. Expenditures that benefit an individual such as a birthday, birth of a child, retirement or death in the family.
3. Refreshments served at departmental staff meetings.
4. Miscellaneous expenditures for items such as awards, flowers, greeting cards, gift certificates, tickets to events, decorations, kitchen supplies and personal items unless part of a budgeted HRD program.

The Finance Department is responsible for auditing miscellaneous expenditures prior to payment for compliance with this policy.

For any expenditure rejected by the Finance Department for non-compliance with this policy that is disputed by a department, a memo of disputed charges shall be sent to the Office of the Mayor by the department seeking payment.

V. Citywide Employee Training

HRD is primarily responsible for coordinating citywide training and development meetings, seminars and workshops. HRD shall be responsible for authorizing allowable expenditures as outlined in this policy.

- Provision shall be made for employees to have a lunch break when attending all day training sessions.
- It is the employees' responsibility to provide their own lunch.
- If it has been determined that it is beneficial to the City to have lunch provided, such as having a speaker during the lunch hour or a working session during lunch, it shall be considered an allowable expense providing that the event and related expenditure are preauthorized by the Office of the Mayor.
- The Director of Human Resources shall follow proper business practices and any appropriate procurement ordinances in selecting and retaining vendors for such events.
- The per meal expenditure, based on the number of expected participants, for such meetings shall not exceed \$5.00 for light refreshments or the City per diem meal rate if a meal is provided.

- HRD shall notify the Mayor on a monthly basis, via the training calendar and other written communication of employee events and training functions sponsored by HRD and City departments.

VI. Documentation

In order for miscellaneous expenditures to be processed in a timely and efficient manner the following documentation will be required:

- The original invoice or receipt.
- Explanation of the business purpose of the expenditure.
- The attendance records and agenda of the meeting.
- Calculation of the per person cost.
- If required, evidence that the expenditure was pre-authorized.

Department Directors shall be responsible for determining the appropriateness of purchases or reimbursement for meals and refreshments in accordance with this policy.