

# CITY OF CHICAGO TRAVEL POLICY

## TRAVEL POLICY

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The City of Chicago Travel Policy ("Policy") consists of procedures and guidelines for current and prospective City employees and contractors who travel on behalf of and for the benefit of the City. This Policy is administered by the Office of Budget and Management (OBM).

### This Policy:

- Is not intended to cover routine local travel within the Chicago metropolitan area (see map on p. 8) or local travel related to the performance of an employee's regular job duties. Rather, this Policy is intended for out-of-town domestic and international travel or travel to Chicago from another city;
- Applies to all travelers representing the City of Chicago, including but not limited to departments (including financial, legal and public safety departments), employees and contractors, regardless of the purpose for travel;
- Applies to all funding sources, including grants, delegate agency and second/third party payments;
- Requires employees to secure the most economical means of travel, balancing cost, travel time and work requirements;
- Will be strictly enforced; with any deviations from these guidelines justified in writing and approved by the Budget Director prior to travel.

The City is not obligated to reimburse any employee, contractor or representative of the City for travel expenses which were not preapproved by OBM. Travel taken without following the required approval process set forth in this Policy, could result in disciplinary action for all parties involved.

Before planning out-of-town travel, every effort should be made to identify local options for comparable conferences, meetings, seminars or training sessions. If out-of-town travel is required, employees must manage travel costs and make every effort to secure the most economical arrangements available.

When an individual is required to travel on behalf of and for the benefit of the City, the employee is expected to exercise good judgment. Travel dates and times should be as close as reasonably possible to meet the trip agenda's start and end times.

Employees are only allowed an extended stay with pre-approval by both the department head and OBM. The cost of transportation cannot exceed the amount of the regular business travel and the employee must use vacation time for the entirety of the additional stay. All expenses related to the extended stay, including additional airfare, baggage fees, hotel accommodations and per diem costs are the sole responsibility of the traveler.

# CITY OF CHICAGO TRAVEL POLICY

## GENERAL APPROVAL

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The City recognizes the following activities as appropriate for travel purposes:

- Delivery of legislative testimony.
- As a stipulation or condition of grant funding or otherwise required for state or federal certification.
- Presentation on behalf of the City at a conference or seminar.
- Financial or tax audit.
- Site visits or operational evaluations related to departmental improvement efforts.
- Court proceedings or case preparation.
- Attendance at conferences, meetings, seminars or training sessions for which the topic is of critical interest to the City; representation at the event is in the best interest of the City; and/or the topic is related to an employee's professional development.

### **Limits on Participation**

Attendance at conferences, meetings, seminars or training sessions held outside the Chicago metropolitan area is limited to a maximum of two attendees on behalf of the City, unless otherwise approved by OBM.

### **Board of Ethics Approval**

The relevant provisions of the City of Chicago Governmental Ethics Ordinance are §§ 2-156-142(a)(2), and (d)(10) and (12). They provide that City employees and officials cannot accept any cash gifts, or any combination of non-cash gifts worth more than \$50 in a calendar year, with a few exceptions. Exceptions are travel and expenses paid by a third party.

(d)(10) Any material or travel expense for meetings related to a public or governmental educational purpose, provided that any such travel has been approved in advance by the Board [of Ethics], and further provided that such travel is reported to the Board [of Ethics] within 10 days of completion thereof.

(d)(12) Reasonable hosting, including travel and expenses, entertainment, meals or refreshments furnished in connection with meetings, public events, appearances or ceremonies related to official City business, if furnished by a sponsor of such meeting or public event, and further provided that such travel and expenses, entertainment, meals or refreshments are reported to the Board [of Ethics] within 10 days of acceptance thereof.

Note: The \$50 gift limitation applies to anything given or offered beyond reasonable business-related travel, for example, golf expenses or little acrylic paperweights. Honoraria, items or money offered for one's speech or participation in a meeting or conference, are strictly forbidden.

**It is the department liaison's responsibility to contact the Board of Ethics in advance of submitting a travel request and the traveler's responsibility to report any expenses related to official City business to the Board of Ethics within 10 days of completion of the travel.**

# CITY OF CHICAGO TRAVEL POLICY

## TRAVEL APPROVAL PROCEDURE

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- All domestic and international travel outside the Chicago metropolitan area requires approval from OBM (see map on p. 8).
- All requests for domestic travel must be submitted to OBM as far in advance as possible, but no later than sixteen (16) days prior to the date of departure.
- All requests for international travel or to the Washington DC region must be submitted to OBM at least twenty-one (21) days prior to the date of departure.
- All requests will be reviewed and approved by the department's budget analyst and OBM travel manager.
- Requests for international travel or travel to the Washington DC region will be subject to review and approval by the Mayor's Office.
- Reservations for air transportation are required to be secured through the City's designated travel management agency, Corporate Travel Management Group (CorpTrav) via the CorpTrav online service at <http://wcp.getthere.net/corptravonline>.
- Phone reservations (877-448-9868) are only allowed when travel arrangements require additional services not available in the online booking site, since an additional fee is charged when reservations are booked through the phone reservation system.
- All travel plans must be submitted via the Travel Request site available through the City's SharePoint Portal ([https://chicagogov.sharepoint.com/sites/obm/SitePages/Welcome to the Travel Request Home Page.aspx](https://chicagogov.sharepoint.com/sites/obm/SitePages/Welcome%20to%20the%20Travel%20Request%20Home%20Page.aspx)). The following supporting documentation must be attached:
  1. **Justification Memo:** The signed memo from the department head to the Budget Director should justify the benefit to the City that will result from the employee attending the conference, meeting, training, etc. and include a summary of the travel itinerary. All travel must comply with the City's Travel Policy; any special requests that deviate from the Policy must be addressed in the justification memo.
  2. **Traveler Certification Form:** The signed certification form from the traveler indicates that the traveler has provided true and accurate travel information, and has reviewed and will abide by the City of Chicago Travel Policy.
  3. **Travel Agenda:** The agenda should include the travel dates, including all destinations, conference, meeting and/or training descriptions; and any other pertinent information about the travel plans. If applicable, the invitation letter and/or details about third-party payments for travel should also be included.
  4. **Transportation Quote:** The quote will come from the [CorpTrav](#) online reservation site and will display the departure and return flight numbers, dates, times and costs.
  5. **Hotel Reservation Quote:** This quote could come from either the [CorpTrav](#) online reservation site or directly from the designated conference hotel and will display the hotel name, reservation dates, and price quote.
  6. **Proof of Available Funding:** The department's budget must have sufficient funds for the travel; proof of available funding can be obtained from the City's Financial Management and Purchasing System (FMPS).
  7. **Board of Ethics' Approval (applicable for all third party paid travel):** This document must be provided by the traveler if any portion of the travel and expenses are paid by a third party. It is the traveler's responsibility to contact the Board of Ethics in advance to obtain a written approval.
- Travel must be booked within 24 hours of approval to avoid an increase in airfare.
- All expenses incurred while traveling will be charged to Account .0245, unless travel is funded by a grant or a non-City funding source.

# CITY OF CHICAGO TRAVEL POLICY

- Travel paid by a third party or by the employee must adhere to this Policy and the City’s Ethics Rules. City-related travel paid by the employee need not be approved by the Board of Ethics in advance or reported to the Board within 10 days of completion, but the traveler is still subject to the honorarium ban and the \$50 gift limit (note that some departments may have stricter gift limits or “no gift policies”).
- The City is not obligated to reimburse employees for travel expenses that do not comply with the Policy or if not approved by OBM prior to the commencement of travel.
- The City is not obligated to approve the employee’s travel time under official City business if the travel has not been approved by OBM prior to the commencement of travel.
- No payment or cash advances will be approved for airfare, lodging or per diem costs.
- Original itemized receipts are required for reimbursement.
- Reimbursable rates are outlined in the Travel Reimbursement Rates (“Rates”) section of this Policy (see chart on p. 9).
- No employee may receive direct reimbursement for third party travel.
  - Registration, transportation and/or lodging can either be directly purchased by the grantor, with proof of purchase, replacing the CorpTrav quote in the required attachment section of the SharePoint Travel submittal; or
  - Paid directly to the City for reimbursement to the employee through the Department of Finance's voucher process (see Travel Expense Statement on p. 11).

## **REIMBURSABLE TRAVEL EXPENSES**

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### **Transportation**

- Common Carrier (Air, Train, Bus)
  - All reservations and ticket purchases must be made through CorpTrav, for all funding sources (e.g. grants and third party) unless otherwise approved by OBM.
  - Reservations and ticket purchases should be made as far in advance as possible to take advantage of any available discounted fares. Tickets should not be booked, however, until OBM has approved the Travel Request.
  - Tickets are to be booked at the most economical fare available that meets the requirements of the traveler’s agenda.
  - No traveler may select tickets on a specific carrier or airport for any reason while on City business, unless it is the most economical fare.
  - First-class and business tickets are prohibited.
  - Electronic tickets are the only acceptable delivery method of tickets unless this option is not available. CorpTrav will advise on an alternative if electronic tickets are not an option.
  - Any charges incurred as a result of changes to an original airline reservation made prior to or during travel are subject to OBM approval.
- City-issued Vehicles
  - Employees traveling on City business within a 200-mile radius of Chicago should obtain a City-issued vehicle.
  - Employees traveling on City business in a City-issued vehicle are entitled to reimbursement for gas, parking and toll expenses but not mileage reimbursement. Original itemized receipts must be provided for all expenses.

## CITY OF CHICAGO TRAVEL POLICY

- A City-issued vehicle can be obtained through the Department of Fleet and Facility Management (2FM). Refer to the Department of Fleet and Facility Management's Vehicle and Equipment Policy for more information. The document is posted on the 2FM's intranet site. A copy of the policy is also available on SharePoint in the Travel Request Document Library.
  - Employees are responsible for all fines related to parking or moving violations issued while traveling on City business. **Absolutely no exceptions will be made.**
- Personal Vehicles
    - Use of personal vehicles for business travel is prohibited without prior approval from OBM. Employees are required to use City-issued vehicles for business travel, and may only use personal vehicles when City-issued vehicles are not available.
    - When using a personal vehicle, employees must meet all applicable insurance requirements of the City, including the appropriate levels of insurance coverage and the naming of the City of Chicago as an 'Additional Insured' for business purposes. The employee must provide this documentation to the travel coordinator within the department prior to the start of the trip. Employees must carry evidence of the insurance when traveling.
    - For mileage reimbursement, refer to the Department of Finance's [Local Mileage Reimbursement & Other Local Transportation Policy](#) found on the intranet. A copy of the policy is also available on SharePoint Travel Request Document Library.
    - The current mileage reimbursement rate can be found in the Rates section of this Policy (see chart on p. 9) or in the applicable Collective Bargaining Agreement.
    - Mileage reimbursement should not exceed the cost of an economy class airfare or train.
    - Parking and toll expenses will be reimbursed separately from mileage reimbursements with original receipts.
    - Employees are responsible for all fines related to parking or moving violations issued while traveling on City business. **Absolutely no exceptions will be made.**
  - Car Rental
    - Car rental is not allowed within the Chicago Metropolitan area. City vehicles obtained through the Department of Fleet and Facility Management should be reserved for such travel. Refer to the Department of Fleet and Facility Management's Vehicle and Equipment Policy. The document is posted on the department's intranet site. A copy of the policy is also available on SharePoint in the Travel Request Document Library.
    - Car rental is a reimbursable expense only when there is no other transportation available or the distance between airports, lodging, and/or meeting site(s) makes public transportation, taxi or other modes of transportation impractical.
    - Car rental will be reimbursed at the compact car rate unless the need for a larger car can be justified.
    - Daily rental rates, taxes, surcharges, gas and car rental insurance are all considered reimbursable items.
    - Only one car rental will be allowed per trip. This includes trips with multiple travelers unless previously authorized by OBM.
    - Employees are responsible for all fines related to parking or moving violations issued while traveling on City business. **Absolutely no exceptions will be made.**

# CITY OF CHICAGO TRAVEL POLICY

## **Ground Transportation**

- Ground transportation cost is reimbursable up to the maximum rate as outlined in the Rates section of this Policy (see chart on p. 9).
- The ground transportation rate covers the full trip costs (not daily).
- Ground transportation includes public transportation, shuttles, taxis, and livery service.
- Shuttle service or public transportation is encouraged. Livery service may be used if the cost is less than the cost of a taxi service or other means of transportation.
- Gratuity for ground transportation is the sole responsibility of the traveler and is not reimbursable.

## **Lodging**

- The cost of a standard hotel room is reimbursable up to the maximum daily rate as outlined in the Rates section of this Policy (see chart on p. 9), exclusive of applicable taxes.
- Employees may stay at higher priced hotels, but will receive reimbursement up to the maximum daily rate for the applicable city group if a lower priced hotel is available within a reasonable distance.
- The maximum daily rate can only be exceeded with prior approval from OBM if the "conference hotel" or a lower priced room is not available within a reasonable distance.
- Hotel lodging within the Chicago metropolitan area is not a reimbursable expense.
- All personal expenses must be paid for separately or deducted from the lodging bill before it is submitted for reimbursement.
- When a third party is responsible for hotel accommodations, every effort should be made to have the third party reserve and pay for the hotel expenses directly.

## **Meals Per Diem**

- The cost for meals is reimbursable up to the maximum daily rate as outlined in the Rates section of this Policy (see chart on p. 9). Travel allowance covers meal costs from the point of departure from Chicago through arrival back in Chicago.
- Travelers are only allowed 75% of the per diem allowance on the first and last days of travel. A full day per diem may be reimbursable when departure or arrival times require an early morning departure or evening arrival to meet the business travel agenda.
- Travelers are only allowed 75% of the per diem allowance for travel that does not require an overnight stay.
- The traveler will only be reimbursed for original itemized receipts submitted, which support the actual expenditures, not to exceed the per diem allowance.
- If meals are included in registration fees, the traveler will not be reimbursed for pre-paid meals.
- Original itemized receipts are required for reimbursement.

## **Additional Expenses**

- **Business-Related Expenses**  
Business-related expenses incurred while on City travel may be reimbursed at the discretion of the department head. The following are examples of allowable reimbursable business expenses, if such services are required to execute a City business requirement:
  - Internet connections
  - Sending or receiving faxes
  - Photocopying
  - Express mail services

# CITY OF CHICAGO TRAVEL POLICY

- Laundry
  - Employees traveling on City business for three or more consecutive days are entitled to reimbursement for laundry expenses up to a maximum of \$10 per three-day period beginning with the fourth day
- Airline baggage fees
  - Only employees traveling on City business for three or more consecutive nights, or require additional baggage for displays, are entitled to reimbursement for baggage fees.

## **Conference and Registration Fees**

- Registration fees should be charged to the department's education and professional development accounts (.0169) unless travel is required under a specific funding source.
- Every effort should be made to take advantage of early registration or group rate discounts.

## **NON-REIMBURSABLE TRAVEL EXPENSES**

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Non-reimbursable expenses include, but are not limited to, the following:

- Additional charges for hotel or room upgrades or special "club" floors
- Alcoholic beverage(s)
- Airline baggage fees for stays of two nights or less
- Coat check services
- Costs associated with extended stays (including transportation)
- Costs associated with ticket changes not pre-approved by OBM
- Entertainment, including but not limited to in-room movies
- Late check-out and any guarantee charges
- Non-itemized receipts
- Other expenses of a purely personal nature and not listed as reimbursable in these guidelines
- Parking or moving violation tickets
- Personal services (e.g. health club, massage, personal maintenance)
- Spousal or other family expenses
- Toiletries
- Travel accident insurance

## **TRAVEL REIMBURSEMENT**

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- No employee may receive direct reimbursement for third party travel. Third parties should pay directly to the City for reimbursement to employees.
- Upon return, the traveler must submit the following documentation to the Department of Finance for reimbursement:
  1. A completed payment voucher
  2. A Travel Expense Statement
  3. A Travel Request Final Approval Printout
  4. Original itemized receipts
- The traveler will only be reimbursed for original itemized receipts submitted, which support the actual expenditures, not to exceed the allowances approved by OBM prior to travel.

## CITY OF CHICAGO TRAVEL POLICY

- If there is a disputed reimbursement, a representative from the Department of Finance will contact the department to resolve the outstanding matter. If it is not resolved in a timely manner, the undisputed portion will be reimbursed along with an explanation and instructions on how to resolve the outstanding amount.

### TRAVEL FOR CONSULTANTS OR NON-EMPLOYEES

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- Travel by consultants or contractors engaged by the City should adhere to the City of Chicago Travel Policy. Travel expenses should be included in the contract price and billed as required by the contract.
- Travel by non-employees at the invitation of the City must be approved in advance by the Mayor's Chief of Staff and adhere to the City of Chicago Travel Policy. Reimbursement will be for actual expenses within the per diem rate schedule (not a flat per diem).

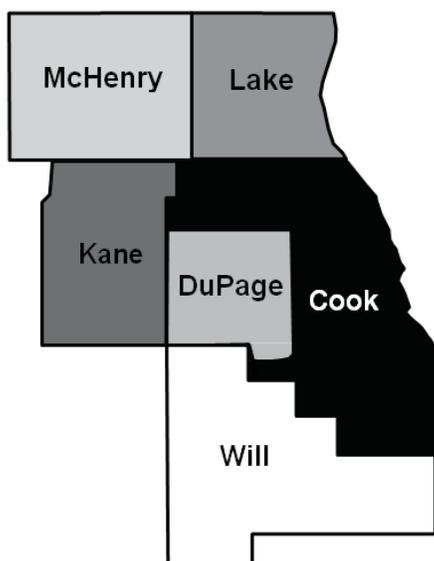
### INTERNATIONAL TRAVEL

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- All requests for City travel outside the continental United States must be submitted to OBM as far in advance as possible, but at least twenty-one (21) days prior to the date of travel.
- International travel will require additional review and approval by the Mayor's Office Chief of Staff prior to travel.
- Travelers should convert all foreign expenses to U.S. currency prior to submitting a Travel Expense Report. Official documentation of the exchange rate at the time of travel (e.g. bank receipt) must accompany all original itemized receipts.
- The City is not obligated to reimburse employees for travel expenses that do not comply with the travel Policy or not approved by OBM before the travel begins.

### CHICAGO METROPOLITAN AREA

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## CITY OF CHICAGO TRAVEL POLICY

### TRAVEL REIMBURSEMENT RATES

Reimbursement rates are categorized by relative travel costs associated with certain cities. For cities not listed, please use Group 5 reimbursement rates.

	<b>GROUP 1 CITIES</b>	<b>GROUP 2 CITIES</b>	<b>GROUP 3 CITIES</b>	<b>GROUP 4 CITIES</b>
	Boston, MA Los Angeles, CA Miami, FL New York, NY & Metro Areas San Francisco, CA <b>Washington, DC</b> & Metro Areas	Atlanta, GA Baltimore, MD <b>Chicago, IL</b> Dallas, TX Philadelphia, PA San Jose, CA Seattle, WA White Plains, NY	Cleveland, OH Denver, CO Detroit, MI Honolulu, HI Indianapolis, IN Las Vegas, NV Madison, WI Memphis, TN New Orleans, LA Orlando, FL Phoenix, AZ Portland, OR San Diego, CA <b>Springfield, IL</b> St Louis, MO Tampa, FL	Columbus, OH Hartford, CT Kansas City, MO Louisville, KY Milwaukee, WI Nashville, TN Pittsburgh, PA
				<b>GROUP 5 CITIES</b>
				International Other
<b>LODGING *</b>	\$250	\$225	\$150	\$125
<b>TRANSPORTATION **</b>				
AIR:	Coach Economy	Coach Economy	Coach Economy	Coach Economy
RAIL:	Economy	Economy	Economy	Economy
PERSONAL CAR:	\$.54/mile	\$.54/mile	\$.54/mile	\$.54/mile
<b>GROUND TRANSPORTATION ***</b>	\$55	\$50	\$45	\$40
<b>PER DIEM ****</b>	\$65	\$60	\$55	\$50

\* Maximum daily rate excludes applicable taxes. Taxes will be included in the reimbursement.

\*\* 2016 Rate. Mileage reimbursement follows the rate determined by the Internal Revenue Service.

\*\*\* Ground Transportation rate covers the full trip; including parking at point of departure.

\*\*\*\* Per diem includes tax and gratuity. 75% of the per diem rate on the first and last days of travel.

# CITY OF CHICAGO TRAVEL POLICY

## TRAVELER CERTIFICATION FORM

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City of Chicago



### Traveler Certification Form

With regard to my trip described in the attached Travel Request, I certify to the following:

- I have reviewed the City of Chicago Travel Policy.
- The purpose of this trip meets the general requirements for approved travel set forth in the City of Chicago Travel Policy.
- The purpose of this trip cannot be fulfilled locally.
- This trip is not routine local travel or local travel related to the performance of my regular job duties.
- I am taking this trip for the purposes identified in the Travel Request.
- I have made all applicable travel arrangements through the City's designated travel management agency.
- I have made appropriate effort to secure the most economical means of travel.

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Traveler Name (Print)

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Date

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Traveler Signature

OBM.09.19.16 FINAL

