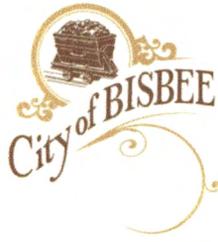


City of Bisbee Credit Card Use Policy

1. Before being issued a City of Bisbee credit card, personnel must read and sign policy regarding use of the City of Bisbee's credit card. The City will cancel the card of any users who fail to sign the policy or who fail to adhere to every term contained within in.
2. Purchases made using the City of Bisbee's credit card shall only be made on behalf of the City of Bisbee and for the benefit of the City of Bisbee.
3. Cardholding employees shall obtain preapproval from their supervisor for all purchases whenever possible, and shall always adhere to purchase limits and restrictions of the card program.
4. City of Bisbee credit cards should only be used to make purchases that cannot otherwise be made using a vendor account (e.g., travel expenses, online purchases, and one-time purchase at area businesses).
5. Cardholding employees must obtain a receipt for all City of Bisbee credit card purchases which must be submitted to the finance department with a signed payment request no later than ten days after the purchase. Only itemized receipts that identify the vendor's name and that itemize every item purchased will be accepted. Non-itemized receipts are not acceptable, and may require reimbursement by the cardholding employee.
6. Hotel confirmation will not substitute for a hotel receipt. Cardholding employees must submit to Finance the copy of charges they receive upon checkout and shall remit that document to Finance, and shall also include any paperwork received when making the reservation online.
7. Cardholding employees must list the purpose of the trip on all receipts related to travel, and shall also remit to Finance documentation that explains the purpose of their travel such as conference registration, scheduled meeting email, an event flyer, or et cetera.
8. Cardholding employees must adhere to the City of Bisbee Travel Policy for all travel-related credit card expenses. Expenses not in compliance with the Travel Policy will not be reimbursed, and the employee will reimburse the City for any charged expenses made contrary to this or the Travel Policy.
9. Cardholding employees may never use City of Bisbee credit cards to purchase alcohol, hotel movies, or other nonessential items. Purchases for these items will be the responsibility of the credit card holder, and must be reimbursed to the City.
10. Due to IRS restrictions, cardholding employees shall never use their cards for cash advances, personal services, construction of facilities, copy machine rental, telecommunications equipment, data processing hardware and software, vehicle purchase, pay to consultants,

instructors, or speakers, payment against purchase orders or City contracts, or durable items over \$1000. Original receipts must be remitted to Finance for every credit card purchase. If original receipts are not available due to loss or are illegible, the credit card holder shall complete an affidavit detailing the purchase date, vendor, product, cost, tax, other charges, total, and explain the reason the receipt is not available. Affidavit shall be submitted with the payment request.

11. Credit cards may be used to provide meals for business meetings and promotional meetings that benefit the City of Bisbee only by approval of the City Manager. Purpose of meeting and list of attendees shall be provided along with credit card payment request.
12. Employees are responsible for the resolution of any discrepancies on the monthly statement of activity concerning the card they are issued, including charges for items returned to vendors, fraudulent charges, credits not appearing on statements, disputes of charges, or missing receipts. It shall not be the responsibility of the finance department to resolve these discrepancies for the credit card holder.
13. The Finance Department shall cancel a cardholding employee's credit card upon the request of a Department Director, the City Manager, or the Mayor, or in cases where the cardholding employee has misused a City credit card, made any unauthorized transaction, splits purchases to circumvent purchase limits, allows any other individual to use their credit card, uses the credit card for non-City business, fails to provide receipts or follow this policy, or repeatedly violates any section of this policy.
14. Cardholding employees assume responsibility for the security of their City of Bisbee credit cards, and thus shall take all reasonable steps to ensure that their credit card is not lost, stolen, borrowed, or otherwise compromised.
15. Employees must report any security issue, such as a lost or stolen card, to Finance or their direct supervisor within four hours of the breach, or when they recognize a breach has happened, even if the breach happens during non-business hours. Finance shall immediately notify the issuing bank and request cancellation and replacement of the credit card.
16. Employees must return their City of Bisbee credit card immediately upon resignation, termination or retirement from the City of Bisbee.



City of Bisbee Travel Policy

The City of Bisbee Travel Policy is meant to ensure:

That travel expenses are incurred only while conducting business for the City of Bisbee and are necessary, appropriate and add value to the City

Reimbursement is for qualified travel expenditures necessary for City business. Consideration should be made for alternatives for conducting business, such as conference calls or web conferences.

Reimbursement is for actual expenses.

That travel expenses are fair and reasonable using the most economical means and should be planned far enough in advance to limit the number of overnight stays, meals, lodging and transportation expense.

That non-compliance with City of Bisbee Travel Policy or the improper claim of expenses may result in the appropriate disciplinary action

Employee must retain receipts for all travel related expenses. All receipts must be itemized and purpose of trip (e.g., conference registration, meeting schedule, event flyer, etc.) attached to payment request.

Allowable travel expenses include:

- **Transportation.** This includes airplane, train, bus or car between an employee's residence and temporary duty post. Regular duty post is the place the employee spends the largest portion of regular working time or the place to which the person returns on completion of a temporary assignment. An employee who has more than one place of work on a regular basis for the same employer is deemed to have multiple regular duty posts. Temporary duty post is any post other than an employee's regular duty post. Transportation expense to a temporary duty post must be a reasonable expense within a reasonable distance to temporary duty post.
 - Transportation should be selected based on the most economical, reasonable and customary mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.
 - Optional upgraded airfare or upgraded rental vehicle expense will not be allowed.

- Allowable vehicle expenses includes rental car, fuel or mileage reimbursement, parking, and tolls.
 - Rental car liability insurance is not an allowable expense, rental cars are covered under the City's liability insurance policy.
 - The City of Bisbee participates in the State of Arizona contract for rental cars which must be used for any rental car agreements.
 - If employee uses their personal car they will either be reimbursed for mileage which includes the cost of fuel plus wear and tear on the car (see attached travel reimbursement form), or they may take the City of Bisbee Shell Credit Card to use for fuel. Employee cannot claim mileage and use the City of Bisbee Shell Credit Card as the mileage calculation does not separate the cost of fuel and wear & tear. City of Bisbee Shell Credit Cards are kept in the finance department and can be checked out before a trip to be used for fuel.
 - Employee should check out a City of Bisbee Shell Credit Card in the finance department when taking a rental car.
 - Mileage should be calculated based on odometer reading from employee's residence to temporary duty post or odometer reading from place of work to temporary duty post which can be verified through an internet mapping program such as google maps.
 - Employee must have vehicle liability insurance if taking their own privately owned motor vehicle on City business. If employee does not have insurance this mode of transportation will not be allowed. Supervisor must verify employee has insurance before approving travel.
 - A valid driver's license is required if the employee is driving a City of Bisbee, private, or rented vehicle on City of Bisbee business. The employee's supervisor must verify the employee has a valid driver's license before approving travel.
 - The expense of traffic citations issued to a City of Bisbee employee during authorized travel for the City of Bisbee is not eligible for reimbursement unless the citation is issued to the employee while driving a City of Bisbee vehicle and the citation is due to a mechanical problem of the City of Bisbee vehicle.
 - Commuting Expense is travel between a personal residence and a regular duty post. The cost of commuting is considered a personal expense and is not allowed no matter the distance from residence to regular work location.
- **Baggage expenses.** This includes the actual cost of sending baggage or equipment between regular duty post and temporary duty post. Excess baggage charges are only allowed if for necessary business purposes.
 - **Conference, convention and meeting fees.** This includes the actual cost of the conference or meeting registration fee. If the registration fee includes specific meals, the employee is not required to breakout the cost and list separately. However, no separate reimbursement is allowed for the specific meal if the meal was included in the registration fee.
 - **Lodging expenses.**

- Lodging expenses may be incurred and reimbursed for authorized travel on official City of Bisbee business outside a 50 mile radius from the employee's personal residence or regular duty post.
 - Lodging expenses includes the actual cost of the room charge, mandatory services charges, and taxes. The actual daily room charge reimbursed is limited to the maximum lodging reimbursement rate for the area. Please refer to the State of Arizona Accounting Manual (SAAM) Lodging Reimbursement Table for guidance on maximum allowable rates by area when making room reservations. The daily room charge includes all mandatory service charges (parking, resort fees, etc.), that are charged at the discretion of the facility and not required by law.
 - Non-business related charges to the room such as phone calls, mini-bars charges, and pay-per-view charges are not allowable expenses.
- ***Meal expenses.***
- Meal expenses may be incurred and reimbursed for authorized travel on official City of Bisbee business outside of 50 miles from the employee's personal residence or regular duty post
 - Meals that are reimbursed to an employee when there is no overnight stay or substantial sleep/rest is taxable income to the employee; see IRS Publication 5137, and will be included on the employee's IRS form W-2.
 - Meal expenses must remain within the daily maximum rates and reimbursements may not exceed actual expense amount. Please refer to the State of Arizona Accounting Manual (SAAM) Meal Reimbursement Table for guidance on maximum allowable rates by area.
 - Meal expenses include the actual cost spent for food, beverages (excluding alcohol), taxes and standard 15% tip and must remain within allowable amount for that meal per the SAAM Meal Reimbursement Table.
 - For days the employee is actually traveling (in route) to a temporary duty post, or return to the employee's residence or regular duty post, the employee is reimbursed for meals based on partial day reimbursement rules (see table below).
 - An employee may not claim reimbursement for more than three meals in any single calendar day or in any period of 24 consecutive hours.
 - A travel day of 18 or more hours shall be considered a full day and entitle the employee to reimbursement for up to three meal reimbursements equal to the lesser of the amount actually spent for the meals or the maximum reimbursement rate daily total.
 - If the employee does not purchase a meal, or is provided a meal in the cost for other travel related expenses such as included with hotel, conference or airfare, the employee is not eligible for reimbursement for that meal.
 - A travel day of less than 18 hours shall be considered a partial day and entitle the employee to reimbursement for meals based on the partial day reimbursement rules:

Travel Hours	Meal Time	Breakfast	Lunch	Dinner
At least 6	12:00 am – 10:00 am	Yes	No	No
At least 6	10:01 am – 4:00 pm	No	Yes	No
At least 6	4:01 pm – 11:59 pm	No	No	Yes
At least 12	12:00 am – 4:00 pm	Yes	Yes	No
At least 12	10:01 am – 11:59 pm	No	Yes	Yes
At least 12	4:01 pm – 7:00 am	Yes	No	Yes
At least 18	12:00 am – 11:59 pm	Yes	Yes	Yes

Table reflects minimum allowable daily amount per SAAM. Please refer to SAAM Meal Reimbursement Table for maximum allowable rates by area.

Meal	Time	Reimbursement Rate
Breakfast	12:00 am – 10:00 am	\$9.00
Lunch	10:01 am – 4:00 pm	\$11.00
Dinner	4:01 pm – 11:59 pm	\$21.00
Total Daily Allowance		\$41.00

Prior authorization from City Manager is required for:

- Conference lodging expense more than lodging rate listed in the conference brochure and the reimbursement rate for the area of travel
- Meals and lodging within 50 miles of regular duty post or personal residence
- Meals and lodging that exceed maximum daily rates
- Travel advances
- Out-of-State travel that will require sending three or more individuals from the agency

Request must include an explanation to support or justify the request and include employee(s) name, travel dates and locations.

Non-allowable Travel Expenses:

- Any passport and visa expense
- Airline Clubs
- Entertainment including sporting events, cultural events, movies and other activities
- Liquor, wine or other alcoholic beverages
- Meals/Beverages for anyone other than the employee
- Flight or travel insurance
- Traffic citations
- Currency conversion, check cashing fees, travelers checks
- Magazines and guides
- Cost of meals at business meetings when not in travel status is normally not reimbursed and must have City Manager written approval and specify purpose of meeting or event

City of Bisbee Travel Reimbursement Request

Date: _____ Employee ID # _____

Name: _____

Department: _____

Departure Date/Time:	Return Date/Time:
----------------------	-------------------

Destination City/State: _____

Title of Workshop/Conference: _____

	Expenses	General Ledger Account Number
Mileage/Fuel		
Lodging		
**Meals		
Other Incidentals:		
Total Amount Requested	\$	

**Reimbursements will be made for meals with receipts up to the limits outlined below		
12:00 am - 10:00 am	\$9.00	Breakfast
10:01 am - 4:00 pm	\$11.00	Lunch
4:01 pm - 11:59 pm	\$21.00	Dinner

Employee Signature: _____ **Date:** _____

Department Head Approval: _____ **Date:** _____

Finance Approval _____ **Date:** _____

City Managers Approval: _____ **Date:** _____

(City Manager's Approval Required for Department Heads Only)

Finance Use Only

Vendor Number:	
Invoice Number:	
Date:	