City of Omaha
Summary of Grant-Funded Travel Policy for Subrecipients

This is a summary of the City of Omaha Comprehensive Grant – Funded Travel Policy which can be found in Chapter 8 of the City of Omaha’s Grant Management Handbook. An electronic copy of the handbook is available on the City of Omaha Finance Department website: https://finance.cityofomaha.org/budget-a-accounting

Introduction
It is the intent of these regulations that employees and subrecipients not suffer additional cost as a result of travel incurred to carry out assigned duties. However, when traveling, individuals should be as conservative as circumstances permit. The lower cost should be selected whenever possible (documentation should be included to demonstrate this). Reimbursement for travel will only be based upon the most direct or expeditious route possible. Individuals traveling by an indirect route must assume any extra expense incurred.

It is the responsibility of all individuals traveling under a grant, to be familiar with the travel guidelines discussed in this Policy. All individuals traveling under a grant must adhere to the City of Omaha’s Travel Guidelines. Individual City departments may have more strict travel policies to which the employee of that department must adhere to while traveling. Furthermore, all individuals traveling under a grant must adhere to additional travel-related guidelines as discussed below.

Travel Authorization
Travel may not be undertaken unless it is authorized in advance by the proper authority. Prior to incurring any travel costs or making any travel arrangement, Form A-130 Travel Authorization, providing a detailed estimate of costs for the trip, must be completed and approved by the Division Manager, Department Director, Finance Department, and Mayor.

Note: The City of Omaha does not have a travel coordinator. All travel arrangements are to be made by either the employee, subrecipient, or by the individual traveling on behalf of the subrecipient.

Travel Status
An individual is considered to be on official travel status, and eligible for reimbursement, at the time of departure from the Omaha Metro area, or the city/town of residence if not residing in the Omaha Metro area.
Travel Categories
The categories outlined below are eligible for reimbursement provided the travel items are approved in the grant budget under which travel funds are being expended.

Transportation
- Reasonable airfare will be reimbursed. To ensure the most cost-effective option is selected, three (3) different flight options should be reviewed for the most direct route, and at the required times of arrive and departure.
  - Additional airline costs such as seat upgrades, advance seat selection, priority boarding, and in-flight entertainment/beverages/meals are not reimbursable.
- Airline baggage fees for up to two (2) bags will be reimbursed.
- Airport parking while on travel status will be reimbursed at the standard rate offered by the airport’s parking facility. If travel is by air, the City will reimburse for the lesser of: (a) the standard rate offered by the airport’s parking facility; or (b) the cost of one round trip taxi fare to the airport from the individual’s residence.
- Reasonable taxi fares/airport transportation will be reimbursed. It is expected that bus, shuttle services, or light rail service to or from airports will be used when available and practical. If traveling between hotels or other lodging and meeting or conference sites, reasonable fares will be allowed.
  - Tips are allowable, provided they are reasonable (not more than 20 percent of the total cost of the fare), and are documented on the receipt.
- Car rental for out-of-state travel is allowable, however only when absolutely necessary, i.e. when other forms of transportation such as hotel shuttle service are not available.
  - Charges for insurance for rental automobiles are not reimbursable costs.
- Mileage estimates for personal vehicles will be reimbursed at the current GSA mileage reimbursement rate (check GSA.gov for current rate), and cannot exceed the cost of using a common carrier (i.e. airfare).
- Booking/Service fees for third-party travel reservation companies and travel agencies are not reimbursable.

Lodging
- GSA per diem rates are to be used in determining estimated costs.
- The individual will be reimbursed for actual lodging costs incurred up to the applicable maximum amounts indicated for the location of travel plus taxes and fees.
- To be eligible for lodging, the individual must be required to stay overnight at a location at least 40 miles from their primary work site and their home.
- Lodging expenses must be properly documented with a zeroed-out hotel bill showing the room rate, taxes/fees, length of stay, and payment tendered.
- Airbnb, or other similar lodging sites, may be used in lieu of a traditional hotel room, as long as the cost is at or below the approved GSA per diem for lodging. If multiple people are staying in the same Airbnb room/house, the rate may be divided by the number of...
people to verify GSA rate guidelines. The cost of lodging up to the per diem rates plus taxes and fees are reimbursable.

- Booking/Service fees for third-party travel reservation companies and travel agencies are not reimbursable.

### Meal and Incidental Expenditures

- **GSA per diem rates** are to be used in determining estimated costs.
- The individual will only be reimbursed for actual meal expenditures (including tax and tips) up to the applicable maximum per diem amount for the location of travel.
- Itemized receipts must be retained for all meals – an itemized receipt should include the restaurant/business name, date of purchase, list of items ordered, prices of each item ordered, and total paid including tip. The itemized receipt does not include the receipt copy that only identifies an amount being charged.
- **Travel Day Meals:**
  - Breakfast may be reimbursed when leaving on overnight travel at or before 6:30am.
  - Lunch may be reimbursed when leaving on overnight travel at or before 11:00am or returning from overnight travel at or after 2:00pm.
  - Dinner may be reimbursed when leaving for overnight travel at or before 5:00pm or returning at or after 7:00pm.
- Tips for meals are allowable, provided they are reasonable (not more than 20 percent of the total cost of the meal), and are documented on the receipt. Tips exceeding 20 percent of the total cost of the meal are not reimbursable.
- Alcohol expenses are not reimbursable.
- To be eligible for subsistence (meals and incidentals), the individual must be required to stay overnight at a location at least 40 miles from their primary work site and their home.
- Subsistence cannot be claimed for meals included in conference registration fees. Daily per diem shall be reduced by the applicable per diem rate for the included meal(s).
- When a traveler is in the Omaha Metro area, or the city/town of residence, they are not in traveling-status. Meal expenses incurred in the Omaha Metro area, or the city/town of traveler residence, are not reimbursable.
Reimbursement Process
Submission of an expense report by an individual initiates the travel reimbursement process.

- In accordance with Internal Revenue Service guidance (IRS Publication 463), reimbursement paid sixty (60) days after the date of travel may be considered as taxable income.
- Travel expenditures not authorized prior to travel may be denied for reimbursement.
- Expenses must be directly related to the purpose of travel and evidenced by supporting documentation. Alcohol, personal expenses, and expenses for individuals not authorized for the trip will not be reimbursed.
- The City does not provide advances on anticipated costs, however, for employees, airfare and registration fees can be paid/reimbursed in advance of the travel. An itinerary for the event shall be included with the reimbursement request.

City Employees
The Expenses Paid by Employee section of the A-130 Travel Authorization must be completed and signed off on by the Department Director and employee traveling; and submitted within ten (10) days of travel with the following documentation:

- Conference agenda.
- Registration confirmation (if applicable).
- Itemized receipts for all expenditures – the hotel bill must have a zero ($0.00) balance to confirm the bill was paid.
  - Tape all itemized receipts to paper so that they can be easily copied.
- A map print-out showing total miles driven for mileage reimbursement (if applicable).