

Bloomfield Township

Employee Travel Reimbursement Policy (updated May 2025)

Upon Township Supervisor approval, Police and Fire may establish their own travel policies, not to exceed this policy.

Meals:

Amounts are set in the table below and include taxes and tip. If submitting for a reimbursement, it will be limited to these respective amounts. If a Township credit card was used, and the amounts spent exceed the respective limits, the employee will reimburse the Township for the overage.

	Standard	LA, NYC, Wash D.C., or Chicago
Breakfast	\$18	\$23
Lunch	\$20	\$26
Dinner	\$32	\$38
Total	\$70	\$87

If the Township or any third party (association, sponsor, conference center, etc) furnishes or pays directly for any of an employee's meals, the meal reimbursement request should be reduced for those meals.

The amounts cannot be accumulated and used for one meal (i.e. spend \$70 all on dinner).

Purchases of alcoholic beverages, tobacco, or cannabis products are not eligible for reimbursement.

The employee is required to have itemized receipts for all items for which they are requesting reimbursement.

Each employee traveling must maintain separate expenses from other employees and submit his/her own expense reimbursement claim. An employee should not pay for nor submit for other employees' expenses.

Travel:

Transportation

- Airfare & Lodging – Travel must be approved by the employee's Department Head or the Township Supervisor, **before** it is booked. If the employee is a Department Head, the travel must be preapproved by the Township Supervisor.
- Automobile –Township vehicles are to be used for local and long-distance travel. When this is not practical or possible, the use of an employee's private vehicle must be approved by the employee's Department Head or the Township Supervisor prior to the travel date, but should be by exception only. For liability reasons and to ensure proper insurance coverage, a Township vehicle should be used whenever possible.
 - If an employee receives an auto allowance as part of their compensation, they will use their personal vehicle and will receive no reimbursement for related expenses.
 - If an employee has been provided with a Township vehicle for daily use, they will use this vehicle for travel purposes and may submit travel expenses for reimbursement.

Approved by: _____

Date _____

- Township vehicle – Employee must submit fuel receipts to be reimbursed for actual cost.
- Personal vehicle – Employee must submit proof of mileage, less their normal commuting mileage if they had driven to/from work for the day(s) of travel. This mileage will be reimbursed based on current IRS rates established for business travel.
- Other expenses such as parking and tolls can be submitted for reimbursement with receipt.

Other:

Entertainment expenses are not eligible for reimbursement.

The Township maintains portable wi-fi devices that may be checked out from the IT department. If one is not available, purchase of wi-fi or internet service will be approved.

Amy other expense while traveling requires prior written approval from the employee's Department Head or the Township Supervisor.

Approved by: _____

Date _____