

**Lodging** – The City will pay the cost of lodging if the travel is overnight. Hotel/motel rates will be reimbursed for single occupancy for each employee or official traveling. Lodging will be reimbursed for the days attending meetings, conferences or training plus allowable travel time. The employee or official must pay any additional costs for double bed occupancy. Detailed receipts for lodging with the dates must be presented when claiming reimbursement. Tipping for valet and housekeeping services is permitted, but is considered an incidental expense and included in the daily per diem rate. Most hotel/motel chains offer government discounted rates to persons on corporate or government business or travel. Employees and officials should inquire about discounted rates when making reservations and should request exemption from local and/or state taxes if legally permitted by the respective taxing jurisdiction(s).

Employees and officials are encouraged to stay in the host hotel for conferences or in a hotel within walking distance. Every effort should be made to take advantage of early booking discounts.

If an employee or official chooses to stay in a lower-priced hotel and use the savings to rent a car for transportation to the conference, the City will reimburse up to the cost of the host hotel and the cost of a shuttle, if any, from the airport to the host hotel. Documentation, such as a copy of any information on the conference in which the host hotel rate(s) are set out, must be provided to the Financial Services Department.

If the employee or official chooses to stay in a hotel with significantly higher rates than the host hotel, the City will reimburse up to the cost of the host hotel unless prior written approval is obtained from the Department Director, City Manager or Mayor/Deputy Mayor.