

Policy created July 24, 1986
Revised March 4, 2006

TRAVEL POLICY FOR CANDIDATES APPLYING FOR CITY POSITIONS

Policy: This Travel Policy shall be for candidates who travel distances of 200 miles or more to the City of Saint Paul, Minnesota. The City Mileage Policy shall be used for distances of less than fifty miles from Saint Paul, Minnesota. Meal allowance shall not apply to metro area candidates.

Eligibility: Covered Candidates

Costs for travel, lodging and meals, when applicable, will be reimbursed to all candidates for second or final interviews for all Department and/or Office Director positions only.

Reimbursement will also be made for meals, lodging and travel expenses for Department Directors for both first and second interviews and/or testing if both the Department and Human Resources Director agree.

Expenses for meals, lodging and travel will also be reimbursed to applicants for an Office Director or Division Manager position for both first and second or final interviews if in the opinion of both the Human Resources Director and the Department Director, regional or nationwide recruitment is necessary to affirmatively recruit protected class candidates.

Exceptions: Any exceptions to this travel policy must be explained and approved or denied by the Human Resources Director. The Human Resources Director bears the responsibility for exceptions so authorized.

Transportation: Transportation expense incurred for travel by any means will be reimbursed according to the method of travel (as per below) up to the maximum amount reimbursable for travel by air.

By Air

Travel by air shall be reimbursed for the lowest cost airfare available for one person traveling from the boarding port to the port of destination and return. This does not include taxi fare.

Candidate's Vehicle:

Travel by candidate's vehicle shall be reimbursed for mileage as taken from an official highway map at the same cents per mile as is stated in the current City Mileage Plan, which amount covers all expenses traveling to and from the destination.

By Bus or Train

Travel by commercial bus or train shall be reimbursed for bus or train fare to and from the destination.

Taxi:

Taxi fare shall be reimbursed for transportation between the candidate's home and the airport (or vice versa), and from the destination airport to the place of lodging or to the testing site (or vice versa). Limousine service should be used if it is reasonably available. (See Runzheimer Meal-Lodging Cost Index).

Parking:	Parking expense incurred at the place of lodging is reimbursable when traveling by automobile.
Lodging:	Lodging expense shall be reimbursed for either the actual amount paid, or for the average single (one person) room rate, as shown in the Runzheimer Meal-Lodging Cost Index, for the City of Saint Paul, plus 10%, whichever is less.
Meals:	Reimbursement shall be made for either the actual amount paid or the average daily cost as shown in the Runzheimer Meal-Lodging Cost Index for the City of Saint Paul, whichever is less. Tips and sales tax are included in the meal price of the Runzheimer Meal-Lodging Cost Index.
Miscellaneous:	Tips shall be reimbursed for baggage handling and miscellaneous tipping. Meal tips are included in the meal price allowed.
Non-reimbursable Items:	No reimbursement shall be made for the purchase of alcoholic beverages. No reimbursement shall be made for expenses of automobile rental. Meal expenses incurred en route to the City of Saint Paul shall not be reimbursed. Lodging expense incurred en route shall not be reimbursed, unless or in case of a weather emergency. Items not listed in this policy are ineligible for reimbursement.

IF YOU HAVE FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

Human Resources
(651) 266-6500