

Reading Municipal Light Department (RMLD) Board of Commissioners

Policy Committee Agenda

Wednesday, March 19, 2014

7:30 a.m.

General Manager's Conference Room

1. Call Meeting to Order
2. RMLD Policy Matrix (Attachment)
3. RMLD Employee, RMLD Board of Commissioners and Citizens' Advisory Board Travel Policy 5, Revision 7 (Attachment)
4. Motion to Adjourn



# **RMLD POLICY MATRIX**



Policy Number	Policy Name	Date	Current Group Board/RMLD	Proposed Group	Department Responsibility	Possible Update Required	Rationale for Proposed Group Determination
1	Community Relations	07/21/04	Board	Operational	GM		GM/Staff determines what programs we participate in
2	Surplus Material	07/21/04	Board	Operational	Facilities/Materials		Provides internal guidelines in following 30B disposal of material
3	Safety Committee	09/28/04	Board	Operational	Facilities/HR		Created to maintain a joint management/union safety group
4	Smoking	12/03/03	Board	Operational	GM		GM/Facilities determination for buildings and vehicles
5	Overnight Travel	10/29/02	Board	Board	Accounting		Accounting has overall control of employee's travel and expenses
6	Drug Free Workplace	07/21/04	Board	Operational	HR		Addresses drug/alcohol in workplace administered by GM/HR
7	Sick Plan	07/21/04	Board	Operational	HR		Administered by HR/Accounting and appears in all contracts
8	OPEB Trust Fund	05/26/10	Board	Board	GM		Board responsibility under MGL 32B
9	RMLD Procurement	06/27/07	Board	Operational	Facilities/Materials		Determines procedures for purchases of materials and services
10	RMLD Credit Card/Petty Cash	04/27/11	Board	Operational	Accounting		Accounting maintains petty cash and monitors credit card usage
11	Summer Employees	07/21/05	Board	Operational	HR	dissolve	We haven't had summer employee program since mid 1990's
12	Board Document Dissemination	03/23/04	Board	Board	GM		Board and GM responsible for release of board documents
13	Use of RMLD Conference Rooms	04/20/05	Board	Operational	Facilities		Internal process followed for after hours use of meeting rooms
14	Unique Employee Situation	07/21/04	Board	Operational	HR		GM makes determination whether to create
15	Sexual Harassment	08/26/04	Board	Operational	HR	* board separate	GM/HR responsibility following Federal and State guidelines
16	Violence Prevention in workplace	07/21/04	Board	Operational	Facilities/HR	* board separate	Promotes safe workplace and process if there is an internal incident
17	Tuition Reimbursement	04/21/01	Board	Operational	HR		Allows employees to meet their minimum educational requirements
18	RMLD Strategic Plan	04/23/08	Board	Board	GM		Developed by the Board for setting organizational goals
19	Board of Commissioners	05/26/10	Board	Board	GM		Delineates board responsibilities and controls for their activities
20	Family Medical Leave Act	07/21/04	Board	Operational	HR		Created by Federal Law, administered by HR and in all contracts
21	Management Salaries and OT	04/20/05	Board	Operational	HR		Administered by GM/HR and appears in Prof unit contract
22	Pension Trust Investments	02/07/96	Board	Board	GM		Board responsibility by law
23	Dress Standards	06/27/07	Board	Operational	HR		Administered by HR and appears in all contracts
24	TQM	06/05/95	Board	Operational	HR	dissolve	We haven't participated in program since mid-1990's
25	Anonymous Communications	10/24/02	Board	Board		dissolve	Should RMLD have this policy
26	CDL Alcohol and Drug Testing	03/18/96	Board	Operational	HR	dissolve	Policy already appears in union contracts
27	Electronic Comm. In Workplace	08/11/97	Board	Operational	IT/HR	* board separate	Policy written on appropriate computer use
28	Severance Pay	05/17/99	Board	Operational	GM	dissolve	Policy was created during deregulation and is for sale of utility
29	Identity Theft Prevention	05/26/10	Board	Operational	Accounting/IT		FTC regulations for identity theft prevention managed by IT
30	Sustainable Energy Policy	11/01/12	Board	Board	GM		Board directive to create sustainable energy alternatives
31	Vehicle Anti-Idling Policy	05/26/10	Board	Operational	Facilities		Minimizes idling time of RMLD vehicles



# **RMLD TRAVEL POLICY**





TRAVEL POLICY

Per Board Vote 10/24/02  
Chairman/Date

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TRAVEL POLICY (Overnight/Day Travel)¶  
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General Manager/Date

**I. PURPOSE**

- A. To establish overall administrative controls for reporting employee's expenses and obtaining approval for overnight and day travel.

Only "reasonable" expenses will be reimbursed. Section III of this policy provides guidelines for "reasonable" travel. The Accounting Manager (or designee) will refer expenses that exceed Section III guidelines to the General Manager for final approval. The Accounting Manager is encouraged to meet directly with employees whose expenses exceed these guidelines and to resolve on the side of reasonableness and fairness to the employee. Should the Accounting Manager have questions on any employee's expense report that is not answered to his satisfaction, he then will report directly to the Reading Municipal Light Board of Commissioners with those concerns.

Note: Day travel does not require the employee to submit a Travel Authorization Form. However, the employee will follow the guidelines applicable to day travel including expense reporting requirements.

**II. RESPONSIBILITIES**

A. Accounting Manager

- 1. Responsible for periodic review of this policy and attachments to ensure continuing compliance with Town of Reading requirements as well as applicable state and federal laws. Recommendations are to be made to the General Manager.
- 2. Responsible for reviewing all expense account reports to ensure compliance with this policy. Responsible for final decision on reimbursements.

B. Supervisor

- 1. Determines justification for their employee's travel.
- 2. Responsible for implementing processes to ensure that any RMLD employee who may incur expenses applicable to this policy is aware of the policy and all its provisions.
- 3. Follow up with employee to make sure signed expense report and appropriate receipts have been forwarded to Accounting in a timely manner as required in Section III R. Expense Reporting.

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C. General Manager

- 1. Determines final justification for all travel.
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III. GENERAL GUIDELINES

A. Overnight Travel

- 1. Employees may request travel for purposes of meeting their Career Development Plan or as determined by their supervisor.
- 2. All requests must be submitted to the Division Manager in the format of a completed Travel Authorization Form, for consideration in the budget process for appropriate fiscal year of travel.
- 3. Employees will be notified if their travel request(s) has been approved for submission into the budget.

Note: Submission of the travel request into the budget does not guarantee that the Travel Authorization Form will receive final approval.

- 4. No travel arrangements for any employee, RMLD Board of Commissioner, or Citizens' Advisory Board member will be made until the Travel Authorization Form has been completed and approved. A computerized form is located in the RMLD sharesite, or forms are available from the Executive Assistant. All travel arrangements will be made in accordance with the approved Travel Authorization Form. Employee is responsible to generate necessary Purchase Requisition. The applicable Purchase Order will not be approved without an approved Travel Authorization Form.
- 5. The Executive Assistant is designated by the General Manager to make all RMLD travel arrangements, to ensure that the Travel Authorization Form has been completed correctly and to make all the air/train and hotel reservations, and if appropriate, car rental reservations.

B. Air/Train/Bus Travel

- 1. All travel should be arranged to obtain the lowest fare consistent with the required travel schedule. First class travel is not allowed.

C. Car Rentals

- 1. The General Manager will determine whether an employee requires a car rental. If an employee is staying at a hotel where the conference is being held, a car rental will not be allowed. An employee can elect to justify in written form why a car rental is necessary.
- 2. Car rentals shall be at the lowest rate and mid-size available consistent with the travel schedule and needs. Luxury, sport or specialized vehicles are not allowed.
- 3. Employees shall decline the coverage for Collision Damage Waiver Insurance offered by rental car companies. Please make sure when you fill out the application that RMLD is listed as the renter. Make it clear that it is a company rental. If the rental firm requires a certificate of insurance, please contact RMLD and the certificate will be faxed to them.

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D. Cash Advances

1. Cash advances are not available.

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**III. GENERAL GUIDELINES (Continued)**

**E. Personal Car**

1. Employees will be reimbursed for the use of their personal car at the rate used by the Town of Reading.
2. All employees who use their own vehicle from their home to attend a seminar (or similar company business) will deduct their normal commuting mileage to and from the RMLD from the total mileage to attend the seminar if you leave from home. Examples of this are the following:
  - a. If your normal round trip commute to the RMLD is thirty (30) miles and you attend a seminar that is twenty (20) miles round trip from your home, you would be reimbursed nothing for mileage.
  - b. If your normal round trip commute to the RMLD is thirty miles and you attend a seminar that is forty (40) miles round trip from your home, you would be reimbursed ten (10) miles for mileage (40 miles - 30 miles).
  - c. If you are attending a seminar on a holiday or a weekend, you would be reimbursed the total amount of your mileage, since you would not be commuting normally to work on any of these days.
3. When reporting mileage, the total mileage driven, less the commuting mileage, must be indicated.

**F. Meals**

Overnight Travel Meals - All employees will be provided a per diem allowance in accordance with the United States General Services Administration [www.gsa.gov](http://www.gsa.gov) for all their meals (includes meal, tax and gratuities without providing receipts.)

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<p><b>Deleted:</b> Partial days (defined as covering two or less normal meal periods) will be reimbursed by a specific amount according to the following schedule: \$10.00 for breakfast, \$12.00 for lunch and \$23.00 for dinner. On travel day, no reimbursement for breakfast will be made for departures from Boston, Manchester, NH, or Providence, RI airports on flights after 9:00 a.m. and the reverse is true on flight arrivals before 5:00 p.m. into those airports. If meals are provided as part of a seminar, no reimbursement will be made.</p> <p>&lt;#&gt;</p> <p><i>These rates may be periodically adjusted to generally reflect the average of the subsistence allowances found at <a href="http://www.dtic.mil/per diem">http://www.dtic.mil/per diem</a> or equivalent data source for Massachusetts or other visited locations.</i></p> <p>If an employee strongly believes the per diem allowance is inadequate, he/she may research the dtic website and provide data supporting the increased per diem or they can provide IRS publication #1542 Per Diem Rates to the Accounting Manager who will have final approval.</p>

III. GENERAL GUIDELINES (Continued)

F. Meals (continued)

- 2. Local Travel/Business Meals - will be reimbursed up to specific per diem amount under a regular travel day, listed above for lunch only. If lunch is provided as part of a seminar, no reimbursement will be made.

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G. Entertainment Expenses

- 1. Entertainment expenses are not permitted.

H. Phone

- 1. Employees are authorized one personal call to home per day of travel. Employees are encouraged to refrain from using direct hotel line due to excessive charges.

I. Laundry/Cleaning

- 1. Reimbursement is allowed if the trip is three days or longer.

J. Tips

- 1. Reasonable tips (non-meal related) are reimbursable.

K. Lodging

- 1. Standard double-occupancy rooms are authorized (one room per employee).

L. Parking/Tolls/Gas

- 1. All such expenses are reimbursable provided receipts are attached.

M. Taxis

- 1. Actual cost of taxis is reimbursable based on documentation supplied by the employee.

### III. GENERAL GUIDELINES (Continued)

#### N. Non-Reimbursable Expenses

The following costs are not reimbursable via this policy:

1. Personal expenditures that are not incidental to RMLD business and are of a type that an employee would make whether at home or away.
2. Personal travel and accident insurance.
3. Medical costs.
4. All associated travel expenses of a spouse, personal guests or dependents.
5. Expense for care of dependents or pets.
6. Extra expenses at home while you travel (example: caretaker service).
7. Cost of personally given flowers, gifts or remembrances.
8. Alcoholic drinks of any type.

#### O. Receipts Required for Travel Expenses

1. Transportation fares: (Note: for all air/train travel, the passenger receipt portion of the ticket must be submitted).
2. The entire detailed hotel bill must be submitted (not just the credit card total).
3. Laundry and cleaning.
4. All parking fees and tolls.
5. Car rentals and related expenditures, e.g. gas, oil, etc.
6. Postage fees.
7. RMLD car expenditures (e.g., repairs, wiper blades, oil)
8. Registration fees for previously approved courses and seminars.
9. Unusual expenditures. If a receipt is lost or otherwise not available, do not delay submitting expense reports for expenditures for which receipts are available or are not required, i.e., submit expenses you can document and catch up on submitting the rest when you get the receipts. The employee is responsible for obtaining the missing receipt or an acceptable duplicate.

**III. GENERAL GUIDELINES (Continued)**

**P. Expense Report Approval Requirements**

1. Expense reports must be signed by the employee and the immediate supervisor and forwarded (along with the required documentation) to the Accounting Manager or designee. Expense reports will only be approved by the Accounting Manager or designee if they comply with the provisions of this policy.

**Q. Combined Business and Personal Travel**

1. If an employee takes a business trip and the trip is extended in time to include personal matters or vacation, all extra expenses incurred will be the employee's responsibility including hotel, meals, parking, etc.

**R. Expense Report Processing**

1. Upon return from a trip or completion of RMLD business, the employee must complete an expense report as soon as possible, but in no case later than five (5) working days following the trip.
2. Employees will be reimbursed through the weekly Accounts Payable cycle.

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**IV. ATTACHMENTS**

**A. Travel Authorization Form**

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I have received and read Policy #5 Rev #7

Date

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Please print your name





TRAVEL AUTHORIZATION FORM FISCAL YEAR \_\_\_\_\_

Day

Overnight

Conference

Training

Employee:	Division:	Meets CDP	Y	N
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Name of Training/Conference	
Reason for Request	
Location	
Travel Dates	Length of Stay (Number of Nights)
Transportation - Travel Mode (Air, Rental Vehicle, Bus, Personal Vehicle)	
Did you receive an overnight travel authorization last year? Yes No	

	REQUEST	REVISED	ACTUAL
TRANSPORTATION	\$ _____	\$ _____	\$ _____
HOTEL	\$ _____	\$ _____	\$ _____
FEES/TUITION	\$ _____	\$ _____	\$ _____
MEALS	\$ _____	\$ _____	\$ _____
OTHER	\$ _____	\$ _____	\$ _____
TOTAL	\$0.00	\$0.00	\$0.00

Request Approval:  
Projected Budgeted

Revised Approval:  
Based on Increases

Actual Approval:  
Actual Expenses

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

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Supervisor

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Revised Approval is required if Request total Increases prior to travel. Other reimbursable expenses are according to RMLD's Travel Policy 5. All forms and expense reports must be processed in accordance with RMLD's Travel Policy 5.

