

ADMINISTRATIVE POLICY NO. 25-02R
CITY & BOROUGH OF JUNEAU (CBJ) TRAVEL AND TRAINING POLICY

Effective September 1, 2025

1. GENERAL PURPOSE

The purpose of this policy is to establish consistent and equitable guidelines for employee travel related to official CBJ business or training. Employees are expected to exercise good judgment and discretion when incurring and submitting travel-related expenses for reimbursement.

For detailed information on how to complete a Travel Report (TR) and how to book travel, please see the Travel Procedure Guide.

2. RESPONSIBILITIES

Department Directors: Ensure their staff complies with this policy.

Travel Officers: Manage and administer the travel policy, make travel arrangements, and ensure compliance.

All Employees: Adhere to the policy's guidelines and procedures.

Manager's Office: Responsible for maintaining and updating this policy.

3. POLICY STATEMENT

It is the policy of the CBJ Administration to authorize travel for official business or training purposes using the most cost-effective means available, considering all relevant factors.

- Travel must be **pre-approved** and processed in accordance with CBJ procedures and department budgets.
- A **Travel Report (TR)** must be completed for any travel, following the guidelines provided in the procedure document.
- Travel related to **training** must be within the approved departmental training budget or receive special approval from the City Manager.
- Travel will be booked by the Department Travel Officer. Exceptions to this practice may be approved by the Department Director on a trip-by-trip basis.
 - **EXEMPTION:** Operational travel for SEACAD/HIDTA members are exempt from travel needing to be booked by the Travel Officer due to confidentiality concerns.

4. AIRFARE

- When booking on Alaska Airlines, the Travel Officer **MUST** use the AK Air EasyBiz website.
- Employees must fly **coach class** unless there is no additional cost to CBJ for upgrades (e.g., using frequent flyer miles) or an ADA accommodation is in place.
- CBJ will not reimburse employees for **frequent flyer miles** used for official business, although **fees and taxes** associated with redeeming miles may be reimbursed.

- CBJ may pay for an additional overnight stay if the **savings on airfare** justify the additional costs for lodging, transportation, and per diem.
- If an employee voluntarily accepts a **flight delay**, they will be responsible for any additional costs (e.g., per diem, lodging, etc.) resulting from the delay. If the delay affects the employee's return to work schedule, they must notify their supervisor and take personal leave.
 - Hourly employees who voluntarily accept a flight delay will be considered on personal leave for the duration of the delay.

5. PERSONAL TRAVEL

With **prior approval** from the department travel officer and the department director, employees may combine **personal travel** with business trips. **Department Directors** have discretion to make decisions on unique travel circumstances that are not outlined in this policy and must allocate personal costs to the employee and business costs to the organization.

- **Flights:** When combining personal and business travel, **the Travel Officer** will select the itinerary that CBJ would book. **The Employee** can provide their alternate for comparison. CBJ will purchase or reimburse for the least expensive option.
 - **Example 1:** If the business airfare is \$550 and the total cost with personal travel is \$700, the employee will purchase the flights and will be reimbursed after travel is completed.
 - **Example 2:** If the business airfare is \$550 and the total cost with personal travel is \$550 (or less), the Travel Officer will book the flights.
- **Lodging:** CBJ is responsible only for the portion of lodging related to official business and will only cover the hotel for the itinerary submitted in the TR that did not include personal travel. Any extra costs, such as additional persons in the room, extended stays, or upgraded accommodations, are the employee's responsibility.
- **Ground Transportation:** CBJ will only cover the cost of ground transportation for the business portion of the travel.
- **Per Diem:** If an employee includes personal travel at the beginning of the trip, per diem will start the first day of the conference/event. If personal travel is at the end of the trip, per diem will end on the final day of the conference/event.

6. TRAVEL ADVANCES

- Travel Reports must be submitted **at least three (3) weeks** in advance to be eligible for a travel advance. Requests submitted with less than three weeks' notice will not be guaranteed an advance, and reimbursement will be made after travel completion.
- Advances may be provided for per diem only.
- **Advances will not be provided** for travel reimbursed directly to the employee by another agency. If the other agency reimburses CBJ directly, an advance may be approved.

7. GROUND TRANSPORTATION

Only ground transportation expenses necessary for attending work-related events will be reimbursed.

Taxi/Rideshare

- Travelers should use the most **cost-effective** ground transportation, such as shuttles, buses, taxis, or rideshare services.
- **Reimbursement** for these services requires receipts. Tips for these services, as indicated on receipts, will be reimbursed **up to 20%** or \$5 for complimentary services.
- **Tips** above 20% will not be reimbursed.

Rental Vehicles

- Rental vehicles may only be used when necessary for conducting CBJ business or when demonstrated to be a more economical option than other forms of transportation and is approved by the Department Director.
- If staying at a conference hotel, rental cars will be approved only if adequate justification is provided (e.g., no restaurants within walking distance).
- Rental cars must be reserved by the department Travel Officer, either through the State of Alaska contract or through the business account(s) specified in the Procedure Guide. When a rental car is used for both business and personal travel, CBJ will be responsible for the business portion and the employee will be responsible for the personal portion, and the reservation may be made by either party at the discretion of the Travel Officer.
- Unless no other options are available, peer to peer car sharing, such as Turo, is not permitted.

Personal Vehicles

- When authorized, employees will be reimbursed for the use of their **personal vehicle** for official CBJ travel outside of Juneau at the reimbursement rate specified in Personnel Rule 18 PR 045.

Parking

- **Parking** costs at the Juneau International Airport will be reimbursed or the cost of a taxi roundtrip from the employee's home, whichever is less.
- Hotel parking will be covered only if a rental car is determined to be necessary.
- Employees are responsible for all fines related to parking or moving violations issued while traveling on City business.

8. LODGING

- The Travel Officer must select **economical** lodging within reasonable proximity to the training or meeting location.

- The Travel Officer should use their judgement when making a hotel reservation, weighing the travel likelihood against the cost difference between refundable and nonrefundable reservations.
- **Airbnb/VRBO** rentals are not recommended unless other accommodations are unavailable or impractical. The Travel Officer should always request the **government rate** when making reservations.
- If the employee finds their hotel accommodations **unsuitable or unsafe**, they should contact the Travel Officer and arrange comparable lodging.

9. PER DIEM

- **Per Diem rates** will be informed by the Federal General Services Administration (GSA) rates for out-of-state travel and the Department of Defense for in-state travel. See the procedure guide for current rates.
- Per diem includes:
 - **Breakfast:** 12:01 a.m. to 10:00 a.m.
 - **Lunch:** 10:01 a.m. to 3:00 p.m.
 - **Dinner:** 3:01 p.m. to midnight
- If an employee attends a **meal event** as part of the conference/training, CBJ may reimburse the event's cost, but the employee will not receive per diem for that meal.
- **Other fees:** Baggage fees associated with business travel are reimbursable. Any other fees requested to be reimbursed must be approved by the Manager's Office Administrative Officer.

10. COMPENSATION WHILE IN TRAVEL STATUS

- Under the **Fair Labor Standards Act (FLSA)**, hourly employees are compensated for travel time during their regularly scheduled work hours, including travel on a regular day off (e.g., weekend or holiday), or are compensated under applicable labor agreements.
- Travel time **does not** include transportation to/from the airport in Juneau.
- Overtime may apply based on the employee's work schedule and applicable labor agreements.
- When possible, the employee's work schedule should be adjusted to accommodate the additional time worked without creating overtime liability.

11. COMPLETION OF TRAVEL REPORT

- Within **seven (7) working days** after travel completion, employees must submit all receipts and documentation to the Travel Officer for reconciliation.
- The Travel Officer and Department Director are responsible for ensuring that all employees submit their travel documentation in a timely manner.

12. CANCELLATION

- If a trip is canceled and the employee has received an advance (e.g., per diem or flight), the employee must return the funds within seven (7) business days. This may be done either by writing a personal check and giving it to the Travel Officer to process through the Cash Office or by submitting a completed payroll deduction form (see procedure manual for sample form). Cash payments may be made at the Cash Office with advanced arrangements.

Cancellation Prior to Departure

- **Employee Responsibility:** If an employee must cancel or change their travel plans, they should notify the **Travel Officer** or the person responsible for travel arrangements **immediately** to allow for the best chance of securing a refund or reducing costs.
- **Advance Notice:** Employees should aim to cancel or adjust travel plans at least **7-14 days** prior to departure. This provides ample time for the organization to manage the changes, especially with respect to **flight and hotel bookings** that may have cancellation fees.
- **Non-Refundable Tickets:** If a **non-refundable flight** or hotel booking was made, the employee must work with the **Travel Officer** to determine if any cancellation credits can be applied to future travel. For airline tickets, some airlines may allow for a credit or change, albeit with fees.

Cancellation After Departure

- **Partial Cancellation:** If part of the trip is canceled after the employee has already departed (for example, a return flight or additional hotel nights), the organization may still be eligible for partial refunds or credits, depending on the policies of the airline, hotel, or car rental company.
- **Emergency Cancellations:** In cases where an employee must cut a trip short due to an emergency, special consideration can be given for refunds. The **Travel Officer** should work with the vendor to explain the circumstances and attempt to recover as much of the cost as possible or apply for a credit for future travel.

Refund Process and Documentation

- **Reimbursement Tracking:** If CBJ receives a refund or credit (e.g., for a flight or hotel booking), the **Travel Officer** or the employee must keep detailed records, including:
 - **Documentation of the refund** (e.g., email confirmations, receipts, or credit notes).
 - **Reason for the cancellation** (e.g., emergency, change in business need, etc.).
 - **Re-issuance of credit** (for future travel) or application of the refund toward other travel expenses.
- **Applying Refunds to Travel Expenses:**

- Any refund (e.g., for unused flights or hotels) should be directly applied to reduce future travel expenses or credited back to the department's travel budget.

Employee-Related Cancellations and Changes

- **Employee Initiated:** If an employee changes or cancels travel due to personal reasons, they must assume responsibility for any associated costs, such as change fees or non-refundable portions. The employee must seek prior approval for such changes and discuss with their Department Director. Exceptions may be made in the case of an emergency, and with approval from the Department Director.
- **CBJ Initiated:** If CBJ decides to cancel or reschedule travel (e.g., event cancellation, business travel restrictions), the organization should take responsibility for handling refunds or rebooking. The Travel Officer will work with travel vendors to minimize costs and obtain credits or refunds for unused services.

13. POLICY VIOLATIONS

- Violations of this policy may result in **disciplinary action** up to and including termination.

14. TRAVEL DEFINITIONS

- **Advances:** Funds provided before a trip to cover approved travel costs. To be eligible for a travel advance, requests must be submitted to the Travel Sharepoint **Accounts Payable** at least **three (3) weeks** before the departure date. Requests submitted with less than three weeks' notice will be processed with the completed Travel Report upon the employees' return.
- **Department Travel Officer / Alternate Travel Officer:** An employee designated by the Department Director to manage and administer the travel policy, make travel arrangements, and ensure compliance. Each department must designate both a **Travel Officer** and an **Alternate Travel Officer**, who will be trained by the Manager's Office and/or the Purchasing Division. Some departments may also designate **Travel Support Personnel** to assist in preparing travel documentation.
- **Employee:** An individual employed by any department within the City & Borough of Juneau (CBJ) and subject to CBJ Personnel Rules.
- **Gratuities/Tips:** Tips for eligible services, such as those for taxis, shuttles, or airport skycap fees, are reimbursable when customary. Gratuities must be itemized on receipts and are limited to **20%** of the service cost or **\$5** for complimentary services (e.g., no charge for the service). **Meal tips** are included in the per diem allowance.
- **Transportation Expenses:** This category includes commercial carrier fares (flights, ferries, etc.), vehicle mileage, taxi or bus fares, parking fees, and any other essential

transportation costs incurred while on official CBJ business. **Traffic or parking fines** will **not** be reimbursed.

- **Per Diem Expenses / Meal Allowance:** The daily allowance provided for meals while traveling on official CBJ business. This is based on federal per diem rates by location.
- **Other Expenses:** Expenses related to business needs, such as **telephone calls, internet fees, faxes, or emergency supplies** necessary for conducting official CBJ business. **Alcohol and entertainment**, including in-room movies, will **not** be reimbursed.
- **Travel Status:** Employees are considered in **travel status** from the moment an authorized trip begins until it ends. This includes travel time to and from the destination, but excludes time spent on personal activities during the trip.
- **Travel Report (TR):** The official form used to document travel-related expenses, from the initial trip planning through the completion of travel and final reconciliation. Only one TR per trip/event is required.

15. GENERAL PROVISIONS

- This policy supersedes all prior versions. When department policies exist and where they are more restrictive than this policy, department policies control.
- The effective date of this revised policy is September 1, 2025.

Dated at Juneau, Alaska this 20th day of June, 2025.



Katie Koester
City & Borough Manager