

# **Town of Hudson**

## **Reimbursement Policies and Procedures**

The Town of Hudson will reimburse reasonable expenses incurred by an Employee for out-of-pocket purchases, mileage, travel, training and education that are incurred for legitimate Town business.

All such reimbursements must be made in conformance with Massachusetts General Law (see attached Municipal Expenditures: Proper Public Purposes), the Town of Hudson Personnel Regulations and/or General By-Laws, the Antifraud Policy of the Town of Hudson, and/or applicable Collective Bargaining Agreements.

Expenditures must be pre-approved, submitted in a timely manner and fully documented. The following are acceptable supporting documentation:

- An original, itemized receipt
- A copy of a cancelled check
- A copy of a credit card statement showing payment (please black out all account numbers)
- A confirmation letter/email showing receipt of payment
- Mileage reimbursements must document the To/From Destinations, the purpose of travel, and a printout of Google Maps (or a similar site) showing the mileage for the destination and return trip

Reimbursements require the approval/signature of the department head, board or person responsible for that department's budget. The Town Accountant may refuse to approve payment or reimbursement for any claim found to be fraudulent, unlawful, or excessive. In that instance, the Town Accountant will provide a reason for refusal to the originating department head or board.

## **Employee Expenses and Purchases**

When an employee purchases a product needed by the Town and/or incurs expenses for meetings, every effort should be made to have the expense paid directly by the Town to the vendor. When it is impractical or the vendor will not invoice the Town, the employee may submit a reimbursement request. The Town is tax exempt and will not make reimbursements for sales tax. A copy of the Town's exemption certificate can be obtained when making purchases on behalf of the Town.

The Town's exemption certificate cannot be used for personal expenses which would be in violation of the Massachusetts Conflict of Interest Laws.

## **Mileage, Meals and Travel\***

### **Mileage Reimbursement\***

The Town will reimburse employees for mileage, parking and tolls incurred when they travel in their personal vehicles while performing Town business. The reimbursement rate will be as included in the Town of Hudson Personnel Regulations or applicable Collective Bargaining Agreement.

- Mileage reimbursements must document the To/From Destinations, the purpose of travelling, and a printout of Google Maps (or a similar site) showing the mileage for the destination and return trip.
- Reimbursement for parking and tolls require receipts.

### **Meals\***

If an employee is required to travel for Town business/training/conferences, he or she will be reimbursed for reasonable charges for meal expenses. Meal costs, including taxes and tips, incurred during the course of approved travel will be reimbursed only upon presentation of itemized receipts. The Town will not reimburse for any alcoholic beverages or tobacco in accordance with Massachusetts General Laws.

### **Travel/Lodging\***

If an employee travels for Town business/training/conferences, the Town will reimburse for travel and lodging expenses that are reasonable and submitted with proper documentation. Lodging expenses should not exceed the group rate when attending a conference or training. Lodging expenses must be itemized; no reimbursements will be made for personal expenses, for example, in-room movies and gym fees.

\*Expenses associated with spouses, other family members, or significant others travelling with the employee will not be paid for by the Town.

\*No meal, travel or entertainment should be accepted by the employee that is not in accordance with the Massachusetts Conflict of Interest Laws.

\*Meals tax, hotel tax, car rental tax, fuel tax, and gratuities in accordance with local custom (that are necessary and incidental) are reimbursable.

\*Payment or reimbursement for fines and other expenses incurred as a result of traffic violations while on Town-approved travel are prohibited. The employee is personally responsible for such expenses.

\*Any motor vehicle accidents, which occur while using a rental car while on Town-approved travel, must be report as soon as practicable, in writing to the appropriate authorities, with copies of all such reports provided to the Town.

### **Tuition Reimbursement**

Tuition reimbursement will be based on the Town of Hudson Personnel Regulations and/or applicable Collective Bargaining Agreement.