

## **Personnel Rule 5.2 - Travel**

### **5.2.0 Authority**

SMC 4.04.040 and subsequent revisions thereto, Administration

SMC 4.04.050 and subsequent revisions thereto, Rule-making Authority

SMC 4.70 and subsequent revisions thereto, Reimbursement for Use of Personal Automobiles

SMC 4.72 and subsequent revisions thereto, Travel Expenses

29 CFR 790 General Statement as to the Effect of the Portal to Portal Act of 1947 on the Fair Labor Standards Act of 1938

### **5.2.1 Application of this Rule**

- A. The provisions of this subchapter shall be applied to employees of the Seattle Municipal Court except where they conflict with any policy promulgated by the Court and/or General Court Rule 29.

### **5.2.2 Personal Automobile Use Expense Reimbursement**

When, in the course of performing assigned job duties, an employee finds it necessary to use his or her personally owned vehicle, the employee shall be reimbursed for such use at the rate established by the Seattle Human Resources Director.

### **5.2.3 Travel Expenses**

When traveling outside the City at the direction of the appointing authority, employees shall be reimbursed for:

- A. Actual expenses incurred for registration fees for conventions, seminars, or similar events;
- B. Actual expenses incurred for transportation or the standard mileage rate set by the Seattle Human Resources Director, provided that reimbursement for mileage shall not exceed the round-trip coach-class air fare of a common carrier;
- C. Actual expenses incurred for meals when travel outside the City is not a routine or normal part of the employee's job, provided that the reimbursement shall not exceed the amount established by the City's Finance Director;
- D. Actual expenses for automobile rental or other local transportation;
- E. Actual necessary expenses for lodging, provided that costs do not exceed the amount set by the City's Finance Director; and

- F. Other reasonably necessary expenses related to the City business being performed, including, but not limited to, writing materials, reading materials, and telecommunications.

#### **5.2.4 Compensable Hours**

- A. An hourly employee may not work more than his or her scheduled hours without the explicit prior approval of his or her supervisor. Hourly employees may be disciplined for working unauthorized overtime.
- B. When an hourly employee's workday has begun prior to, and is completed subsequent to work-related travel, time spent in transit shall be included in the computation of the employee's hours worked.
- C. Except as covered by Rule 5.2.3(B), time spent in travel to and from work shall not be compensable.
- D. Time spent in travel that keeps an hourly employee away from his or her home community overnight will be considered work time when the hours spent traveling correspond to hours worked by said employee on a normal work day. Hours of travel outside of hours that correspond to the employee's regular work hours are not compensable.

#### **5.2.5 Working Conditions**

An employee shall be covered by the City's workers' compensation plan for all job-related injuries or illnesses occurring as a result of participation in work related travel. If an employee has incurred a work-related injury or illness while traveling, the employee shall notify his or her supervisor immediately and complete all necessary documents concerning the injury or illness.