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## *Commercial Transportation*

### **SCOPE**

Commercial transportation includes mass transit vehicles, trains, cabs and planes. An agency/bureau head may authorize use of commercial transportation for an employee in conduct of official City business when it is the preferable mode of transportation.

### **EXPENSE PAYMENT**

An Expense Report must be completed and submitted on a monthly basis for reimbursement of these expenses. All other expenses for which reimbursement is claimed, must be received by the Bureau of Payroll and Disbursements, Room 700, 401 E. Fayette St., Attention: Disbursements Supervisor, within 30 work days from the last calendar day of the month during which expenses were incurred or the City will not be obligated to reimburse an employee for such expenses.