
CITY OF ARROYO GRANDE ADMINISTRATIVE POLICY AND PROCEDURES

POLICY #: A-012SUBJECT: TRAVELISSUED: 12/1/08EFFECTIVE: 12/1/08CANCELLATION DATE: N/ASUPERSEDES: 8/1/08

POLICY:

It is the City's policy to authorize City employees and officials for travel outside the City in order to participate in regional meetings, training and conference activities for professional development and to represent the City's interests. However, it is the City's policy to manage travel expenses in an efficient manner and to limit such expenses to matters that are necessary and provide a direct benefit to the City. The City shall reimburse travel expenses directly related to travel on approved City business. All costs incurred for travel-related expenses are subject to budgeted amounts and this policy is applicable to all City employees, elected officials and appointed officials. Travel expense reimbursements are tax-free.

PROCEDURE:1. Authorized Travel

City funds, equipment, supplies, titles and staff time must only be used for authorized City business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

- A. Communicating with representatives of regional, state and national government on City adopted policy positions;
- B. Attending educational seminars designed to improve skill and information levels;
- C. A conference or organized educational activity relating to topics important to City policy and operations;
- D. Attending meetings involving activities and/or decisions important to the City's interests;
- E. Preparing research for City projects and/or implementing City approved strategies.

2. Authorization and Cash Advances

- A. Travel on City business shall be claimed on an itemized basis. Employees and officials attending a conference, training or out of town meeting shall itemize all daily expenses. Funds can still be advanced. However, the employee or official must itemize all expenses and may be eligible for additional reimbursement or need to refund some of the cash advance to the City. Receipts should be kept and submitted on all expenses.
- B. Whenever possible, conference and training should be specified during the budget process.
- C. On all travel on City business that exceeds \$200 or involves a cash advance, regardless of whether it is a one-day conference or involves overnight travel, a Travel Request and Expense Report form (Exhibit A) must be submitted.

Travel authorizations should detail all expenses associated with a trip. This would include, but not be limited to, meals, lodging, registration fees, air fare/mileage reimbursement, and estimated car rental.

Travel authorizations and accompanying Travel Request and Expense Form require approval of the Department Director or his/her designee.

Out-of-state travel or travel that exceeds the Department's budget allocation for travel must be approved by the City Manager.

- D. Travel authorizations should be submitted a minimum of 10 business days prior to the scheduled travel for approval and within 10 business days following the travel for reimbursement.
- E. If a receipt is lost, a Travel Substitute Receipt Form (Exhibit B) may be submitted in its place.
- F. All individuals traveling on City business who are not City employees (i.e., Planning Commission, Traffic Commission), where the total cost of the travel exceeds \$100, must have the prior approval of the City Council. In cases where prior approval at a Council meeting is not possible due to a last-minute necessity, the City Manager will make the determination and inform the City Council at the earliest opportunity.
- G. Police Department personnel attending P.O.S.T. training courses will be allocated the per diem rate currently approved by P.O.S.T.

3. Reimbursable Expenditures

A. Registration

The City shall pay for or reimburse primary registration costs for authorized training and conferences. The City shall not reimburse costs for additional optional social and entertainment conference activities offered. The City shall not reimburse conference registration costs for family and friends accompanying the employee or official.

B. Transportation

1. Air travel shall be reimbursed at the lowest reasonable coach rate available. Tickets should be purchased through the Enhanced Local Government Airfare Program whenever possible as long as they represent the lowest rate available at the time. This program entitles member agencies to reduced airfares through the State of California YCAL rating agreement and also provides rental car and hotel reservations.
2. In cases where air travel would be the normal means of transportation on City business, an employee or official may drive one's personal vehicle with the permission of the Department Director. Costs shall be reimbursed at the City Council established per mile rate. In no case shall the cost of mileage exceed the cost of coach air travel to the conference or training.
3. Employees that receive auto allowance shall only be eligible for mileage reimbursement for travel to destinations outside a fifty (50) mile radius of the City.
4. An employee may leave from home for a meeting, conference, training session, etc. However, the mileage reimbursement for travel from home to the conference, etc., shall not exceed what would normally be the mileage reimbursement for travel from employee's work site to the conference.
5. Use of City vehicles may be authorized for travel on City business outside the local area when this method of transportation can be demonstrated as the most economical means available. There shall be no reimbursement for transportation when a City-owned vehicle is used. Any out-of-pocket expenses incurred in operating the vehicle, such as gasoline, shall be reimbursed if receipts are provided.

6. Rental vehicles shall be utilized for travel if rental fees and actual projected gasoline costs are determined to be less than the projected mileage reimbursement to utilize a personal vehicle. Any out-of-pocket expenses incurred in operating the vehicle, such as gasoline, shall be reimbursed if receipts are provided.
7. Carpooling is encouraged when more than one employee or official are attending the same event or activity.
8. Rental rates that are equal or less than those available through the State of California's website (www.catravelmart.com/default.htm) shall be considered the most economical and reasonable for purposes of reimbursement under this policy. The most economical car make and models sufficient to meet the needs of the travel shall be utilized, subject to vendor availability.
9. Taxi, bus and shuttle fares may be reimbursed, including a 10% gratuity per fare when applicable, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time efficiency.

C. Lodging

1. Lodging expenses at the single room rate will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay.
2. If such lodging is in connection with a conference, lodging expenses shall not exceed the group rate published by the conference sponsor if such rates are available at the time of booking.
3. Employees and officials shall request government rates when available.
4. Gratuities of \$1 per night for hotel maids shall be reimbursed and \$1 per bag for bellhops when necessary.
5. Lodging incidental costs that are not listed as reimbursable expenses in this policy shall not be reimbursed.

D. Meals

1. Meals shall be reimbursed at actual cost not to exceed the U.S. Government Per Diem Schedule for the specific geographic area, as stated on the U.S. General Services Administration web site (www.gsa.gov), which shall include tax and a 15% to 20% gratuity, as appropriate.

2. To determine the maximum reimbursement amount for daily meals, access www.gsa.gov and take the following steps:
 - a. Access the per diem rates table
 - b. Identify the M&IE rate for the area where the travel will take place.
 - c. Access the Meals and Incidental Expense table and apply the M&IE rate to determine the daily limit for meals by adding the amounts for all meals identified.
 - d. If meals are provided by the event or hotel and consumed by the employee or official, the amount identified in the Meals and Incidental Expense table for that meal shall be deducted from the allowable reimbursement amount. Employees and officials are encouraged to take advantage of meals provided unless infeasible due to times or business necessity. To determine the amount to be deducted from the daily limit for a specific meal, access the Meals and Incidental Expense table and apply the M&IE rate to identify the specific limit for each meal.
3. Alcohol and personal bar expenses are not reimbursable.

E. Parking

1. Parking fees shall be reimbursed at the actual cost, including a \$2 gratuity for valet parking when necessary.
2. Parking fees at hotels and conference sites will be predetermined whenever possible and included in the employee's travel expenses. When parking costs cannot be predetermined, employees will be reimbursed for any required parking fees.
3. Long-term parking shall be used for any airport parking for travel exceeding 24 hours.

F. Communications

1. Employees and officials shall be reimbursed for actual telephone, fax and internet access occurred on City business.
2. Telephone bills should identify which calls were made on City business.

3. If travel requires an overnight stay, the cost of one telephone call per day up to 10 minutes shall be reimbursed.
4. Staff needing internet access for City related business while on City travel and/or training may purchase high speed internet access from the employee's place of lodging if available at the City's expense. Determination of the need for internet access shall require approval of the Department Director. Internet access paid for by the City shall be subject to the provisions of the City's Information Service Policy (A-016).

G. Other

Expenses for which City officials receive reimbursement from another agency are not reimbursable. No costs associated with family members and friends accompanying an employee or official shall be reimbursed.

4. Follow-Up

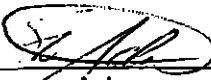
Council Members shall make an oral report on the meeting or conference during Council Communications as appropriate. Written reports of the highlights of a conference or training program may also be required for employees at the discretion of the City Manager or applicable Department Director, particularly when other individuals in the organization could benefit from such information.

5. Audits of Expense Reports

All expenses are subject to verification of compliance with this policy.

6. Exceptions

Questions or interpretation of exceptions to the above must be clarified and/or approved by the City Manager in advance of the proposed travel.



Steven Adams
City Manager

**CITY OF ARROYO GRANDE
TRAVEL REQUEST AND EXPENSE REPORT
FORM "T" FOR TRAVEL**

**EXHIBIT A
POLICY A-012**

Part I - TRAVEL REQUEST

INSTRUCTIONS: Prior to travel, prepare Part I, list checks to be issued, obtain required approvals and submit to the Financial Services Department (Accounts Payable).

1. Name & Title of Requester _____
2. Date of Request _____ 3. Date of Trip _____
4. Conference or Meeting _____ 5. Estimated Cost of Trip _____
6. Location _____ 7. Account Number _____
8. Was travel included in the Department budget? Yes _____ No _____

9. Advance Payments Requested:

Date Requested	Payable To:	Amount
	Total Requested:	

10. Signature of Requester Department Director Approval City Manager Approval

PART II - EXPENSE REPORT

INSTRUCTIONS: Following travel, complete Part II and submit to the Financial Services Department with receipts, printout of U.S. Government per diem meal schedule for the location of travel, and any balance due to the City if applicable.

<u>Final Costs</u>	<u>Amount</u>
Registration Fees	_____
Transportation: Air () Rail () Rental Car () Private Car () Taxi/Bus ()	_____
Lodging (room charges & taxes only)	_____
Meals	_____
Garage/Parking	_____
Communications	_____
Gratuities	_____
Other (please itemize)	_____
Total Expenses	_____
Less Total Advanced	_____
Balance Due To: Traveler () City ()	_____

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF MY EXPENDITURES

Employee Department Director Approval City Manager Approval

Audited By _____ Date _____ Check or Receipt No. _____

PROCEDURES FOR TRAVEL EXPENSE ALLOWANCES AND ROUTING

1. Describe travel, obtain authorizing signatures and indicate any advance checks to be issued and dates needed.
2. Indicate on Part II the method of travel. Private autos may be used with Department Director approval for mileage reimbursement.
3. Attach copy of registration form to Travel Request. Retain original registration form as checks will be returned to departments for mailing in case of last minute changes.
4. Out-of-State travel or travel which exceeds the Department budget allocation for travel must be approved by the City Manager.
5. Send completed request to Financial Services.
6. When travel is complete, traveler will complete Part II and attach all required receipts within 10 days of travel, obtain department approval and return completed form to the Financial Services Department. If advances exceed actual expenses, include money due City.
7. A copy will be returned to the department following audit.
8. The City will pay for the following expenses for approved travel and training:
 - Registration
 - Hotel room rates and applicable taxes
 - Mileage or transportation costs
 - Garage and/or parking fees
 - Meals
 - Telephone calls to home, up to 10 minutes per day (cannot be averaged)
 - Tips to waiters, bell hops, baggage handlers
9. Meals shall be reimbursed at actual cost not to exceed the U.S. Government Per Diem Schedule amount for the specific geographic area. Amounts for any meals consumed that are provided by the hotel or event shall be deducted from the daily limit. To identify daily limits for meal costs:
 - Access the U.S. General Services Administration web site at www.gsa.gov.
 - Access the per diem rates table.
 - Identify the M&IE rate for meals for the area where travel will occur.
 - To determine the amount to be deducted for a specific meal, access the Meals and Incidental Expense table and apply the M&IE rate to identify the specific limit for each meal.
10. Attach a printout from the U.S. Government Per Diem Schedule rate and M&IE rate with this form.
11. The City will not pay for personal entertainment, i.e., movies, alcoholic beverages, sightseeing, etc.
12. Consult Policy# A-012 for specific policies and procedures regarding allowable reimbursable travel expenses.
13. All check requests should be on the appropriate Travel Request - Form "T".
14. After approval by the City Manager, any balance due traveler will be issued by Accounts Payable.



CITY OF ARROYO GRANDE TRAVEL SUBSTITUTE RECEIPT FORM

INSTRUCTIONS: If a receipt for eligible travel reimbursement expenses is lost, complete the following and submit with itemized expenses along with Travel Request and Expense Report.

1. Name & Title _____

2. Date of Request _____ 3. Date of Expense _____

4. Amount of Expense _____

5. Description of Expense _____

6. Name of Business _____

Location of Business _____

8. Reason Why Receipt is Not Available _____

Signature of Requester _____

Department Director Approval _____

City Manager Approval _____