



Policy

Conference and Business Travel Expense Reimbursement

These guidelines shall be used to help guide employees on allowable expenses. Prior authorization from the Department Head is required for all travel requests. Expenses for a spouse or guest are not reimbursable. These guidelines do not address all contingencies and conditions. Any exception requires City Manager approval.

Travel Request/ Expense Report	Travel arrangements shall be reserved by the most logical and least expensive method. Travel Request/Expense Reports shall be submitted to the City Auditor within ten working days of the travel return date. If an outstanding report is not submitted within ten working days of the travel return date, no future Travel Request/Expense Reports shall be processed for the individual until the outstanding travel expense claims have been completed. The Report shall include a conference agenda, training schedule, or other documentation of attendance. All applicable sections of the Report shall be completed with original itemized receipts or other payment documentation with the exception of meals and incidental expenses (see below). All loose receipts shall be taped to an 8.5 x11 sheet of paper. If a receipt is not available, the employee shall submit a Verification of Expense Form.
Registration	Registration for conferences, training, etc. shall be made far enough in advance to take advantage of early (discounted) fees and to avoid late registration fees.
Transportation	<p>Travel arrangements shall be made as far in advance as possible to obtain the best possible fares and rates. Travelers shall use whatever mode of transportation is the most logical and least expensive. If an employee elects to use a mode of transportation other than the most logical and least expensive, the City will only pay the cost of the most logical and least expensive mode. If the least expensive mode of transportation is not used, the difference between the selected mode and the least expensive mode shall be considered the employee's personal expense.</p> <p>If travel arrangements must be cancelled for any reason, travel arrangements shall be cancelled in a sufficient amount of time to prevent the City from incurring unnecessary costs when possible.</p> <p>1. Air Travel: Reservations are based on advance-purchase economy class airfare. If an employee extends travel arrangement for personal</p>

	<p>time, the Travel Request/Expense Report must include documentation indicating airfare costs based on business travel dates and personal travel dates. The City will only pay the cost based on the least expensive amount. Employees shall not purchase optional insurance unless there is a reasonable explanation for doing so.</p> <p>i. Baggage Fees: If the airline charges for all checked baggage, the City will cover the cost for only one checked bag. Excess baggage charges are not reimbursable unless a reasonable explanation is provided.</p> <p>2. City Vehicle: City vehicles shall be utilized whenever possible, unless another mode of transportation is deemed less expensive.</p> <p>3. Personal Vehicle: Employees shall be compensated for the use of their private vehicles for business travel at the current IRS standard mileage rate, provided that it is the most logical and least expensive mode of transportation. Compensation shall be based upon the number of miles between the travel destination and either the employee's designated work location or residence. Employees requesting reimbursement for mileage shall submit Google Maps, MapQuest or similar interactive map indicating the start location, end location and total miles traveled.</p> <p>4. Rental Vehicle: Rental vehicles shall be used only when no other mode of transportation is less expensive and must be authorized in advance. Employees shall request the least expensive vehicle category that meets their needs. Employees shall not purchase optional insurance offered by the rental agency.</p> <p>5. Train and Other Mass Transit: Employees shall be compensated for train or other mass transit fares and fees provided that is the most logical and least expensive method of travel.</p> <p>6. Taxi and Other Car Service: Employees shall be compensated for the use of taxis or car service provided that is the most logical and least expensive method of travel. The City will pay up to 20% for customary tips for taxi and other car services.</p> <p>7. Tolls and Parking Fees: Employees shall be compensated for bridge tolls and parking fees and other related fees incurred as the result of an employee's authorized use of a vehicle while traveling on City business. If a vehicle is left at a location for more than one day, parking will be reimbursed per long-term parking rates or the most affordable available rate.</p>
Lodging	<p>The City will pay lodging expenses for approved City travel, including the evening preceding or subsequent to a meeting or business event when the employee would otherwise have to travel from his/her residence before 6:00 am or after 9:00 pm to reach or return from his/her destination.</p>

	<p>Employees shall be compensated for lodging at conference hotels. If lodging is not available at the conference hotel or if the conference is not held at a hotel, employees are expected to stay at a comparable or reasonably valued hotel. The City will pay for standard single rooms for individual employees. Any incremental cost beyond that of a standard single room shall be paid for by the employee.</p>
Meals	<p>The City will pay for an employee's meals during authorized travel, including tax and tips, up to the per diem amount established by the General Service Administration (GSA) for the destination location (available at: http://www.gsa.gov/perdiem). The City will not pay for alcoholic beverages or service/delivery charges.</p> <p>The separate amounts for breakfast, lunch and dinner are available at http://www.gsa.gov/perdiem. The City will pay for meals during partial days of travel on a pro-rated basis as follows:</p> <ul style="list-style-type: none"> • If the partial day includes travel before 8:00 am, the City will pay for the employee's breakfast. • If the partial day includes travel between 11:00 am and 1:00 pm, the City will pay for the employee's lunch. • If the partial day includes travel after 5:00 pm, the City will pay for the employee's dinner. <p>Employees requesting reimbursement for meals and tips shall submit documentation from the GSA indicating the per diem rate amount of the travel destination's zip code or city and state. Employees are not required to submit receipts. Pursuant to AB 1234, the Mayor, Council Members and Planning Commission members are legally required to submit receipts.</p> <p>The City shall not pay for meals that the employee elected to purchase from another source when the meals are included in the cost of a conference, training, or hotel stay, unless there is a reasonable explanation for doing so, such as religion, allergy, etc.</p>
Incidental Expenses	<p>The City will pay for incidental expenses in the amount established by the GSA for the destination location (available at: http://www.gsa.gov/perdiem). Incidental expenses include tips for hotel front desk bag storage, housekeeping staff and other related expenses. Receipts are not required. Pursuant to AB 1234, the Mayor, Council Members and Planning Commission members are legally required to submit receipts.</p>
Miscellaneous	<p>The City will pay for goods and/or services deemed necessary for the completion of official business, such as faxes, copier and computer</p>

	usage, internet usage, etc. Any incremental cost beyond the basic cost required for employee to attend a conference and/or conference related events shall be paid for by the employee.
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