

## MEETING AND TRAVEL EXPENSE REIMBURSEMENT POLICY (ATTACHMENT A)

### **I. RESPONSIBILITY**

City officials and employees are required from time to time to attend various conferences, meetings, seminars and institutes, which relate directly to City programs, policies, operations and activities. It is the responsibility of each employee to accomplish essential City travel as economically as feasible. The City Manager shall administer the provisions of the Travel Policy and shall have the authority to reduce the allocation for travel whenever, in his or her judgment, the travel can be accomplished at a lesser cost than would otherwise be provided by this Policy.

### **II. COVERED TRAVEL AND MEETING EXPENSES**

All travel trips, whether one day or multiple days, will require submittal of the "Travel Expense Report Form." The City Manager as well as the Department Head must sign off on all travel expenses.

### **III. TRANSPORTATION**

- A. Use of Privately Owned Vehicles: Mileage reimbursement for privately owned vehicles used on City business shall be at the current published IRS rate (\$.445 per mile as of 01/01/2006). When privately owned vehicles are used for out-of-town travel, total payment for mileage will not exceed the cost for round trip coach airfare (or train fare where available).
- B. Commercial Auto Rental: Officials and employees will be reimbursed for commercial auto rental for the actual and necessary cost for such rental substantiated by receipts.
- C. Carpooling: Whenever possible, Officials and staff should attempt to carpool, if they are attending the same event at the same time.

### **IV. LODGING**

The cost of lodging will be paid by the City at the standard room rate, plus the cost of any applicable taxes and parking charges that are billed by the hotel.

### **V. PER DIEM ALLOWANCE**

The Per Diem allowance to cover the costs of meals and other incidental expenses shall be \$60.00 per day. The daily Per Diem shall not be used if any meals are provided by, or included with, the registration costs of the conference or workshop.

As an alternative to the Per Diem allowance, the Travel Expense Report Form may show itemized expenses. In the event itemized expenses are submitted, receipts for those expenditures must be attached to the Travel Expense Report Form. In the event that receipts are not provided, the amount allowed shall not exceed the Per Diem established for the travel. The maximum itemized cost for individual meals is as follows: Breakfast - \$10; Lunch - \$12; Dinner - \$20

### **VI. REGISTRATION**

The City shall pay for meeting registration fees as required for attendance.

### **VII. REIMBURSEMENT FROM OTHER AGENCIES AND ORGANIZATIONS**

In some cases, reimbursement of all or part of travel and meeting expense is made by other organizations or agencies. Such reimbursement shall be submitted directly to the City and shown on the Travel Expense Report Form.

### **VIII. TIMELY SUBMISSION**

The Travel Expense Report Form must be submitted to the City Manager within 30 days after returning from the conference and/or trip. To be reimbursed for travel expenditures, the Travel Expense Report Form must be signed and submitted. No reimbursement shall be made until the expense form has been properly executed and approved by the City Manager.

### **IX. MEETING REPORTS**

Councilmembers and staff who attended meetings at the City's expense will provide brief reports on those meetings at the next regular City Council meeting.

### **X. LOCAL AREA MEETINGS**

For meetings held in the local area, defined as Kings, Tulare, Fresno, Kern and Madera Counties, Per Diem expenses shall not apply and actual costs shall be reimbursed. In this case, the employee must submit receipts for meals along with the Travel Expense Report Form. The employee will be reimbursed by City Council approved warrant. Petty cash will not be used to reimburse employees. Eligible expenses include:

- A. Meeting registration fees
- B. Transportation costs based upon current mileage in those cases where a City vehicle is not used. Where an employee is paid a monthly auto allowance, only mileage in excess of 50 miles shall be reimbursed.

### **XI. TRAVEL ADVANCES**

All requests for travel advances shall be submitted through the City Manager's office to the Finance Department. All advances must be properly accounted for on termination of travel for which the advance was made.

### **XII. VIOLATION OF THIS POLICY**

Misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- Loss of reimbursement privileges
- Restitution to the City of Lemoore
- Civil penalties for misuse of public resources
- Prosecution for misuse of public resources