

CITY OF LEMOORE  
Travel Expense Report Form



|                   |            |
|-------------------|------------|
| EMPLOYEE/OFFICIAL | DEPARTMENT |
|-------------------|------------|

PURPOSE OF TRAVEL: \_\_\_\_\_ EVENT: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_

USE ONE LINE PER DAY ONLY

| MONTH/YEAR<br>DATE | LOCATION<br>WHERE EXPENSES<br>WERE INCURRED | REGISTRA-<br>TION | LODGING | MEALS (PROVIDE RECEIPTS)   |                |       |        | TRANSPORTATION (PROVIDE RECEIPTS) |                        |                |                 |      | TOTAL<br>EXPENSES<br>FOR EACH DAY |
|--------------------|---|-------------------|---------|----------------------------|----------------|-------|--------|-----------------------------------|------------------------|----------------|-----------------|------|-----------------------------------|
|                    |   |                   |         | PER DIEM<br>(\$45 per day) | BREAK-<br>FAST | LUNCH | DINNER | TAXI, TOLLS<br>PARKING            | AIRFARE<br>(TRAIN/BUS) | AUTO<br>RENTAL | PRIVATE CAR USE |      |                                   |
|                    |   |                   |         |                            |                |       |        |                                   | MILES                  | x \$0.585      | AMOUNT          |      |                                   |
|                    |   |                   |         |                            |                |       |        |                                   |                        |                |                 | \$ - |                                   |
|                    |   |                   |         |                            |                |       |        |                                   |                        |                |                 |      |                                   |
|                    |   |                   |         |                            |                |       |        |                                   |                        |                |                 |      |                                   |
|                    |   |                   |         |                            |                |       |        |                                   |                        |                |                 |      |                                   |
|                    |   |                   |         |                            |                |       |        |                                   |                        |                |                 |      |                                   |
|                    |   |                   |         |                            |                |       |        |                                   |                        |                |                 |      |                                   |
|                    |   |                   |         |                            |                |       |        |                                   |                        |                |                 |      |                                   |
|                    |   |                   |         |                            |                |       |        |                                   |                        |                |                 |      |                                   |
|                    |   |                   |         |                            |                |       |        |                                   |                        |                |                 |      |                                   |

Include copies of conference/training complete description, and hotel reservation **GRAND TOTAL:**

|   |  |
|---|--|
| check one <input type="checkbox"/> <b>ADVANCE</b><br>(attach copy of this form when submitting final)<br><input type="checkbox"/> <b>REIMBURSEMENT</b><br><br><input type="checkbox"/> <b>FINAL REPORT (CERTAIN FINAL EXPENSE REPORTS MUST BE ACCOMPANIED BY WRITTEN OR ORAL COUNCIL REPORTS. CHECK THE APPROPRIATE BOX BELOW.)</b> | <b>SUMMARY OF EXPENSE REPORT (use for final report only):</b><br>Total Expense Report: _____<br>Less Advances Paid by City: _____<br>Balance Due (Owed): _____ |
|---|--|

Written report is attached.       No report is due. (Please provide explanation)  
 Oral report will be given at next CC meeting.

I agree to all provisions on the City of Lemoore Meeting and Travel Expense Reimbursement Policy and I certify that this is a true and correct statement of my actual (or planned, if ADVANCE) expenses.

|                             |       |                |
|-----------------------------|-------|----------------|
| EMPLOYEE/OFFICIAL SIGNATURE | Date: | ACCOUNT CODING |
| X                           |       |                |
| DEPARTMENT HEAD APPROVAL    | Date: |                |
| X                           |       |                |
| CITY MANAGER'S SIGNATURE    | Date: |                |
| X                           |       |                |

## 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/official 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 prior to any funds being advanced or reimbursed by the City. An Advance is not required for travel or meeting expenses.

**III. TRANSPORTATION** In an effort to reduce emissions and save costs transportation should be considered in the following order.

- A. **Carpooling**: Whenever possible, Officials and employees are strongly encouraged to carpool, if they are attending the same event at the same time. A written explanation should be submitted if multiple vehicles are being used. This applies to City or personal vehicles.
- B. **Train/Airfare**: Whenever possible, officials and staff should attempt to use Amtrak when it fits into the event/conference schedule without requiring an additional overnight stay and the route does not require more than 1/3 bus travel. Make sure to keep all taxi receipts between station/terminal and event/hotel.
- C. **City Vehicles**: Officials and staff should use a City vehicle whenever possible.
- D. **Use of Privately Owned Vehicles**: Mileage reimbursement\* for privately owned vehicles used on City business shall be at the current published IRS rate. Mileage reimbursement will not exceed the total cost of train/airfare (B). Where an employee is paid a monthly auto allowance, only mileage in excess of 50 miles shall be reimbursed.

\*Mileage reimbursement will be provided from the workplace to and from the event only; the City will not reimburse for mileage for personal travel.

**IV. LODGING** The cost of lodging will be paid by the City at the standard room rate, plus the cost of any applicable taxes telephone/Internet charges for City business, and lowest cost on-site parking charges that are billed by the hotel. If the event requires no more than two (2) hours travel and starts at 9:00 am or later, lodging will not be paid for the night before the event. In general lodging will not be paid for the night after the event (If the event ends after 8:00 pm or later, and requires more than three (3) hours travel time lodging will be paid) Tips for baggage and parking are not reimbursable.

**V. MEAL 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. The maximum itemized cost for individual meals (including tax and tip) is as follows: Breakfast \$12; Lunch \$14; Dinner \$22. The City does not reimburse for alcohol.

As an alternative to itemized meal expenses, the Meal Per Diem allowance to cover the costs of meals shall be \$45.00 per day if no meals (not including continental breakfast) are provided by, or included with, the registration of the conference or hotel. If only one meal (not including continental breakfast) is provided by, or included with, the registration of the conference or hotel, the Meal Per Diem shall be \$30.00. No Meal Per Diem shall be used when two or more meals (not including continental breakfast) are provided. If the event does not provide for dietary needs Meal allowance will be given.

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

**VII. COMMUNICATION CHARGES** The City will reimburse phone calls, faxes, and internet charges made for business; if needed, the City will provide a cellphone for travel.

**VIII. 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.

**IX. 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.

**X. MEETING REPORTS** Council Members who attended meetings at the City's expense will provide brief reports on those meetings at the next regular City Council meeting. Department Heads will provide a summary oral report for staff whose travel/training cost exceeds \$500.00.

**XI. ON DUTY** All City personnel policies are in effect while staff is serving in their official capacity.

**XII. 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.

**XIII. 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