

## 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 abide to reduce emissions and save costs transportation should be considered in the following order:

- A. **Carpooling:** Whenever possible, officials and employees will carpool, if they are attending the same event at the same time. A written explanation is needed if multiple vehicles are being used. This applies to City, personal or rental 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. **Commercial Auto Rental:** Commercial auto rental should be used when the rental and projected gas is at least \$50 less than mileage for privately owned vehicles; keep gas receipts for reimbursement.
- E. **Use of Privately Owned Vehicles:** Mileage reimbursement\* for privately owned vehicles used on City business shall be at the current published IRS rate (\$.585 per mile as of 07/01/2008). Mileage reimbursement will not exceed the total cost of either train/airfare (B) or commercial auto rental (D) plus \$50. 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.**

The Meal Per Diem allowance to cover the costs of meals shall be \$45.00 per day. **The daily Meal Per Diem shall not be used if any meals\*\* (not continental breakfast) are provided by, or included with, the registration of the conference/workshop or hotel.**

\*\*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 cell phone 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 oral or written reports on those meetings at the next regular City Council meeting.

Staff whose total travel/training cost exceeds \$500.00 will provide brief report (less than one page) on the content of the training or conference. The report is to be submitted with Final Travel Expense Report.

## **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.

## **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